

NETA Constitution and Bylaws

Northeast Telugu Association (NETA)

Non-Profit Organization

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Bylaws and Constitution Of Northeast Telugu Association (NETA) Adopted on March 16, 2023

NETA Constitution and Bylaws

1. Article 1: Organization Details

- 1.1.1. The organization name will be “**Northeast Telugu Association,**” hereafter referred to as “**NETA.**”
- 1.1.2. NETA is a not-for-profit organization organized under the laws of the State of New Jersey, USA.
- 1.1.3. NETA shall admit any Telugu people that reside in the states that constitute the Northeast of USA, which include **Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, Delaware, Maryland, New Jersey, New York, and Pennsylvania and the District of Columbia.**

2. Article 2: Objectives

The objectives of NETA shall be as follows:

- 2.1.1. Connect and Serve all Telugu people with a focus on Youth and Women, in business, social, educational, and spiritual pursuits and other charitable activities.
- 2.1.2. Solicit, raise, and collect funds & donations for cultural, educational, social and charitable purposes across the Northeast States.
- 2.1.3. Empower Women
- 2.1.4. Diversity
- 2.1.5. Promote Youth
- 2.1.6. Work with mainstream America

3. Article 2: Rules and Regulations

The rules and regulations laid out below shall conclusively govern and bind the organization of NETA and all persons acting for and/or on its behalf.

- 3.1.1. Connect and Serve all Telugu-speaking people, with a focus on Youth and Women, in business, social, educational, spiritual pursuits and other charitable activities.

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- 3.1.2. Solicit, raise, and collect funds & donations for cultural, educational, social, and charitable purposes across the States in the Northeast mentioned above.
- 3.1.3. No part of the charitable contributions to the not-for-profit organization NETA shall be used for the benefit of, or be distributed to its members, board of trustees or officers; The corporation, however, shall be authorized and empowered to pay compensation for services rendered and to make payments & distributions in furtherance of the objectives set forth herein.
- 3.1.4. No substantial part of the activities of NETA shall be conducting propaganda or otherwise attempting to influence legislation and shall not participate in or intervene in any political campaigns including the publication of or distribution of statements on behalf of any candidate for public office or any other not-for-profit organization.
- 3.1.5. NETA shall conduct any activities that are permissible to organizations exempt from Federal income tax, notwithstanding, specific other provisions laid out in the Articles of Incorporation and Bylaws.

4. Article 4: Compensation

- 4.1.1. Any member serving NETA in any role is deemed to be voluntary without any compensation from NETA.

5. Article 4: Membership

5.1.1. Life Membership

NETA shall admit the applicant provided that such person:

- 1.1.1.1. Abides by NETA Bylaws.
- 1.1.1.2. Subscribes to NETA objectives.
 - 1.1.1.2.1. Be 18 years of age or older.
- 1.1.1.3. Applies in the prescribed form along with the required details as requested.
- 1.1.1.4. Pay a one-time non-refundable fee of \$50 per family for Life Membership.
- 1.1.1.5. Be approved by Membership Committee
- 1.1.1.6. NETA reserves the right to verify the qualifications and information provided by the applicant. Such verification may include requesting additional documentation from some or all the applicants for membership.
- 1.1.1.7. NETA reserves the right to deny Life Membership
- 1.1.1.8. NETA shall admit any Telugu individual that meets the eligibility criteria and resides in the Northeast of USA.
- 1.1.1.9. Membership is, under no circumstances, transferable to another person.

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5.1.2. Enrollment

Members can register for membership either paper, online through NETA Website or through convention donations.

5.1.3. Term

Life Members shall be entitled for lifetime membership until the member chooses to withdraw their membership or the membership is terminated by the organization.

5.2.5 Responsibilities

Support and participate in NETA Objectives.

5.1.4. Privileges

5.1.4.1. Enjoy the honorific title of "Life Member."

5.1.4.2. Eligible to receive benefits as defined in Life Membership benefits package.

5.1.4.3. Eligible to serve in the governing body, standing committees or as chapter President.

5.1.4.4. The Life Member and his/her spouse shall be eligible to vote on all matters presented to the General Body

5.1.4.5. Dependent children over 21 years of age will lose membership privileges on their 22nd birthday. They will need to get their own membership.

5.1.5. Resignation

Members can choose to forfeit their Life Membership benefits and privileges by notifying the General Secretary.

