



BY-LAWS OF  
**Jawaharlal Nehru Technological University  
Hyderabad (JNTUH) Alumni Association (USA)**

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## PREAMBLE

Whereas the need exists for cohesive action on the part of the JNTU Hyderabad Alumni residing outside of India, it is hereby resolved that this not-for-profit organization preserve and propagate the JNTUH heritage and maintain the identity of said group of people, and provide a forum for Connecting and Serving among its members in professional, educational, business and other charitable activities.

## ARTICLE 1: NAME & LOCATION

1. The name and title of this organization shall be the “JNTUH Alumni (USA) Association (USA)”, hereinafter known as “JNTUH AA USA”. JNTUH AA USA shall be a not-for-profit organization registered under the laws of the State of New Jersey and shall exist in perpetuity. The functioning of JNTUH AA USA shall be on a calendar year basis and its fiscal year shall end on December 31 of each year.
2. The National Headquarters of JNTUH AA USA shall be the principal office of JNTUH AA USA, which shall be initially located in the State of New Jersey.
3. The Board of Directors from time to time may elect to change the location of JNTUH AA USA’s principal office. Administrative support personnel as approved by the Board of Directors shall staff the National Headquarters.

## ARTICLE 2: GOALS AND OBJECTIVES

JNTUH Alumni (USA) Association (“**Corporation**”) has the following goals and objectives:

1. Provide Effective and seamless communication & networking for the JNTUH Alumni (USA).
2. Provide common services to JNTUH Alumni (USA) to achieve their professional and personal goals.
3. Promote exchange programs for students, scientists, and distinguished scholars of JNTUH between the United States of America and India as well as other countries.
4. Provide support and guidance to elevate the brand image and reputation of the JNTUH and to raise endowment fund.
5. Organize periodic JNTUH Alumni (USA) educational and professional webinars and conferences either independently or in cooperation with other organizations.
6. Provide access to capital to foster research, innovation and entrepreneurship.
7. Embrace Diversity & Inclusion in serving the JNTUH Alumni (USA) across the nation, addressing mainly the issues faced by them in mainstream society.
8. Organize Annual conferences national and regional level to promote JNTUH Culture and empower the Alumni to accomplish the objectives of the JNTUH AA USA.
9. Recognize distinguished Alumni, administrators, faculty and students of JNTUH for their accomplishments and services.
10. Support charitable activities by raising funds and distributing to the needy, in case of natural calamities and any other genuine causes with approval of Board and Executive committee

## ARTICLE 3: RULES & REGULATIONS

1. No substantial part of the activities of JNTUH AA USA shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
2. Notwithstanding any other provision of these articles, JNTUH AA USA shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax. ??
3. No part of the net earnings of JNTUH AA USA shall inure to the benefit of, or be distributable to its members, directors, officers, committees or other private persons. JNTUH AA USA Executive committee (EC) shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth hereof.
4. On liquidation or dissolution, all properties and assets remaining after payment, or provision for payment, of all debts and liabilities of the corporation shall be distributed to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for charitable or social welfare purposes and that has established its exempt status under Internal Revenue Code section 501(c)(3) or 501(c)(4), respectively, as applicable, for the benefit of the JNTUH AA USA

#### **ARTICLE 4: MEMBERSHIP**

1. **Membership Categories:** JNTUH AA USA shall have two different membership categories:
  - a. Life Member is any former student of JNTUH (any student of JNT University prior to 2009)
  - b. Patron Member is also any former student of JNTUH who is a donor or a benefactor. There can be different levels of patron memberships depending on the contribution levels. Levels are Platinum, Gold, Silver and Bronze.
  - c. Honorary Member can be any person associated with JNTUH or actively involved in JNTUH AA USA Approval by EC is required for an individual to become an honorary member. Honorary members have no voting rights.
2. **Eligibility:** In order for a person to become a member of JNTUH AA USA, the person must:
  - a. Be over the age of eighteen (18);
  - b. Submit a membership application form;
  - c. Agree to abide by the objectives and purposes of JNTUH AA USA as set forth in [Article 2](#); and
  - d. Be approved for membership by the Membership Committee.
  - e. JNTUH AA USA reserves the right to verify the information provided and the qualifications for membership of any applicant. Such verification may include requesting additional supporting documentation from some or all of the applicants for membership.
3. The membership applications will be processed and duly informed to the potential members of their decision within 30 days of receipt of such form. However effective date would be the day of joining on online or submission of the membership form.
4. If a person and the spouse happen to be eligible to become members, they need to apply for membership separately and considered as two different members.

