

NAVIKA BY LAWS



NAVIKA BY LAWS

A Public Benefit Non-Profit Corporation

Proposed and Adopted in 2009

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Article of Incorporation NAVIKA

PREAMBLE AND MISSION

Whereas the need exists for cohesive action on the part of the people of Karnataka State "Origin", India, residing in the United States of America, it is hereby resolved that a nonprofit organization be formed to maintain the identity of the said group of people, to provide a forum for educational, charitable, social, cultural, linguistic and social interaction among its members.

The term "Kannadiga" is used throughout this Constitution and Bylaws in an ethnic sense and is meant exclusively pertaining to the people of Karnataka State, including all people of Karnataka heritage irrespective of the languages spoken. The word "heritage" similarly, connotes ancestry.

NAVIKA (*North America Vishwa Kannada Association*) is a nonprofit organization created to promote and enrich the very rich cultural heritage of Karnataka. The ancient history of Kannadigas dates back to 3000BC.

It is estimated that nearly 60 thousand people from Karnataka are living in the United States of America. Regardless of their socioeconomic status, NAVIKA welcomes all these Kannadigas and people of Karnataka origin residing outside of India.

This diverse community is eminently successful and is determined to contribute and benefit from Karnataka's progress and development in addition to the purposes mentioned above.

ARTICLE 1: NAME

A. The name of the association shall be the **North America Vishwa Kannada Association, Inc.** herein referred to as the **NAVIKA**. The word "**VISHWA**" stands for people of Karnataka origin residing outside India.

B. It shall maintain its office in the place as designated by Executive Board. The Executive Board is the combined Board of Trustees and the Executive Committee, hereinafter referred to as Executive Board (EB).

Article 2: Objectives

The NAVIKA shall execute the goals of the Organization as set forth by the Executive Board. The goals are prioritized as per the need. See Appendix 1 - NAVIKA Goals

Article 3: Membership

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Section 1: Eligibility

- A) The following criteria must be met to become an individual member of the NAVIKA.
1. Karnataka Origin and residence in the United States of America or other countries outside India including the repatriated Vishwa Kannadigas.
 2. A member of good standing in the society.
 3. Payment of membership dues and subscription to the objectives of NAVIKA, its Bylaws, and the rules and regulations of the organization.

4. Completion of an application for membership.
5. Approval by the Executive Committee.
- B) The following criteria must be met to become a Member organization of the association.
 1. Member organization must have been established to promote Kannada related activities in any part of the world.
 2. Member organization must be registered and active in the state in which it is incorporated and, preferably, a not for profit organization which is tax exempt under section 501(C) (3) of the Internal Revenue Code of 1954 or the corresponding provisions of any other country.
 3. Completion of an application for membership.
 4. Payment of membership dues and subscription to Bylaws of NAVIKA.
 5. Approval by the Executive Committee.

Section 2: Types of Membership

- A. Life Member (Family or Individual): Any eligible family or individual as described in Section 1(A) may become a member of NAVIKA for life by paying the dues as prescribed by the Executive Committee from time to time.
- B. Patron Member: Any eligible family or individual as described in ARTICLE 3 Section 1(A) may become a Patron member of NAVIKA for life by paying the dues as prescribed by the Executive Committee from time to time.
- C. Member Organization: Any eligible member organization (Kannada Kootas/Kannada organizations) as described in Article 3 Section 1.B above may become a member organization of NAVIKA by paying the dues as prescribed by the Executive Committee.
- D. Other Member: The Executive Board may create special category of membership such as honorary member or honorary citizen to recognize the exemplary contributions of any Kannadiga for the promotion and preservation of Kannada heritage or any individual of Karnataka origin who has contributed in any field of humanity.

Section 3: Revocation

- A. Membership may be revoked of any member for deliberate violation of the Constitution or Bylaws of NAVIKA.
- B. The President, with the approval of the Executive Committee, shall appoint a hearing Committee for investigation and recommendations regarding the revocation of the membership in question.
- C. The hearing Committee shall follow normally accepted due process mechanism before making its recommendations to the Board of Trustees.
- D. The Executive Board shall decide by a two-thirds majority vote if the recommendations of the hearing Committee should be accepted.

Article 4: Administration and officers

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Section 1: Components of the Corporate Body

The Corporation shall be made up of the General Body, the Executive Committee, and the Board of Trustees.