1.1.1. Termination

Membership of a Life Member can be revoked for violation of NETA Bylaws. Knowingly or intentionally engaging in conduct which is intended to compete with or cause harm to NETA or which, in the opinion of the Board of Director, in its sole discretion, is likely to substantially effect the reputation of NETA.

The Membership Committee will assess such cases and provide recommendations on the course of action to the General Secretary who will then review the details and provide the final decision. As part of the assessment and before taking any decision, a written notice shall be given by the membership committee or General Secretary to the respective Life Member seeking an explanation of such decision.

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1.1.2. Reinstatement

- 1.1.2.1. Life Membership can be considered for reinstatement at least one year after revocation. The Life Member will
- 1.1.2.2. need to submit a reinstatement request and reasonable evidence that their conduct is within prescribed NETA Bylaws.
- 1.1.2.3. General Secretary with the consent from the President can present to BOD for the reinstatement. Membership can be reinstated upon approval by two-thirds (2/3rd) of BOD.

6. Article 6: General Body

Any member serving NETA in any role is deemed to be voluntary without any compensation from NETA.

6.1.1. General Body

- 6.1.1.1. Eligibility
- 6.1.1.2. Composition
 - Must be NETA Life Member.
 - 6.1.1.1. Eligibility
 - Consists of all NETA Life Members.
- 6.1.1.3. Enrollment
 - Automatic
- 6.1.1.4. Term
 - Lifetime - if the life membership status is maintained.
- 6.1.1.5. Responsibilities
 - 6.1.1.5.1.1. Promote the collective objectives of NETA.
 - 6.1.1.5.1.2. Attend the General Body meeting during which the Board of Trustees shall discuss the affairs of NETA and seek feedback.
 - 6.1.1.5.1.3. Shall ratify with a simple majority the bylaws and amendments approved by the Board of Trustees
- 6.1.1.6. Resignation
 - Rescindment of Life Membership automatically removes membership from the General Body.
- 6.1.1.7. Termination
 - Rescindment of Life Membership automatically removes membership from the General Body.

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6.1.1.8. Reinstatement

NA

6.1.1.9. Meetings

6.1.1.9.1. General Body meetings will be only held anywhere in Northeast America

6.1.1.9.2. General Body members can participate in the General Body Meeting in person.

6.1.1.9.3. A meeting of the General Body shall be held during each NETA Convention. If a NETA Convention is not held for any reason, then a General Body meeting shall be called by BOD appropriate time

6.1.1.9.4. If a General Body Meeting is to be held, the General Secretary shall give notice to the General Body members of the date, time and place of such General Body meeting no later than thirty (30) days before such meeting is to be held.

6.1.1.9.5. The General Secretary shall keep or post any minutes of the General Body meetings to General Body members.

6.1.1.9.6. Where no binding action will be taken by the General Body, no quorum is required.

7. Article 7: Governing Body

The Founding Committee (FC), Core Committee (CC) and Board of Director (BOD), Executive Committee (EC) is the governing body of NETA.

NETA shall have diversity in BOD membership with good representation based on gender, age, professional qualifications, geographies, and respective individuals' accomplishments/service to NETA.

7.1.1. Founding Committee

Consist of Seven (7) members of Senior Member of the NETA founders. This will be a permanent body. Initially Founding appoint the Core Committee there after Elected by BOD.

7.1.2. Core Committee

Initially the Founding Committee appointed the Core Committee there after by core committee elected by BOD.

Consist of Seven (7) members of Senior Leaders.

Core Committee consists of Past President, Two Board of Directors, two Founding committee members and Two outside leaders.

Each term Core committee appoint Selection Committee to select (BOD) Board of Directors each term for Two Years

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7.1.3. Board of Director (BOD)

7.1.3.1. Eligibility Criteria

7.1.3.1.1. Any Life Member seeking office as a Board of Director should have been a Life Member for the current year and prior two (2) calendar years consecutively and should have served at least one term as in any Standing Committee or as a Chapter President in any State chapter.

7.1.3.1.2. Must be Resident of Northeast states and actively involved in NETA activities for at least two years.

7.1.3.2. Composition

7.1.3.2.1. The BOD shall consist of fifteen (27) members of which: twenty-one (27) will be Board of Directors

7.1.3.3. Term

7.1.3.3.1. The term of a BOD member shall be for two (2) years in line with the presidential term. The current BOD shall be dissolved when the presidential term ends.

7.1.3.4. Responsibilities

The BOD members shall have following responsibilities to oversee and guide the organization.