5. Patron membership fees can be revised at any time by the BoD with two thirds (2/3s) of majority. However, such revision will be effective only for future memberships and will not alter the status of any existing members. Membership fee paid by members is nonrefundable. Membership fee will be charged in full (not pro-rated) regardless of when the person wants to become a member.
6. The membership is not transferable once it is obtained by the enrollment process.
7. Money received towards memberships will be kept in separate fund. Only the interest accrued from these funds can be used for operating expenses. The membership funds can only be borrowed towards any special purpose with the approval of the BoD.
8. **Withdrawals:** Any member may request withdrawal in writing at any time to the Membership Committee. Upon approval of such a request by the Membership Committee the Secretary shall strike his or her name from the membership rolls. Any member requesting withdrawal will not have any claim to any dues contributed to the organization.
9. **The General Body:** All the Life members and Patron Members will constitute the General Body. The General Body shall work to promote the objectives of JNTUH AA USA.
10. It is the responsibility of the members to update their contact information with address change, email contact, marital status, etc. as needed to be able to receive the Corporation communications.
11. The membership is not transferable. All members shall abide by the By Laws and objectives.
12. **Disqualification of Membership Rights:** Documented activities against the purposes of the organization as defined in [Article](#) shall constitute grounds for disqualification from membership (including that of Advisory Council, Board of Directors, and Executive Committee). The Secretary shall communicate through registered mail these allegations to the member. The accused member shall be entitled to a hearing before the Membership Committee on such charges and shall be entitled to a full opportunity to be heard. In order to be eligible for a hearing before the Membership Committee, the accused member must request such a hearing in writing by certified mail within five (5) days of receipt of the certified letter and such hearing shall take place within Fifteen (15) days from the receipt of the above notification. Any member may be disqualified on the grounds of anti-organization activity, defamation of the office bearers of the organization, incompetence, corruption, favoritism, extortion, or oppression in office or gross misconduct in a Board meeting called for such purpose. Approval of two-third of the Membership Committee or Approval of Advisory Council shall be required for such disqualification of membership rights after the due process.

## ARTICLE 5: ORGANIZATION STRUCTURE

### Corporation Structure consists of,

1. **Advisory Council (AC):** Advisory Council is the apex body of the corporation. It plays an important role and is responsible for providing guidance/advice and provide conflict resolutions.
2. **Board of Directors (BoD):** Board of Directors are responsible for long term planning, strategic initiatives, fund raising, overseeing activities of Executive Committee and Standing Committees.
3. **Executive Committee (EC):** The EC of JNTUH AA USA shall be represented by President, Executive Vice-President, Secretary, Joint Secretary, Treasurer, Joint Treasurer, immediate Past President, and International Vice-President. EC is responsible for day-to-day activities of the corporation.
4. **Standing Committees (SC):** JNTUH AA USA will have the following standing committees and the roles and responsibilities of the committees is defined in [Article 10](#).

- a. Legal & Bylaws Committee
  - b. Community Service Committee
  - c. Innovation & Entrepreneurship Committee
  - d. Education and Employment Committee
  - e. Finance Committee
  - f. IT Services Committee
  - g. Membership Committee
  - h. Overseas Coordination Committee
  - i. Publicity and Media Relation Committee
  - j. Diversity & Inclusion Committee
5. **Regional Vice Presidents (RVP) & Chapter Directors (CD):** RVPs and CDs are responsible for regional/local activities, fund raising and expanding the organization's membership.

## ARTICLE 6: MEETINGS

Unless otherwise specified in the By Laws anywhere, the Roberts Rules of Order will govern the meetings.