Section 2: General Body

Subject to the Constitution and Bylaws, the General Body retains the ultimate authority over the Association.

- A. The General Body shall consist of voting members as set forth in paragraph D of this section.
- B. All members of the organization and voting members shall be notified of all General Body meetings by mail, fax or e-mail at least 30 days before each General Body meeting.
- C. General Body meeting shall be open to all the voting members.
- D. Voting members of the General Body shall be determined as follows: Life and Patron members in good standing as of ninety (90) days prior to the election date as set forth by the EB.
- E. At the General Body Meetings, those members present and eligible to vote may conduct the business of the General Body. If a member eligible to vote makes a quorum call, the Presiding Officer shall decide if a quorum is present.
- F. Thirty percent (30%) of the voting members constitutes the quorum for the meeting of the General Body. Quorum once having been established, the business of the meeting shall continue and all actions at the meeting shall be binding, even if a quorum is not present at later times in the meeting.
- G. If, at the quorum call, a quorum is not present as defined above, the Presiding Officer may entertain motions to recess, adjourn, or adjourn to reconvene at a later date (i.e. fix the time to which to adjourn) and/or may arrange for a mail ballot to decide specific and urgent issues scheduled for consideration at that meeting. A simple majority of the returned ballot shall decide the issues.
- H. The General Body Meeting that is called for specifically by announcement to the general membership by mail fax or e-mail with thirty (30) days notice, the voting members present at that meeting shall constitute a quorum, but only for consideration and voting on specific items that were similarly notified as being on the agenda for that meeting.

I. *Special General Body Meeting:*

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- a) A bona fide member of the organization may request for a special general body meeting by submitting a petition signed by at least 25% (twenty five percent) of active general membership.
- b) The signatures of the members shall be in original. The letter should be addressed to the President.

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- c) The letter shall state the specific agenda item to be discussed in the meeting.
- d) The President shall call for such meeting within 30 days or sooner based on the urgency of the matter.
- e) The discussion during the special general body shall be limited to only the stated agenda item.

Section 3: Executive Committee:

The Executive Committee shall provide leadership, execute policies and work within the framework of the approved policies of the organization.

- A. The Executive Committee consists of President, President Elect, Vice-president, Secretary, Treasurer, and ten Regional Directors. The immediate past president will be ex officio member of executive committee.
- B. Contracts, deeds, documents, and instruments shall be executed by the President and attested by the Secretary or the Treasurer unless the Executive Committee by a two third majority shall in a particular situation designate another procedure for their execution.
- C. Only Life and Patron members of the Organization within the membership of NAVIKA as described by ARTICLE 4 Section 2 D shall be eligible for nomination and election to the officers of the NAVIKA and the Regional Directors of the Executive Committee.
- D. The Executive Committee will meet no less than six (6) times per year. Meetings of the Executive Committee will usually be held via a conference call. The secretary shall arrange such meeting and notify the members of time and date at least one week in advance. The Officers and the Members of the Executive Committee are expected to attend at least fifty percent of the scheduled meetings in any given year. Failure to do so without written notification to the President via e-mail or fax stating a valid reason would amount to resignation and shall result in removal from the Executive Committee. The substitute officer shall be nominated by the President for approval by a 2/3rd majority of the Executive Committee. The Secretary shall compile the attendance records of the Executive Committee officers and members for the year and report to the President within one week from the last Executive Committee meeting. Those members who have failed to attend at least 50% of the meetings may not be recognized for their service.
- E. A quorum for any meeting of the Executive Committee shall consist of at least a simple majority of the Executive Committee members eligible to vote at such a meeting.

Section 4: Duties and Responsibilities of Officers

1. President

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- A. The President shall be the Chief Executive Officer of the Association and shall perform all duties incident to the office of the President and such duties as may be designated by the Executive Committee and Board of Trustees.