7.1.3.4.1. Establish mission and purpose of the organization.

7.1.3.4.2. Define strategies, policies and ensure effective planning.

7.1.3.4.3. Monitor and strengthen programs to Connect and Serve

7.1.3.4.4. Ensure availability of adequate financial resources

7.1.3.4.5. Build and protect assets with proper financial oversight.

7.1.3.4.6. Approval of operational budget

7.1.3.4.7. Ensure legal and ethical integrity.

7.1.3.4.8. Creation and approval of endowments

7.1.3.4.9. Enhance the organization's public standing.

7.1.3.4.10. The BOD shall form a Bylaw Committee as is needed to make amendments to the Bylaws and for their ratification.

7.1.3.4.11. Approval of location and budget for the NETA Convention

7.1.3.4.12. Conduct an internal audit of global conventions and other major events before the completion of the presidential term.

7.1.3.4.13. Shall serve in at least one (1) committee.

7.1.3.4.14. Select the Executive Vice President immediately after the inauguration of the new President and BOD. This selection shall be completed in the inauguration meeting itself.

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7.1.3.5. Resignation

7.1.3.5.1. Any BOD member may resign from the position by filing a written resignation with the General Secretary.

7.1.3.5.2. However, such resignation shall not relieve the member of the obligation to provide accounts or other responsibilities entrusted to him/her.

7.1.3.6. Termination

Any BOD member can be removed from the position for acting against the interest of the organization and/or for misuse of the position in the organization for personal aggrandizement or for promoting personal interests through use of organization's name in the news or visual media or with political establishments or for misconduct. Such action shall require a written notice by the BOD and Core Committee to the violated member seeking an explanation.

According to findings, with two-thirds (2/3s) of BOD majority and ratified by Core committee, the respective member can be terminated.

If a BOD member is any lawsuit, then such an individual shall be suspended from the respective position.

7.1.3.7. Backfilling

All existing vacancies by reason of resignation, death, incapacity or removal of a BOD member before the expiration of his/her term, shall be nominated by the President and approved by Core Committee to serve for the duration of the remaining term. The duration of the backfilling position, however, long will count as full term. The backfilling position should be filled within 60 days unless this falls in the last 3 months of the end of the current term.

7.1.3.8. Backfill

All existing vacancies by reason of resignation, death, incapacity or removal of a BOD member before the expiration of his/her term, shall be nominated by the President and approved by BOD with simple majority to serve for the duration of the remaining term. The duration of the backfilling position, however, long will count as full term. The backfilling position should be filled within 60 days.

7.1.3.9. Meetings

7.1.3.9.1. The BOD shall meet once a quarter either in person or through tele/video conference.

7.1.3.9.2. In the BOD meetings high level summary of accomplishments, future and quarterly financials will be reviewed.

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- 7.1.3.9.3. As needed, the President can call for additional BOD meetings via email with advance notice ranging between twenty-four (24) hours to seven (7) days.
- 7.1.3.9.4. The General Secretary shall be the presiding member of the BOD and other official/critical meetings.
- 7.1.3.9.5. The General Secretary along with the President shall set the agenda for each meeting. Any agenda item proposed by any trustee and seconded by another trustee shall also be included in the agenda.
- 7.1.3.9.6. The agenda for the meeting should be published at least forty-eight (48) hours before the scheduled meeting excluding any emergency meetings.
- 7.1.3.9.7. The meetings will be conducted in accordance with Robert Rules of Order plus any local/state/federal rules.
- 7.1.3.9.8. Every BOD is expected to attend a minimum of two of three of the required meetings in a given calendar year with an exception arising from unforeseen circumstances or health reasons. Failing on which, the General Secretary shall send a written notification to that member on the inactiveness resulting in deprivation of all committee communications/publications/meeting minutes until the member becomes active and attends at least two (2) consecutive meetings. If the member does not reengage actively after the formal communication, the President shall direct the General Secretary to terminate their membership.
- 7.1.3.10. Decision

A quorum shall consist of a simple majority of the BOD attending in person or through telephone/video conferencing. All decisions will be by simple majority vote of those present in a meeting at which a quorum is present.