### Advisory Committee Meetings

1. BoD or EC can invite Advisory Committee (AC) to the meetings, if they need any advice or suggestions.
2. BoD shall schedule a meeting with Advisors at least once in 6 months and provide an overview of activities performed since last meeting. They can solicit advice/suggestions from AC. President should be invited for such meetings.
3. Advisory Council can call for a Board meeting with or without three days' notice.

### Board of Directors (BoD) Meeting

1. The Board of Directors shall meet periodically, but not less than twice a year. A simple majority of the full Board of Directors present in person (or virtually) shall constitute a quorum for the transaction of the business at any meeting of the Board of Directors. All regular meetings shall require a minimum of seven (7) days of written notice by either US mail or by electronic media. Any member of the Board of directors may choose to appoint a proxy with proper notification in his or her absence to represent and vote at meetings.
2. The BOD Executive Director (ED) is the presiding member of the BOD shall preside and moderate the meetings of the BOD. He/she along with Chairman of the BOD will set the agenda for each meeting of the BOD. Any agenda item proposed by any director and seconded by another director will be included in the meeting as an ad-hoc item. ED will draft the minutes and such minutes should be distributed within 3 days from the meeting. After review and updates, such meeting minutes should be stored in a secure place (like Google drive) electronically. Minutes of the meeting should be communicated to EC.
3. BoD should have a meeting with Advisory Committee at least twice in a year. BoD can also invite Advisory Committee members for the periodic meetings.

4. The President may call for a special meeting of the Board of Directors with a specific agenda with a minimum of two (2) days' notice through teleconferencing.

### **Executive Committee (EC) Meeting**

1. Executive Committee should meet periodically (at least once a month). A simple majority of the full EC present in person (or virtually) shall constitute a quorum for the transaction of the business at any meeting. All regular meetings shall require a minimum of three (3) days of written notice by either US mail or by electronic media.
2. Secretary is responsible for communicating and scheduling the meeting. Secretary or President can request Joint Secretary to schedule and communicate about the meeting.
3. Secretary should draft minutes of the meeting. Such minutes should be distributed within 3 days from the meeting. Minutes of the meeting should be communicated to Board of Directors. If Secretary is not available, Joint Secretary can draft and distribute the minutes.
4. President or Executive Vice President (at least one of them) should be present in the meeting. If any of them are not present, such a meeting is considered as invalid.
5. The President can call for an emergency meeting to discuss a specific time sensitive topic and/or business of the Corporation that cannot wait. Agenda of such meeting shall be distributed to the EC at least 48 hours before the meeting, along with purpose of the meeting.
6. Any three (3) Board of Directors may also request in writing a special meeting of the Board of Directors along with a specific agenda to the President and the President shall call for a special meeting with a minimum of two (2) days of notice through teleconferencing.

### **Meeting Guidelines**

1. Quorum shall be required for all meetings. Minutes shall include the attendance, all discussions, and decisions taken during the meeting with roll call vote; objections raised will be documented. Any questions related to By Laws will be forwarded to the By Law committee for clarification.
2. Meetings may be held using the teleconference technology including video conferencing. Minutes with roll call vote, attendance, and quorum will be maintained for all discussions and decisions taken at teleconference meetings. The minutes are considered valid to conduct the business of the Corporation.
3. After review and updates, meeting minutes should be stored in a secure place (like Google drive) electronically. The minutes shall be provided if demanded by a court of law.
4. If any of the member is not present for at least 50% of the meeting time, such member is considered as not present for the meeting.

### **ARTICLE 7: ADVISORY COUNCIL**

1. Advisory Council consists of prominent personalities who are familiar with JNTUH goals and objectives. They may or may not be JNTUH Alumni (USA). Advisory Council is initially formed in consultation with JNTUH administration (Vice Chancellor, Registrar and Rector).
2. Advisory council consists of representatives from JNTUH Administration, distinguished alumni (such as Founders, Past Presidents, Past Chairmen etc.) and distinguished personalities from USA or India. Advisory Council members should have experience serving as a board member or executive committee of a non-profit organization. A 'C' suite executive of an organization (with at least 50 employees) can also be nominated ??? as AC member.



