

Bylaws of The Pasa Pucha Corporation

BY-LAWS

Rule I REPRESENTATION IN COUNCIL:

Council of Regional Representatives (hereinafter “The Council”) shall be represented on the basis of the following:

(i) Region

(ii) Population

At least three or more adjacent states of the United States shall form a Region. Each region shall have at least twenty members. Each region shall send their representative to the Council.

The Regions with larger population, in order to be well represented, shall send their representatives on the basis of the following calculation:

(i) 20-100 members : 1 representative

(ii) 100-250 : 2 “

(iii) 250 and above : 3 “

Rule II FUNCTIONS OF THE COUNCIL:

Council shall convene at least once every two years to discuss, review, and plan the policies and guidelines of the organization.

It shall evaluate the achievements and short-comings of the organization.

The Council shall pass broad guidelines and proposals with respect to the working of the organization on the basis of the majority vote and recommend them to the Executive Committee for appropriate action.

The guidelines or proposals shall be non-binding, but the Executive Committee shall provide sufficient justification if it opts to delay, postpone, deviate, or not act upon the recommendations.

Rule III FUNCTIONS OF THE ADVISORY COMMITTEE

Advisory Committee shall provide advice, suggestions, and recommendations with the sole purpose of enhancing and improving the working of the various groups, teams, or the committees of the organization.

Advisory Committee will uphold the Constitution and the By Laws and interpret it for the well-being of the organization.

It shall also act as an arbiter in case of controversies and disagreements between different members, teams, or committees.

Advisory Committee shall protect the rights of the members, as provided by the Constitution and the By-Laws, from unjust treatments or from any kind of discriminatory behavior.

Rule IV THE TERMS OF OFFICES OF THE CONSTITUTIONAL BODIES:

The Council:

The term of offices of the representatives of the Council of Regional Representatives will be for the period of three years.

Any resignation of the representative shall be followed by appointment of another member of the region to the council.

Executive Committee:

The terms of office of the Executive Committee shall be of two years. The limitation of two terms shall be practiced for one particular post or portfolio. However, one may serve in different posts for a number of times.

The post vacated due to resignation of any member of the Committee, other than the President, shall remain vacant until the next election. In the meantime, the immediate higher officer will conduct the duties of the resigned member on a temporary basis.

Advisory Committee:

The term of the office of the members of the Advisory Committee shall be for the period of four years.

Resignation of any member shall be immediately followed by another appointment on a temporary basis until the final confirmation at next general meeting-

Rule V THE EXECUTIVE COMMITTEE

The executive Committee shall comprise of the following members:

- (i) The President
- (ii) The Vice-President (Public Relations)

(iii) The Vice-President (Culture)

(iv) The General Secretary

(v) The Treasurer

The President

President is the highest elected officer of the Executive Committee and of the Organization. He/She shall preside over all meetings of the organization as the case may be. He/She shall provide leadership, guidance, and inspiration to all the members of organization in order to achieve its goals and objectives. Likewise, he/she shall represent the organization in all Forums, Meetings and Conferences as pertaining to the leadership role in the organization.

At the same time, his/her prime concern shall be the welfare of the community, its problems, its difficulties, its potentials and its aspirations, as represented by each member of the organization. They are his/her constituency, and he/she shall work ardently, consciously, and justly for the welfare and betterment of the organization.

He/She shall abide by, and uphold the Constitution and the By-Laws of the organization.

The Vice-Presidents

The Vice-Presidents (two posts) are the second highest elected members of the organization. They are equal in status and function in the capacity to complement and supplement the President. They help the President in discharging his duties.

Vice-President for the Public Relations will be looking after the works and activities of the members of the committee of the following portfolios:

- i) Monetary affairs
- ii) General Administration
- iii) Planning and Program Management
- iv) Information and Publication

The Vice-President for Cultural Affairs will be looking after the works and activities of the members of the committee with the following portfolios:

- i) Arts, Literature, and Language
- ii) Performing Arts

iii) Education and Opportunity Affairs

iv) Woman and Children Affairs

v) Extra-Curricular Activities

Vice-Presidents shall work closely with the President to provide support and guidance to the committee members and its co-workers in order to achieve success in the activities undertaken.

In case the President is disabled or resigns, the meeting of the Executive Committee shall appoint one of the two Vice-Presidents to perform the duties of the President as Acting President on a temporary basis until the next election of the Executive Committee.

The General Secretary

The General Secretary shall keep a book of minutes of all meetings and actions of Executive Committee, Board of Directors, and members with the time and place of holding, whether the regular or special, the names of those present of such meetings and the proceedings of such meetings. The General Secretary shall give written notice to the membership of all annual and quarterly meetings at least fourteen (14) days prior to such meetings. The General Secretary shall record the proceedings and appear at such meetings and perform such duties there at as the Executive Committee may direct.