7.1.4. Executive Committee (EC)

- 7.1.4.1. Eligibility Criteria
Same as BOT (Board of Trustees)
- 7.1.4.2. Composition
Of the 27 BOD members, an Executive Committee will be formed with Six of the BOD members.
Executive Committee shall comprise of President, Executive Vice-president, General Secretary, Treasurer, One Joint-Secretaries, One Joint-Treasures
- 7.1.4.3. Term
Same as BOD (Board of Directors)
- 7.1.4.4. Responsibilities

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Executive Committee members shall oversee day to day operations, events coordination & execution including convention efforts and function as liaisons with at least one or 2 Standing committees.

7.1.4.5. Privileges

Any ad hoc expense not exceeding \$1000 can be approved by the Executive Committee. This limit applies to the total amount spent for the same cause or purpose or towards a specific organization including any amount already spent by the President and Executive Committee

7.1.4.6. Resignation

Same as BOD

7.1.4.7. Termination

Same as BOD

7.1.4.8. Backfilling

Same as BOD

7.1.4.9. Reinstatement

Same as BOD

8. Article 8: Office Bearers

8.1.1. President

8.1.1.1. Eligible Criteria

- 8.1.1.1.1. Must be a Life Member
- 8.1.1.1.2. Must have served in EC for at least one term.
- 8.1.1.1.3. Selected by the newly formed BOD.

8.1.1.2. Term

Maximum of one (1) term consisting of two (2) years. The term shall commence starting January 1st of the first year and is effective for two years.

8.1.1.3. Responsibilities

- 8.1.1.3.1. Provide inspired leadership across the organization.
- 8.1.1.3.2. Create an environment that promotes superior performance and positive morale.
- 8.1.1.3.3. Ensure organization's activities are in-line with furthering the mission.
- 8.1.1.3.4. Act as the primary spokesperson for the organization
- 8.1.1.3.5. Shall form the Executive, Audit and Vision Committees. The formation shall be completed before the Presidential inauguration.
- 8.1.1.3.6. Shall form an ad hoc committee to investigate grievances as needed.

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- 8.1.1.3.7. Shall not use NETA to avail yourself of any personal benefits directly or indirectly from life members, sponsors, and other non-profit organizations.
- 8.1.1.3.8. Bear the ultimate responsibility for the day-to-day running of the organization.
- 8.1.1.3.9. Oversee fund raising programs and act as the organization's Chief Fundraiser
- 8.1.1.3.10. Ensure legal compliance and sound risk management practices.
- 8.1.1.3.11. Display financial prudence in managing the organization.
- 8.1.1.3.12. Work to define strategic initiatives and take decisions.
- 8.1.1.3.13. Form, continue or terminate Standing and Ad hoc Committees as needed. These shall be permanent or ad hoc. Define their purpose, role, responsibilities, goals & objectives of each committee.
- 8.1.1.3.14. Work with Executive Committee and Standing Committees to implement strategic initiatives and operational policies.
- 8.1.1.3.15. Shall be primary contact for any endowment and adhere to endowments and their charter guidelines.
- 8.1.1.3.16. Serve as the liaison between the Core Committee, BOD and the rest of the organization.
- 8.1.1.3.17. Select Chapter Presidents and Standing Committee Chairs with help of BOD.
- 8.1.1.3.18. Periodically appraise the BOD on the status of strategic initiatives, organizational activities, operations, and financials.
- 8.1.1.3.19. Direct and expend general funds for administrative purposes to cover all operating expenses unless directed by BOD under special circumstances to use the funds for other purposes.
- 8.1.1.3.20. Shall remain responsible for all financials happened during the tenure until the next audit is completed and all discrepancies, if any, have been resolved amicably
- 8.1.1.3.21. Ensure a complete and smooth transition of power and organizations' assets to the next President by the oath ceremony.
- 8.1.1.4. Resignation
 - 8.1.1.4.1.1. The President may resign from the position by filing a written resignation with the General Secretary and Executive Vice President and shall present himself to the BOD; however, such resignation shall not relieve the President of the obligation to provide accounts or other responsibilities entrusted upon for the duration served.
 - 8.1.1.4.1.2. Additionally, if there are any pending legal challenges or liabilities, the President shall remain as the point person for

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these until resolution is reached. The President shall be relieved upon approval of BOD and completion of transition of responsibilities.

8.1.1.5. Termination

8.1.1.5.1.1. The President can be removed from the position for acting against the interest of the organization and/or for misuse of the position in the organization for personal aggrandizement or for not fulfilling the duties arising from disability, health or any other reason or for promoting personal interests through use of organizations name in the news or visual media or with political establishments or for misconduct. Such action shall require a written notice by the General Secretary upon approval of the BOD to the President seeking explanation. Upon findings, with two-thirds (2/3s) of BOD majority, the President can be terminated.