3. Advisory Council can have up to 7 members. AC will elect Chairman of council and Co-Chair of council from the AC members. Chairman of BoD and President of EC are honorary members of Advisory Council and have no voting rights.
4. There is no time limit for the term of AC member. However, a five-year limit to the term is recommended.
5. BoD and EC in consultation with AC will appoint AC members (during initial formation and any vacancies arising from time to time).
6. Current BoD Chairman and the current President would work closely with this AC to discuss the goals, vision and any other short/long term strategies as needed. This body can enquire and provide guidance directly either to EC and/or BOD to protect the interests of JNTUH AA USA. If any resolution of the dispute is not satisfied by the action of the BoD, then that matter can be taken up by AC. The AC would investigate the matter and issue a written resolution to BoD.
7. If there is any disagreement in the AC itself for any decisions it can be decided with a simple majority. Exceptionally, things not mentioned or addressed in the current bylaws should be referred to AC for the final decision.

## **ARTICLE 8: BOARD OF DIRECTORS**

1. JNTUH Administration shall select/appoint the Chairman of Board of Directors initially, with the input from the Community and JNTUH administration. Chairman in consultation with EC and other BoDs will appoint remaining Board of Directors (including any vacancies).
2. The total number of persons constituting the Board of Directors shall be up to nine (9) all of whom shall be members in good standing with voting rights. In addition, can have two (2) more Honorary Directors as needed, without voting rights. JNTUH AA USA's President will become one of the Honorary Director and will act as a liaison between BOD and EC.
3. Chairman is elected by BoD with simple majority. Chairman can nominate one of the Board of Director from BOD as an Executive Director to help conducting the BOD's business for the term. Additionally, any Board of Director can nominate an eligible Board of Director as a Chairman-Elect which should be approved by two-thirds (2/3s) of the BOD.
4. BOD will be made up of two (2) types of board of directors:
  - a. Board of Director – Patron category. Three board members should be from Patron category
  - b. Board of Director -Life category. Six board members shall be from life category.
5. To qualify for nomination to the Board of Directors, a member shall be a member in good standing for one full calendar year prior to the next selection in the category he/she is seeking the nomination. Exemption of full calendar year membership can be granted by the current BoD to accommodate accomplished members at its discretion.
6. The Term for the Board of Directors shall be for a period of three (3) years with an option to be renewed for another term (consequently or in future) from which 1/3 members will retire every year.
7. The sitting Board of Directors shall continue to serve until the new Board of Directors assumes responsibility. The sitting Board of Directors shall meet either at the first scheduled meeting of the new Board of Directors meeting or sooner to receive and accept the election of the new Board of Directors. The outgoing President shall convene the first regular meeting of the new Board of Directors. The first order of the business shall be the official recognition of the outgoing President to become past President and the outgoing President-Elect to become President.

8. Any vacancy of the Board of Directors shall be filled by the BoD in consultation with the EC. A Director selected to fill a vacancy shall be selected for the unexpired term of such person's predecessor in office.
9. Every Board of Director shall have the absolute right at any reasonable time to inspect and copy all books, records, and documents, and to inspect the physical properties of this corporation.
10. Non-Personal Liability of Directors: The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.
11. The BOD has the responsibility to oversee and guide the organization towards the below listed items for their term:
  - a. Establish mission and purpose in accordance with Objectives defined in Article II;
  - b. Set policies and ensure effective planning;
  - c. Monitor and strengthen programs;
  - d. Ensure adequate financial resources;
  - e. Protect assets and provide proper financial oversight;
  - f. Build a competent BOD with right level of diversity;
  - g. Ensure legal and ethical integrity;
  - h. Enhance the organization's public standing;
  - i. Responsible for conducting an internal audit of ongoing financial operations;
  - j. Responsible for conducting an internal audit of any major events;