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- B. He/she shall preside at all meetings of the Executive Committee.
- C. He/she shall make such appointments as are required or authorized by the Constitution, by the Executive Committee and Board of Trustees.
- D. He/she may sign with the Treasurer, Secretary or any other proper officer of the Association authorized by the Executive Committee, any deeds, mortgages, bonds, contracts or other instruments which the Executive Committee has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Committee to some other agent of the Association.
- E. He/she shall designate all official delegates and representatives to other organizations; he/she shall appoint such Special Ad Hoc Committees as may be necessary to further the Association's objectives and he/she may discontinue any such Committee when its purpose has been served or its purpose no longer desirable or attainable, in consultation with the Executive Committee.
- E. President shall serve as the Chairperson of the Convention Committee along with the Convener.
- G. In case of any disagreements in the execution of the policies of the NAVIKA the President shall make the final decision which shall be binding on all parties concerned. The President, however, shall be required to validate his/her decision either before or as soon as possible after the event by a simple majority vote of the Executive Committee. In case he/she fails to accomplish such validation, the majority decision of the Executive Committee shall prevail.
- H. Prior approval by the Executive Committee is mandatory for any decision involving financial transactions on behalf of the Association which may result in major consequences for the Association.
- I. The President shall be responsible for transferring the authority of the President and all the relevant records of the organization by July 31st of the year to the incoming President.

2. President-Elect

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The President and the President-Elect shall not be from the same region during the same year.

- A. The President Elect shall assist the President and fulfill his/her duties in his/her absence for any reason.
- B. He/she shall automatically succeed to the office of the President at the end of the term.
- C. He/she shall perform such other duties as he/she is assigned by the President.
- D. He/she shall be the Chairperson of the Constitution and Bylaws Committee.
- E. If the President is unable to complete his/her term due to ill health, death or any other reason, the President Elect shall discharge the responsibilities of the President until completion of the President's term and thereafter, serve his/her own elected term as

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President.

- F. The President Elect shall assist the Treasurer and Secretary as needed at the direction of the President.
- H. The President Elect shall be responsible for transferring the authority of President-Elect and all the relevant records of the organization by July 31st of the year to the incoming President-Elect.

3. Vice President

The Vice President shall assist the President, Treasurer and Secretary as needed at the direction of the President.

- (a) Vice President; The Vice President shall assist the President and the Executive Committee in the organizational matters.
- (b) Vice President (Convention): The Vice President (convention) will serve as vice chairperson of conventions and assist the President and Executive Committee in convention matters. The Vice President of the convention shall be appointed by the convener of the convention.

4. Secretary

The Secretary shall:

- A. Keep an account of all the minutes of all meetings.
- B. Maintain an updated list of all members of the NAVIKA.
- C. Issue an agenda of all regular and special meetings after consultation with President.
- D. Keep a copy of all official correspondence from and to the NAVIKA, including newsletters and program brochures for the activities from the NAVIKA and reports submitted by the Committee's Chairpersons.
- E. Keep an attendance record of all meetings of the NAVIKA.
- F. Be custodian of the Articles of Incorporation, By-laws and amendments thereto.
- G. Notify committee members of their appointment and their assigned duties.
- H. See that all books, reports, statements, certificates and other documents and records required by law to be kept and filed are properly kept and filed.
- I. Perform such duties and exercise such other powers as may be assigned by the Executive Committee in the same capacity.
- K. Be responsible for transferring all the records of the NAVIKA, within 30 days after the Annual Meeting, to the incoming Secretary.

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5. Treasurer

Unless otherwise directed by the Board of Trustees, the Treasurer will be the sole fiscal officer and the only authorized person empowered to have custody of the financial accounts of NAVIKA,

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subject to audit powers of the Board of Trustees. The Treasurer shall:

- A. Be responsible for issuing notice and collection of all dues and deposit into same in such banks or trust companies as the Executive Committee may designate. He or she will be in charge of all the accounts of NAVIKA.
- B. Have custody of all accounts, receipts and disbursements which shall be open at all reasonable times to inspection by the Executive Committee.
- C. Submit a financial report to the Executive Committee at its annual meeting and at regularly held Executive meetings. If the Executive Committee requires he or she shall give a bond with such surety and in such amount as the Executive Committee may designate.
- D. Perform such other duties and exercise such other powers and duties incident to the office of the Treasurer and as may be assigned by the President or the Executive Committee or otherwise as may be required by law.
- E. Transfer to the next Treasurer within 30 days of the assumption of office by the latter, all accounts of the NAVIKA.
- F. File all income tax returns with the Internal Revenue Service for the year in which the office was held.

6. Regional Directors

There shall be Regional Directors, one from each designated region of the United States and Canada. In addition, there will be Regional directors from around the world outside India. The regions are will be determined by the Executive Committee and approved by board of trustees based on the population distribution of Kannadigas across North America and rest of the world outside India. The regional directors will participate in the meetings of the Executive Committee. They will help to promote the objectives of NAVIKA and increase membership and participation from their regions. The regions will be designated by the EB.