8.1.1.5.1.2. If the President is in any criminal lawsuit, then such an individual shall be suspended from the respective position.

8.1.1.6. Backfill

In the event the office of the President becomes vacant for any reason, a new President shall be identified based on the following:

8.1.1.6.1.1. If the remaining term is 6 months, then the BOD shall decide the next President for the remaining term.

8.1.1.7. Meeting

8.1.1.7.1. The President shall attend all General Body, Executive Committee, BOD and other official/critical meetings.

8.1.1.7.2. Absence arising from health or emergency reasons shall be excused. During absence, the General Secretary

8.1.1.7.3. shall appraise the President as required in addition to publishing the meeting minutes.

8.1.2. Executive Vice President

8.1.2.1. Eligible Criteria

8.1.2.1.1.1. Must be a Life Member

8.1.2.1.1.2. Must have served in EC for at least one term.

8.1.2.1.1.3. Selected by the newly formed BOD.

8.1.2.2. Term

Maximum of one (1) term consisting of two (2) years. The term shall commence starting January of the first year and is effective for two years or until the next President is sworn in.

8.1.2.3. Responsibilities

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- 8.1.2.3.1.1. Work alongside with the President in furthering the organizational mission.
- 8.1.2.3.1.2. Will serve as the acting President not exceeding ninety (90) days, if the President becomes
- 8.1.2.3.1.3. temporarily incapable of fulfilling the duties arising from disability, health, becomes vacant or any other reason, until the President can resume.
- 8.1.2.3.1.4. Provide inspired leadership across the organization.
- 8.1.2.3.1.5. Create an environment that promotes superior performance and positive morale.
- 8.1.2.3.1.6. Lead initiatives and assist in decision making when requested by the President.
- 8.1.2.3.1.7. Have awareness of day-to-day running of the organization, strategic initiatives, and operational policies
- 8.1.2.3.1.8. Have awareness of organizational financials including fund raising activities
- 8.1.2.3.1.9. Ensure legal compliance and sound risk management practices.
- 8.1.2.3.1.10. Assist President in selecting Chapter Leads and Standing Committee Chairs/Co-Chairs
- 8.1.2.3.1.11. Shall have the ownership and responsibility to drive the selection committee process to form the new
- 8.1.2.3.1.12. BOD team, Committee Chairs and Chapter President for the next Presidential term
- 8.1.2.3.1.13. Shall select NETA foundation committee members in approval with the President and notify the BOD.
- 8.1.2.3.1.14. Shall lead NETA Foundation and provide quarterly progress and financial updates to BOD.
- 8.1.2.3.1.15. Work towards growing into the Presidential role to attain a smooth transition of responsibilities and power.
- 8.1.2.4. Resignation
The Executive Vice President may resign from the position by filing a written resignation with the President and General Secretary. The General Secretary shall then communicate the same to the BOD. Such resignation shall not relieve the Executive Vice President of the obligation to provide accounts or other responsibilities entrusted upon for the duration served. Executive Vice President shall be relieved upon completion of transition of responsibilities.
- 8.1.2.5. Termination
Same as President.

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8.1.2.6. Backfill

In the event the office of Executive Vice President becomes vacant for any reason, the procedure to select a new Executive Vice President shall be followed without the need to wait for until the next inauguration and ratified by CORE Committee.

8.1.3. Secretary

8.1.3.1. Eligible Criteria

Must have served in the BOD for at least one term and be part of the current BOD. Elected by the BOD

8.1.3.2. Term

8.1.3.3. Responsibilities

8.1.3.3.1.1. Be the public liaison and custodian of NETA Seal, Articles of Incorporation and Bylaws including all amendments.

8.1.3.3.1.2. Renew Articles of Incorporation for NETA with the New Jersey State

8.1.3.3.1.3. Keep and maintain all records of the organization.

8.1.3.3.1.4. Shall be the presiding member of the General Body, BOD, and all other official meetings.

8.1.3.3.1.5. Prepare agendas in consultation with the President and send meeting notifications at least 48 hours before the scheduled meeting. Shall include any agenda item proposed by any trustee and seconded by another trustee.