## **ARTICLE 9: EXECUTIVE COMMITTEE (Officers)**

1. Each officer shall hold office for a term of three (3) years or until a successor is duly selected. Any of the officers shall be eligible for reselection but shall not hold the same office for more than two terms. Each officer shall transfer all his/her original and other relevant records, assets, of the organization to the respective successor no later than fifteen (15) days from the time of the election of the executive officers.
2. The term of the EC shall be for a period of 3 years or until their successors are elected. The term of EC shall begin from following the nomination date and ends after the three -year term.
3. To qualify for nomination to the EC, a member shall be a member in good standing for one full calendar year prior to the next selection in the category he/she is seeking the nomination. Exemption of full calendar year membership can be granted by the BoD to accommodate accomplished members at its discretion.
4. Resignation: Any officer may resign at any time by giving written notice to the board. The resignation shall take effect on receipt of that notice by any other officer than the person resigning or at any later time specified by that notice and, unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of this corporation under any contract to which the officer is a party.
5. The EC is responsible to conduct the JNTUH AA USA activities under the guidance and supervision of the BOD. In performing these functions EC may exercise all the powers and authority granted by the JNTUH AA USA bylaws to promote the objectives of JNTUH AA USA.
6. Disqualification: As per Article 4.12

## **7. PRESIDENT**

- a. The President shall be the principal executive officer of the organization, shall preside at all meetings of the Board of Directors, and subject to supervision and direction of the BoD, shall have general responsibility for the policies, business, and affairs of the organization.



- b. The President shall make appropriate decisions for the maintenance and day-to-day administration of the organization within the policies prescribed by the BoD.
- c. The President may appoint individuals to render part or full-time paid services to the organization as may be required from time to time within the powers vested in the President by the BoD.
- d. The President may appoint additional Ad-Hoc Committees for any special purposes as required. The President shall perform all duties incident to the office of the principal executive officer, and such other duties as may be prescribed from time to time by the BoD.

## **8. EXECUTIVE VICE PRESIDENT**

- a. The Executive Vice President will serve as a liaison between the President and the Regional Vice-Presidents and shall contribute to the overall efficiency and growth of the organization.
- b. Working with Regional Vice-Presidents, Executive Vice President should make significant contribution to the organization thru activities such as recruiting new members, raising funds, arranging JNTUH AA USA programs, coordinating with similar National/Regional/Local organizations, improving the image of JNTUH AA USA in the Community, sending newsworthy items to the JNTUH AA USA magazine etc.
- c. Working with the President and the Community service Committee, the Executive Vice President should take a lead in organizing disaster relief activities as needed.

## **9. SECRETARY**

- a. The Secretary shall be the custodian of JNTUH AA USA's seal, all current year's official records and keep accurate minutes of all meetings.
- b. The Secretary, with the approval of the President, shall communicate with the membership in writing to keep the members informed of all of the activities of the organization.
- c. The Secretary shall perform such additional duties as may be required from time to time by the Board of Directors.
- d. Secretary's responsibilities include,
  - i. Keeping and maintaining all the records of the organization.
  - ii. Shall prepare agendas in consultation with the president and send notification of meetings as required by the bylaws.
  - iii. Correspond with other official and non-official entities on behalf of the organization.
  - iv. Maintain the minutes of the meetings of the EC and circulate such minutes among the members of the BOD and EC.
  - v. Maintain Membership Rolls and shall maintain an updated list of all members.
  - vi. The Secretary shall notify Committee Chairpersons and Committee Members of their appointment and their assigned duties.
  - vii. The Secretary shall be responsible to ensure that all books, reports, certificates, documents, and records are kept and filed as required by law.
  - viii. The Secretary shall perform such other duties and exercise such other powers as may be assigned by the EC.
  - ix. The Secretary shall transfer all the records of JNTUH AA USA to the incoming Secretary within fifteen (15) days after the incoming Secretary is appointed.
  - x. The Secretary shall be the sole officer of JNTUH AA USA authorized to issue any communications on behalf of JNTUH AA USA to its members or to the public at large.

## **10. JOINT SECRETARY**

- a. The Joint Secretary shall assist the Secretary in performing the duties of the Secretary and participate in all the executive committee activities.
- b. The Joint-Secretary shall attend the meetings of the Executive Vice-President and Regional Vice-Presidents and take minutes of the meetings and report to the executive committee.
- c. Joint Secretary will perform activities of Secretary, in the absence of Secretary.
- d. Joint Secretary is responsible for maintaining IT infrastructure of the Corporation.