Section 5: Board of Trustees

The Board of Trustees shall keep the residual ultimate authority in NAVIKA for ensuring its fiscal welfare and stability. The Board of Trustees shall be responsible for the maintenance of funds generated by Life membership dues and exercise fiscal responsibility for the investment and growth of these funds. It shall not interfere with the regular operation of the NAVIKA, which shall remain as provided for in this Constitution and Bylaws document. In case of crisis, at the request of the Executive Committee, it shall act as a mediator to resolve the disputes among various office bearers and Committees, and its decision then would be final and binding. It shall be internal auditors of the NAVIKA and shall be responsible for long range planning. It shall be the Custodian of all of the assets of NAVIKA and shall be the caretaker body at the time of dissolution.

- A. To be eligible for membership on the Board of Trustees, a candidate shall be a Patron/Life Member.
- B. The Board of Trustees shall be made up of nine persons.
- C. A Trustee's term shall be for three (3) calendar years.

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- D. Annually the three senior-most Trustees shall retire.
- E. Three Trustees positions shall be filled each year to replace the three Trustees who completed their terms and retired. One of these positions shall be exclusively filled by a past president of the Association. The other two positions will be filled by a founding member of NAVIKA by rotation, and the immediate past convener of the of the NAVIKA convention. If there is vacancy for a position of Trustee, it will be filled by the Chairman of Board of Trustees in consultation with other trustees.
- F. The retiring members of the Board of Trustees are ineligible to serve on the Board of Trustees for a period of three (3) years after the completion of their current term. However, if a member was filling the midterm vacancy of the Board of Trustees, he/she may be a candidate for a new full three-year term in the consecutive term.
- G. Board of Trustee members shall not run for an Executive Committee position without relinquishing their position on the Board. The resignation from the Board must be submitted in writing to the Chairperson of the Board of Trustees or to his/her designee and this should be received before the deadline for nomination submission.
- H. President shall appoint a member of Board of Trustees as a member or Chair of a Standing and/or an Ad hoc Committee.
- I. The trustees shall appoint among themselves a chairman to serve for a period of one year in July.
- J. The Board of Trustees shall meet no less than three (3) times a year.
- K. A quorum for any meeting of the Board of Trustees Committee shall consist of at least a simple majority of the Board of Trustees members eligible to vote at such a meeting.
- I. The director of Kannada culture, Government of Karnataka and the President of Kannada Sahitya Parishat shall be honorary members of Board of Trustees.

Section 6: Impeachment

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- A. If any member to an elected or appointed office or position misuses his/her office, is guilty of misconduct, or violates the objectives of NAVIKA's Article of Incorporation or Bylaws for personal gain, misappropriates the funds of NAVIKA, or violates the law resulting in civil liability or criminal offense and conviction, he or she shall be liable for impeachment or forfeiture of his/her position, immediately. Further, the Board of trustees is authorized to remove such a person temporarily from the position held in NAVIKA, pending the final outcome of the judicial proceeding.
- B. An impeachment procedure may be initiated by a petition signed by at least two-thirds of the Executive Committee and submitted to Board of Trustees.
- C. The Trustees shall appoint a hearing Committee to investigate the allegation and recommend necessary action to the Board of Trustees. An impeachment may be effected only upon the affirmative vote of at least three-fourths of the all-voting members of the Executive Committee and three-fourths of all members of the Board of Trustees.

Articles 5: Committees

Section 1: Committee Nomenclature

1. Education Committee
2. Convention Committee
3. Auxiliary Committee
4. Awards Committee
5. Food Committee
6. Constitution and Bylaws Committee
7. Election Committee
8. Entertainment Committee
9. Ethics and Grievances Committee
10. Finance Committee
11. Information Technology Committee
12. Membership Committee
13. Nomination Committee
14. Publications Committee
15. Charitable committee
16. Literary Committee
17. Fundraising Committee
18. Audit Committee
19. Business and commerce committee.
20. Social Service Committee
21. Youth and Young Adult Committee
22. Karnataka Coordination Committee

Section 2: Term

The term of each Standing Committees shall be for no more than two years and will end on June 30th.