8.1.3.3.1.6. Correspond with other official and non-official entities on behalf of the organization.

8.1.3.3.1.7. Maintain meeting minutes of BOD and Executive Committee and circulate among its members.

8.1.3.3.1.8. Notify Chapter Leads, Standing Committee Chairpersons & Members of their appointments and assigned duties.

8.1.3.3.1.9. Manage all digital and non-digital operational assets (excluding finances)

8.1.3.3.1.10. Ensure required books, reports, certificates, documents and records are kept current and filed as required by law.

8.1.3.3.1.11. Shall keep bylaw addendums and appendixes current.

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8.1.3.3.1.12. Transfer all records to the incoming General Secretary within fifteen (15) days of the appointment of the incoming Secretary.

8.1.3.3.1.13. Shall review all grievances, appraise the President, and provide initial response within fifteen (15) days of receipt.

8.1.3.3.1.14. Shall be the authorized NETA officer to issue communications to NETA members and public at large.

8.1.3.3.1.15. Shall attest on all contracts signed by the President unless the BOD directs otherwise.

8.1.3.4. Privileges

8.1.3.5. Resignation

The General Secretary may resign from the position by filing a written resignation with the President and such resignation shall be presented to the BOD by the President; however, such resignation shall not relieve the General-Secretary of the obligation to provide accounts or other responsibilities entrusted upon for the duration served. The General Secretary shall be relieved upon completion of the transition of responsibilities and such a transition should be complete within twenty-one (21) days.

8.1.3.6. Termination

The President can terminate the General Secretary and notify the BOD of the change if there is any Misconduct.

If the General Secretary is in the middle of a criminal lawsuit, then such an individual shall be suspended from the respective position.

8.1.3.7. Backfill

In the event the office of General Secretary becomes vacant for any reason, the President shall appoint an individual within twenty-one (21) days.

8.1.3.8. Meetings

The General Secretary shall attend all General Body, Executive Committee, BOD and other official/critical meetings. Absence arising from health or emergency reasons shall be excused.

As the General Secretary is the presiding member of official meetings, during such an absence, any Joint Secretary in attendance shall carry out the tasks to publish the meeting minutes and keep others apprised as required.

8.1.4. Treasurer

8.1.4.1. Eligible Criteria

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Must have served in the BOD for at least one term and be part of the current BOD. Elected by the BOD

8.1.4.2. Term

8.1.4.3. Responsibilities

8.1.4.3.1.1. Maintain all funds and financial aspects of NETA.

8.1.4.3.1.2. Keep financial books in proper and correct order.

8.1.4.3.1.3. Any check, note, draft, online payments including other forms of payments or demand for money drawn against NETA funds more than USD \$1,000 shall be signed by the Treasurer with the written approval of the President unless the BOD directs otherwise.

8.1.4.3.1.4. Issue collection notice of all dues, fees and assessments, and shall deposit the same in designated bank(s) or other depository institution(s)

8.1.4.3.1.5. At the minimum submit monthly financial reports to the Executive Committee and quarterly financial reports to the BOD

8.1.4.3.1.6. Prepare and file tax returns with the IRS for Federal and State as applicable.

8.1.4.3.1.7. Present financial statements during General Body Meeting

8.1.4.4. Meetings

The Treasurer shall attend all General Body, Executive Committee, BOD, and other official/critical meetings.

Absence arising from health or emergency reasons shall be excused. During such an absence, any Joint-Treasurer in attendance shall carry out the tasks related to financials and keep others apprised as required.

8.1.4.5. Resignation

The Treasurer may resign from the position by filing a written resignation with the President and such resignation shall be presented to the BOD by the President; however, such resignation shall not relieve the Treasurer of the obligation to provide accounts or other responsibilities entrusted upon for the duration served. The Treasurer shall be relieved upon completion of transition of responsibilities and such transition should be completed within twenty-one (21) days.

8.1.4.6. Termination

The President can terminate the Treasurer and notify the BOD of the change if there is any Misconduct. If the Treasurer is in the middle of a

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criminal lawsuit, then such an individual shall be suspended from the respective position.

8.1.4.7. Backfill

In the event the office of Treasurer becomes vacant for any reason, the President shall appoint an individual within twenty-one (21) days.

8.1.5. Joint Secretary

8.1.5.1. Eligible Criteria

Must be part of the current BOD.

Elected by the BOD

8.1.5.2. Term

Two Years

8.1.5.3. Responsibilities

Assist the General Secretary as needed and as directed by the Executive Committee

As directed by the President shall serve as the acting General Secretary, if the General Secretary becomes temporarily incapable of fulfilling the duties arising from disability, health, or any other reason, until the General Secretary is able to resume.