## **11. TREASURER**

- a. The Treasurer shall hold all the funds of JNTUH AA USA in appropriate accounts of the FDIC financial institutions, as approved by the Board of Directors, which are located within 50 miles radius of JNTUH AA USA official address, disburse the funds according to the decisions made by the EC and BoD.
- b. The Treasurer shall keep accurate accounts of all the receipts and expenses, submit a report at each meeting of the BoD and EC to keep informed of the financial status of JNTUH AA USA and prepare an annual budget.
- c. The Treasurer shall prepare an annual financial statement for an audit by an independent certified public accountant and perform the entire duties incidental to the office of the Treasurer.
- d. The Treasurer shall sign all the checks issued from all accounts, except the conference account of JNTUH AA USA. The President/ Conference Convener/ Conference Treasurer shall be the only other authorized individual besides the Treasurer to sign the checks issued from the conference account.
- e. In addition to President or his designee shall counter sign the checks from all accounts, except conference accounts, for amounts exceeding \$2,500.00.

## **12. JOINT TREASURER**

- a. The Joint Treasurer shall assist the treasurer in performing the duties of the treasurer and participate in all the EC activities.
- b. The Joint-Treasurer acts as a bookkeeper for various regional programs and reports to the EC and Treasurer.
- c. The Joint Treasurer will serve as Membership Committee Chair. ???

## **13. INTERNATIONAL VICE PRESIDENT**

- a. The term of International Vice-President will coincide with the term of the officers of the organization.
- b. IVP will coordinate overseas activities, overseas coordinators and connect with other similar organizations in different countries.

## **ARTICLE 10: STANDING COMMITTEES**

1. The President, with the approval of the EC, shall nominate the Directors for all standing committees, for a term to coincide with the term of the Officers of the organization.
2. Director in consultation with President, will select other committee members. Standing committees formed by previous President is functional until new committees are elected.
3. The President, with the approval of the Board of Directors, may form appropriate additional committees to facilitate functioning of the JNTUH AA USA.
4. The Director of each committee shall report to the Board through the President of the organization.

### **Legal & By-laws Committee**

1. By Laws committee is a standing committee with 5 members selected by the BoD in consultation with the EC. By Laws committee is formed with three (3) members with at least 5 years of experience with constitution and bylaws of not-for-profit organizations, one member from BoD and one member from EC, as a liaison. The committee shall protect the interests of the Corporation membership as well as leadership and work independently.
2. Term of By-Laws committee members is 3 years and can be renewed/extended by BoD. By-law's members representing will be replaced with new representatives if they no longer part of EC or Bod.
3. The function of the committee is to clarify and respond to the questions pertaining to the Corporation By-Laws forwarded by the members, Advisory Council, BoD and EC in a timely ongoing manner.
4. By-Laws committee should meet at least once in six months and review and suggestions/changes received from EC, BoD, AC and any member. They should meet more frequently, if BoD/EC recommends changes and requests review to by-laws.
5. Committee members continue to function throughout the year under the guidance of Board of Directors, independent of Corporation elections and BoD & EC changes.
6. By Laws committee shall recommend certain amendments to the By Laws as needed, based on the situations encountered during their service and requests/ suggestions received from the Advisory board, Board of Directors, Executive Committee, and other standing committees. By Laws amendments shall require approval from the BoD and verification by EC for authenticity prior to distribution among the Corporation membership.
7. The President shall be an ex officio member of the committee and may attend the committee meetings with no vote and will not be counted in the quorum requirement.

### **Innovation & Entrepreneurship Committee (IEC)**

1. Innovation & Entrepreneurship Committee is formed with three (3) members from general membership, one member from BoD and one member from EC (preferably Executive Vice-President), as a liaison.
2. IEC is responsible for organizing activities such as JVen to encourage entrepreneurship among JNTUH Alumni (USA).
3. IEC should encourage innovation and provide help to JNTUH Alumni (USA) to come up with innovative ideas.