Section 3: Committee Chairpersons

The Chairperson of each Committee except, Election, Nomination, Audit and Ethics and Grievances shall be appointed by the President and approved by a simple majority of the Executive Committee at the first meeting of the Executive Committee held no later than July. The President shall be ex-officio member of all the Committees. The chairperson of Nomination, Election, Audit, and Ethics and Grievances committee shall be appointed by the chairman of Board of Trustees with the approval of its members in their first meeting. The term of office of each Committee Chairperson shall be for no more than a year and shall end on July 31st. It can be renewed by re-appointment by the President and approved by the Executive Committee for one more year.

Section 4: Committee Membership

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Members of each Committee shall be appointed by the chairman of the committee in consultation with the President and Chairman of Board of Trustees, whichever is responsible for the formation of the committee. Each Committee shall have a minimum of five (5) or an odd number of members

from different regions. The chairman may select a co-chairperson to help in the duties of the committee. Members of the Nomination and Election Committees shall be ineligible to serve on these Committees if they are nominees for any of the positions for which nominations are being sought.

Section 5: Quorum

A simple majority of the members of any Committee shall constitute a quorum for any meeting of the Committee.

Section 6: Minutes of the Committee Proceedings

Each Committee Chairperson shall submit the minutes of its meeting to the Secretary within ten (10) days after the meeting.

Section 7: Authority:

Each committee shall work independently within the framework of the NAVIKA bylaws. Any expenses incurred by the committee shall be preapproved by the executive committee based on the request submitted by the chair of the committee. The committees will work under the umbrella of the executive committee or Board of trustees depending upon who appointed them and the decision of the executive committee or Board of trustees will be shall be binding on the committee.

Section 8: Committees and Their Roles

(1) Education Committee

1. Help in developing syllabus for Kannada teaching for children of Kannada heritage through formation of Kannada Kali committee.
2. Develop and propagate appropriate methods of education in the fields of science, arts, culture, medicine and commerce amongst Vishwa Kannadigas.
3. Help in obtaining internship to students amongst Vishwa Kannadigas.
4. Work towards establishing Kannada learning programs in the local universities.
5. Work towards establishing a Kannada encyclopedia along the lines of Wikipedia.

(2) Convention Committee

1. Help plan and successfully host the convention with fiscal responsibility including selection of Venue.
2. NAVIKA shall conduct Regional, National and International Conventions from time to time to promote the goals and objectives of the organization.
3. The final decision shall be made by the Executive Committee based on the recommendations by Convention committee.

(3) Auxiliary Committee

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1. Assist in various activities of the Association including the Annual Convention entertainment and the Cultural Program.

2. Assist in soliciting additional volunteers for various NAVIKA activities as necessary.

(4) Awards Committee

1. Solicit nominations for the awards from all paid members of the Association by mail or e-mail or fax.
2. Gather information regarding outstanding work of members of NAVIKA and other Kannada Cultural organizations in the field of professional, social, charitable or leadership ventures. Gather information regarding academic scores, extracurricular activities and services to the community by the people of Karnataka Heritage.
3. Recommend to the Executive Committee the names of these outstanding members by a consensus in the Committee, for receiving awards and recognition during the national Convention.

(5) Food Committee

1. Determine selection and pricing of various aspects of catering for all the pertaining activities of NAVIKA.
2. Maintain detailed database of different food vendors across the country and world.
3. Work closely with the convention Food committee during conferences.

(6) Constitution and Bylaws Committee

1. It shall be the Committee's responsibility to review the Constitution and Bylaws at least once a year and endorse it or suggest any amendments as needed for consideration by the executive committee and the General Body. In addition, the Committee shall also review any amendments proposals initiated in writing in any General Body meeting with at least twenty (20) signatures of voting members. The Constitution and Bylaws Committee shall then submit these amendment proposals with the Committee's recommendations and comments thereon to the executive committee least 15 days prior to the executive committee meeting
2. After obtaining a simple majority vote from all members of the executive committee, the Secretary of the NAVIKA shall seek approval of the General Body for the proposed amendments to the Bylaws as stated.

(7) Election Committee

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1. The Chairman of board of trustees shall appoint chairperson of Election Committee.
2. The Committee shall be charged with the responsibilities of conducting a free and fair election according to the bylaws of NAVIKA.
3. The decision of the Election Committee is final in all matters related to the election.