8.1.5.4. Resignation

The Joint-Secretary may resign from the position by filing a written resignation with the President and such resignation shall be presented to the BOD by the President; however, such resignation shall not relieve the Joint-Secretary of the obligation to provide accounts or other responsibilities entrusted upon for the duration served. The Joint Secretary shall be relieved upon completion of transition of responsibilities and such transition should complete within twenty-one (21) days.

8.1.5.5. Termination

The President can terminate the Joint-Secretary and notify the BOD of the change if there is any Misconduct.

If the Joint-Secretary is in the middle of a criminal lawsuit, then such an individual shall be suspended from the respective position.

8.1.5.6. Backfill

In the event the office of Joint-Secretary becomes vacant for any reason, the President shall appoint an individual within twenty-one (21) days.

8.1.5.7. Meetings

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The Joint Secretary shall attend all General Body, Executive Committee, BOD and other official/critical meetings. Absence arising from health or emergency reasons shall be excused.

8.1.6. Joint Treasurer

8.1.6.1. Eligible Criteria

Must be part of the current BOD and elected by the BOD

8.1.6.2. Term

Two years

8.1.6.3. Responsibilities

Assist the Treasurer as needed and as directed by the Executive Committee

As directed by the President shall serve as the acting Treasurer, if the Treasurer becomes temporarily incapable of fulfilling the duties arising from disability, health, or any other reason, until the Treasurer is able to resume.

8.1.6.4. Resignation

The Joint-Treasurer may resign from the position by filing a written resignation with the President and such resignation shall be presented to the BOD by the President; however, such resignation shall not relieve the Joint-Treasurer of the obligation to provide accounts or other responsibilities entrusted upon for the duration served. The Joint-Treasurer shall be relieved upon approval of BOD and completion of transition of responsibilities and such transition should complete within twenty-one (21) days.

8.1.6.5. Termination

The President can terminate the Joint-Treasurer and notify the BOD of the change if there is any Misconduct.

If the Joint-Treasurer is in the middle of a criminal lawsuit, then such an individual shall be suspended from the respective position.

8.1.6.6. Backfill

In the event the office of Joint-Treasurer becomes vacant for any reason, the President shall appoint an individual within twenty-one (21) days.

8.1.6.7. Meetings

The Joint Treasurer shall attend all General Body, Executive Committee, BOD, and other official/critical meetings. Absence arising from health or emergency reasons shall be excused.

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9. Article 9: State Chapter President

State Chapters are an essential fabric of NETA as these bring together Telugu people at a localized level. Chapter President is a integral part as they weave the cohesiveness and engagement amongst its chapter members.

9.1.1. Eligible Criteria

Be a Life Member to serve as a Chapter President

Preference given who Served as a Standing Committee Chair

9.1.2. Composition

Shall be led by Chapter President

Shall have one (1) Chapter President and 3 Members

The Core Committee shall select the Chapter Leads in consultation with the local BOD team.

9.1.3. Term

Shall be in line with the presidential term. The current chapter leadership shall get dissolved when the presidential term ends.

9.1.4. Responsibilities

9.1.4.1. Coordinate all activities within a local State.

9.1.4.2. Carry out activities and form local committees to promote NETA objectives; including but not limited to; spiritual, festive, intellectual, building social bonding; that create value for chapter members.

9.1.4.3. Increase chapter membership by conducting membership drives and transitioning members from General Members to Life Members

9.1.4.4. Process new membership requests proactively within the stated timeline

9.1.4.5. Keep chapter members apprised of organization wide announcements.

9.1.4.6. Ensure harmony and respect is maintained amongst the chapter members and expedite processing or escalation of any grievances.

9.1.4.7. Function as the liaison between the local chapter members and Executive Committee

9.1.4.8. Assist Executive Committee and Standing Committees on various initiatives.

9.1.4.9. Manage chapter financials and accept only authorized donations.

9.1.4.10. Provide quarterly updates on chapter activities & financials to BOD and the President

NETA Constitution and Bylaws

9.1.4.11. Attend Chapter meetings conducted at the NETA level.

9.1.4.12. Provide members a platform to serve on various local and regional committees.

9.1.4.13. Manage digital assets of the chapter; including but not limited to; chapter databases and social media groups.

9.1.4.14. Promote and participate in NETA Convention

9.1.5. Privileges

After serving one full term, Chapter President shall become eligible to run for BOD positions.