### **Community Services Committee**

1. Community Services committee is formed with three (3) members from general membership, one member from BoD and one member from EC, as a liaison.
2. Community Services committee should meet at least once in a quarter and come-up with community activities to help/support needy. They can raise the funds to support such a cause or could use funds available with Corporation. Any usage of funds needs to be approved by EC (up to \$2500), by BoD (for above \$2500).
3. General members may request the EC to initiate a charitable short-term project to be undertaken under the aegis of the Corporation to support a humanitarian cause like natural disaster. The project shall be approved by the BoD based on its objectives/values and financial consequences.
4. General members/non-members may donate funds to the Corporation towards the approved charitable project or cause. The Corporation shall accept the donations, collect the funds and disburse the contributions to the selected project after deducting handling charges. The funds shall be disbursed to nonprofit entities that are eligible to receive such funds.
5. The Corporation/ Trustees may also initiate a short-term project or raise funds from general members for a cause. Corporation may also donate money from reserve funds to match a percentage portion of the funds collected. Ratification by the BoD is required to donate reserve funds.
6. The Corporation shall not participate, sponsor, or collect funds for political and religious causes.

### **Education and Employment Committee (EEC)**

1. Education & Employment committee is formed with five (5) members, which includes EEC Director and one member from EC, as a liaison.
2. EE Committee is responsible for organizing various seminars/webinars and educating members. They can also help finding jobs for eligible members and connecting with companies which are looking for jobs.

### **Finance Committee**

1. Finance Committee is a standing committee with 5 members selected by the BoD in consultation with the EC. It is formed with three members from (3) members who are well versed with the investments, trusts, finances of not-for-profit organizations, financial planning and IRS regulations. The Corporation Treasurer, and a member of BoD shall be included in the Finance committee. The committee shall protect the interests of the Corporation and work independently under the guidance of BoD.
2. Finance committee shall be responsible to safeguard the Membership, Endowment and Reserve funds. Committee shall invest, monitor and make changes to the Corporation investments periodically.
3. Finance committee shall create the long-term investment policy to protect the principal amount against the inflation. The investment performance shall be better or meet the market rate and grow with inflation. Committee members shall not receive any salary. Corporation Funds shall be invested as per the Institutional guidelines under UPIA (Uniform Prudent Investors Act). Trustees shall not withdraw or use these funds without prior approval of the BoD and Finance committee.
4. The committee shall train the President/ Treasurer to get familiarized with the IRS requirements and legal implications. All financial transactions shall abide the IRS 501 (C) ruling. Finance committee shall set up standards for finance operations, proper documentation and auditing guidelines relating to the Operating fund /finance transactions.

5. 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 EC regularly. Committee members continue to function throughout the year under the guidance of BoD, independent of EC changes.
6. The President shall be an ex officio member of the committee and may attend the committee meetings with no vote and will not be counted in the quorum requirement.
7. Finance committee shall be responsible for internal auditing every 2 years and oversee the filing of taxes by on time, by May 1 every year and appoint a qualified accountant as needed. Annual tax returns must be submitted by May 10 by the Treasurer under the guidance of the Finance committee. It is mandated to retain 7 years of Corporation tax returns in hard/soft copy.
8. The committee shall release the funds as needed for the Endowment distributions yearly with approval from the BoD.
9. If the operational funds are inadequate/very low, the Finance committee upon receiving a written request from the EC with ratification from BoD, may release limited funds as a short-term loan from the Reserve fund to cover the Corporation operations. The loan money has to be replenished by the EC before the end of the two-year term. When the EC is unable to replenish the loans in 4 years, Finance committee shall call for a meeting with Board of Directors to address the issue with a remedial solution.