The Treasurer

The Treasurer shall receive and be custodian of all funds of the organization and shall pay all bills upon authorization of the Executive Committee. The Executive Committee may, from time to time, direct the Treasurer to open one or more bank accounts and specify the manner in which the Treasurer is to report on the status of such accounts. The Treasurer shall maintain a record of all money received and disbursed by the Organization, and shall prepare and submit to the members at least once a year, a financial statement sufficiently detailed to permit preparation of any annual report or return required by the Internal Revenue Service. The Treasurer shall maintain an up-to-date roster of the membership of the organization. The books of the organization shall be audited at least once each year by a member elected by the Executive Committee.

Executive Committee Members

The members of the Executive Committee form the backbone of the Executive Committee. They actively reach out to the community to address the needs and demands of each member of the community.

Each committee member will be responsible for his/her portfolio, in which field he/she shall concentrate his/her mind and energy to bring about positive changes in the community. He/She shall be relatively independent in choosing his/her priorities and

method of operation, and will be solely responsible for the success and failure of the operations. At the same time, he/she must work in unison with the long- and short-term goals set by the organization.

i) Monetary Affairs

The officer will take care of all the financial matters of the organization. He/She shall keep the records so that they are readily available on demand. He/She shall conduct the yearly membership drive and present the yearly and the half yearly report to the Committee. He/She shall also present the yearly budget.

ii) General Administration

The officer will be responsible for handling all internal administrative works including keeping the minutes of all the meetings, and all proposals, and attend to all correspondence, document, etc.

iii) Planning and Program Management:

The officer will undertake short and medium-term planning in conformity with the overall long-term goals of the organization. He/She shall work out all details for implementation and coordination of the plan program of all the activities of the other departments, so that there is no contradiction in its execution. He/She shall constantly analyze the trends of the future and advise rapid adaptation.

iv) Information and Publication:

The officer will work to collect, process and disseminate relevant information of all kinds in order to keep the community updated.

He/She shall head a panel of editors to put together a Newsletter, and a journal of the community on a regular basis.

Research-oriented projects are to be conducted in order to create pool of informative material for publication and dissemination. This can eventually lead to the formation of a Library of Arts, Culture and other relevant subjects.

vi) Arts, Literature, Language and Performing Arts:

The officer shall work to bring about interest consciousness and participation of all the members in the Cultural Heritage of the Newa People.

From time to time activities like talk programs, slide shows, exhibitions, musical concerts, film shows etc. can be organized to bring people together for fun as well as culture.

vii) Education and Opportunities:

The officer shall work towards collecting and disseminating information about educational possibilities and need for upgrading for the members of the community in order to give to them better chances to improve themselves and their families.

The officer shall also help the members in finding all kinds of opportunities as in jobs, studies, and business, and advise the community so that the members will improve quality of their life.

viii) Women and Children Affairs:

The officer shall look into the problems and difficulties of the women and children of the community. The officer shall formulate programs and activities to uplift and encourage morale and capabilities of women folks and develop their personality and skill to meet the challenges of the competitive world. Social and cultural activities are to be organized around the women and the children.

viii) Extra-curricular Activities:

The officer shall look into area of creative and productive extra-curricular activities of the members of all ages of our community. Games and friendly competition of many sorts shall be organized to bring fun and frolic in the minds and body of the members. The mind is to be kept smart and the body strong.

Rule VI MEMBERSHIP:

The following is the classification of the members depending on the manner in which they are inducted into the organization:

- i) Honorary Members
- ii) Benefactors (Individuals/Institutions)
- iii) Members
- iv) Life Members
- v) Associate Members (Institutions)
- vi) Friends

Honorary Members:

The Honorary Members are those members who are respected and reputed members of the society in general. They are invited and inducted into the organization in recognition

of the valuable contributions they have made to the society in general and to the values and causes in particular for which this organization stands for.

Benefactors:

The Benefactors are those members of the organization who have contributed generously for the growth and development of the organization.

Members:

The members of this corporation comprise the base, the foundation and the backbone of this corporation.

The growth, development and expansion of this corporation and achieving the goals and objectives fall on the shoulders of the members.

Any member can run for any elected office of this organization. Any member can convert into life member and patron by paying \$200 and \$500 respectively.

A probation period of two years is needed for any new member before he/she can run for office. The time is needed for him/her to know the corporation better and make himself/herself known to other members of the corporation.

Any institution, organization or company can become an associate member of the corporation. It shall enjoy all rights as a member except the right to vote.

Individuals wishing to participate in and be present in any social occasion of the organization are heartily welcome as friends.

Note: The business name of The Pasa Pucha Corporation is Nepa Pasa Pucha Amerikaye (NPPA).