9.1.6. Resignation

A Chapter President may resign from the position by filing a written resignation with the General Secretary; however, such resignation shall not relieve the Chapter President of the obligation to provide accounts or other responsibilities entrusted upon for the duration served.

9.1.7. Termination

For any reason the Chapter President is not performing the role OR acting against the interest of the organization or the leadership then the General Secretary shall work with the local BOD members and/or chapter core team and provide the recommendation to the Executive Committee for the removal of the Chapter President. Such action shall require a written notice by the General Secretary to the Chapter President seeking explanation. Upon findings, with a simple majority of the Executive Committee, the Chapter President can be terminated from the position.

If the Chapter President is in the middle of a criminal lawsuit, then such an individual shall be suspended from the respective position.

9.1.8. Backfilling

In the event the position of Chapter President becomes vacant the Executive Committee shall appoint new members to fill the vacancies

9.1.9. Meetings

Every Chapter president is expected to regularly attend internal chapter President meetings, chapter coordination meetings and other ad hoc meetings called for. Be actively involved in chapter activities. Absence arising due to health or emergency reasons shall be excused.

10. Article 10: Standing Committees

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Standing Committees are formed to achieve specific objectives in furthering the organization's mission. Committee Chairs are entrusted upon to execute to achieve these objectives.

These committees can be either permanent or ad hoc.

- 1. Membership**
- 2. Cultural**
- 3. Education**
- 4. Youth**
- 5. Women**
- 6. Community**

10.1.1. Eligibility Criteria

Be a life member to serve in the committee as a Committee Member

10.1.2. Composition

Each committee shall be led by one (1) Chair and one or more Co-Chair(s) & Committee Members

The EC shall select the committee members especially the Chair and Co-Chair(s)

The President shall approve the final member composition of the committees.

An eligible member appointed as the Chair of the committee shall serve on not more than one (1) committee.

10.1.3. Term

Shall be in line with the presidential term. The current committee leadership shall get dissolved when the presidential term ends.

10.1.4. Responsibilities

10.1.4.1.1. Chair shall be the primary contact within the organization for the respective committee.

10.1.4.1.2. Co-Chairs and Committee Members shall support the Chair towards the goals and objectives.

10.1.4.1.3. The committee shall carry out tasks to fulfill the stated goals and objectives. Committee members shall work and collaborate with leadership and other committees as needed e. Committees shall strive to improve the current functioning of processes to better the organization.

10.1.4.1.4. The Chair shall ensure all committee members are regularly attending the committee meetings and actively involved in the Organization.

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11. Article 11: Audit /Finance Committees

- 11.1. Eligibility Criteria**
Must be an active BOD member.
This committee shall be owned and led by the President.
- 11.2. Composition**
Shall comprise of 3 to 5 BOD members as appointed by the President.
- 11.3. Term**
Same as BOD
- 11.4. Responsibilities**
 - 11.4.1.1. Work with the Treasurer to obtain all artifacts as required for the financial internal and external audit.
 - 11.4.1.2. Shall review organizations' financials once every 6 months.
 - 11.4.1.3. Engage external professional auditor and oversee the audit.
 - 11.4.1.4. Perform an external audit once after the completion of the current presidential term.
 - 11.4.1.5. External audit shall commence at the beginning of the next presidential term and complete by the end of June of the first year of the next presidential term.
 - 11.4.1.6. Maintain audit records and findings.
 - 11.4.1.7. Provide internal and external audit findings to the President and core committee.
 - 11.4.1.8. The Finance Committee will meet 3-4 times in a year to oversee the accounts, address the deficiencies, and suggest any improvements as needed. Semiannual reports will be submitted to BOD and Core Committee
- 11.5. Meetings**
Attending all Audit Committee meetings in addition to the BOD and Executive Committee meetings. Absence arising from health or emergency reasons shall be excused.

12. Article 13: Selection Committee

- 12.1. Eligibility Criteria**
Must be an active BOD member.
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- 12.2. Composition**

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- Shall comprise of 3 to 5 members as appointed by the Core Committee.
- 12.3. Term
Same as BOD
- 12.4. Responsibilities
Shall have the responsibility to seek nominations, review the nominations and finalize the BOD and Sumit Core committee for approval.
- 12.5. Decisions
The Selection Committee shall review nominations and compile the final composition of BOD for the next term.