#### **Information Technology (IT) Services Committee**

1. IT committee is formed with five (5) members, including IT Director and one member from EC, as a liaison.
2. A website of the Corporation shall be maintained to provide information and services to members. IT committee with guidance from the Secretary and/or the President is responsible to prepare all communication on the web and bulk electronic mail distribution to the community. IT chair is responsible for all electronic infrastructure such as emails and communications.
3. The access privileges to the database and electronic infrastructure should be given to the IT Chair and President of the Corporation and one member of the BoD. When the IT chair is unavailable, temporary privileges will be given to the Secretary.
4. The IT committee shall meet at least four times a year to review the contents of the web site, manage, and make periodic improvements and to administer the budget.
5. Web material shall be approved by the President and/or the Secretary prior to distribution including Corporation event flyers, announcements and flyers belonging to other associations.
6. The Corporation secure/ sensitive data such as membership list, email data base, password, web site, LOGO and other intellectual property and shall not be used for purposes other than the Corporation use without the consent by the member and approval of the EC and BoD. Such an action amounts to misconduct, breach of contract and poor ethics requiring disciplinary action including removal of the trustee.

#### **Membership Committee**

1. Membership committee is formed with five (5) members, including Membership Director and one member from EC, as a liaison.

2. Membership Committee is responsible for maintaining membership database, updating it as requested by members and maintaining confidentiality & security of membership database.
3. Membership Committee shall closely work with Regional Vice-Presidents and Regional Directors to increase the membership and keep it up to date.

### **Overseas Coordination Committee**

1. Overseas Coordination committee shall be formed with International Vice President as the chair and four other general members as members. BoD and EC members can be part of this committee. One of the Advisor can also serve as the advisor for this committee.
2. OC Committee closely works with JNTUH administration and JNTU AA (India) and coordinates activities performed in India. This committee is also responsible for providing two-way communication between JNTUH and JNTUH AA USA.

### **Publicity and Media Relation (PMR) Committee**

1. Publicity & Media Relation Committee is formed with five (5) members, including PMR Director and one member from EC, as a liaison.
2. PMR Committee shall coordinate with media (TV, Radio etc.) and publicize the programs/events organized by Corporation.
3. All official communication provided shall be approved by the President, Secretary or BoD Chairman.

### **Diversity, Equity & Inclusion (DEI) Committee**

1. DEI committee shall be formed with a woman (or any diversity member) as a Chair and four other general members as members. All the members of the committee shall represent DEI. BoD and EC members can be part of this committee and act as liaison between BoD/EC and DEI Committee. BoD & EC liaison members can be non-DEI.
2. DEI Committee shall plan, and coordinate programs specifically geared towards DEI members.

## **ARTICLE 11: Regional Vice-Presidents & Chapter Directors**

1. The President, with the approval of the EC, shall appoint 8 Regional Vice-Presidents representing 4 Regions (2 for East, 2 for West, 2 for North and 2 for South) in the United States of America. The Regional Vice-President's term will coincide with the term of the officers of the organization.
2. The candidate for the position must be a member of JNTUH AA USA in good standing for a minimum of one year. All Regional Vice-Presidents shall implement the proposals approved by the Board of Directors and EC.
3. The Regional Vice-Presidents shall report to the President through the Executive Vice President (or any other EC representative) of JNTUH AA USA.
4. The Regional Vice-Presidents shall be responsible for all JNTUH AA USA activities in their respective regions, including, but not limited to soliciting JNTUH AA USA membership, organizing and coordinating JNTUH AA USA programs with the regional Associations and executive committee of JNTUH AA USA, and sending newsworthy items or articles from the respective regions for publication in JNTUH AA USA's newsletter.



5. Organizing fundraising events in their respective regions shall be an important duty of the Regional Vice-Presidents. Additional Regional Vice-Presidents can be added with the approval from Board of Directors.
6. Chapter Directors are assigned at City/State levels. They are responsible for expanding the organization and coordinating tasks performed at city/state level.

#### **ARTICLE 12: AMENDMENT TO THE BY LAWS**

1. Members of the By Laws Committee shall recommend By Law amendments as needed for approval by the Board of Directors and Executive Committee. Document is reviewed and approval is provided by BoD Chair.
2. Upon the approval, the approved version shall be presented to the EC to authorize and distribute to general members. The final version shall be posted to the members with an effective date.
3. All the future amendments to the bylaws need to be approved by BoD after being affirmatively approved by at least two-thirds (2/3s) of the BOD where the quorum was present.
4. Board of Directors, with the help of By Laws committee and EC, shall have the power to make, alter and repeal By Laws by 2/3-vote.