4. The Chairperson and the members of the Election Committee shall expressly refrain from either contesting or canvassing support or soliciting votes for individual candidates(s).

(8) Entertainment Committee

1. Organize entertainment for the cultural program, picnic, educational programs and other activities of the Association as necessary.
2. Work closely with the charitable committee and fundraising committee to organize tours for charitable and fundraising activities.
3. Work closely with the convention cultural committee to organize cultural programs during convention.

(9) Ethics and Grievances Committee

1. The chairperson of Board of Trustees shall appoint the chairperson of Ethics and Grievances committee.
2. The functions of the Committee shall be to respond to any complaints about charges of discrimination against the members of the NAVIKA and to respond to any questions about unethical behavior and/or grievances against members of NAVIKA.
3. The committee shall respond to any violations in constitution and conflict of interest issues by the officers of the corporation.
4. The committee shall have authority to question the various officers during its investigations and the authorities shall respond to requests by the committee.
5. The committee shall submit its report to the Board of Trustees for further action.

(10) Finance Committee

1. The President shall appoint the Finance Committee consisting of five members as follows:
 - A. Treasurer
 - B. Chairperson of the Board of Trustees
 - C. President
 - D. President-Elect
 - E. Chairperson of Fundraising Committee.

The Treasurer shall be the Chairperson of the Committee.

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2. The finance committee shall oversee the year's budget as well as provide advice on long term investment of the Association's Revenues.

3. The chair shall present a proposed budget to the Board of Trustees during the month of August and seek approval for the use of any funds earned as interest money from the Trust funds.

(11) Information Technology Committee

1. The Committee shall (a) be charged with the responsibilities of the development, expansion and maintenance of the NAVIKA website and coordinate with the Webmaster, (b) coordinate with Publication Committee to post "NAVIKA Voice" newsletter or any other publications as deemed necessary on the Website, (c) coordinate with other Committees as necessary to update the website.
2. Develop appropriate tools of networking among the members of NAVIKA and rest of the Kannadigas.

(12) Membership Committee

1. The Vice President (Organization) shall serve as the Co-Chair of the Committee.
2. The Committee shall help the Secretary maintain and update the membership roster and shall recruit new member organizations/members to NAVIKA.

(13) Nomination Committee

1. The chairperson of Board of Trustees shall appoint the chairperson of the Nominating Committee.
2. The President-Elect shall be one of the members of the Committee.
3. The Chairman of the Committee shall appoint three more members of the Committee by a method of random selection from among the non-contesting chairpersons of standing committees.
4. The Committee shall be charged with the responsibilities:
 - A. To receive nominations for the following positions:
 - (a) President Elect
 - (b) Vice President (Organization)
 - (c) Secretary
 - (d) Treasurer
 - (e) Regional Directors

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- B. To evaluate the qualifications of the nominees for position according to the following eligibility criteria:
 - (a) For all positions, candidates shall be a life/patron member of the NAVIKA. In addition, for the following positions all candidates will have completed serving, at the time of nomination the following requirements:

The President and the President Elect shall not be from the same region during the same year.

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- President Elect:* one term in the Executive Committee.
Vice President: one term as chairperson of any standing committee or one term in the Executive Committee
Secretary: one term as chairperson of any standing committee or one term in the Executive Committee ·
Treasurer: one term as chairperson of any standing committee or one term in the Executive Committee and/or
Regional director: one term as a delegate.

(b) A removed Executive Committee member shall be ineligible to contest for any position of the Officer.

5. The Committee slate should consist of names of all the candidates suitable for position.
6. The nomination committee shall submit the selected slate to the election committee at least 60 days prior to the convention or June 30th.
7. The Chairperson and the members of the Nomination Committee shall expressly refrain from contesting or canvassing support or soliciting votes for individual candidates(s).

(14) Publication Committee

1. Consists of Chairperson and at least four other members
2. Publicize the purpose and activities and design, edit, print and mail or e-mail the "NAVIKA" Newsletters quarterly or as determined by the Executive Committee.

(15) Charitable Committee

1. Consists of one chairperson and at least four other members.
2. Identify the charitable causes during the year and implements them with the approval of the executive committee.
3. Work closely with the fundraising committee, entertainment committee and finance committee to achieve its goals.

(16) Literary committee

1. Consists of one chairperson and at least four other members.
2. Identify a project to be completed during the year to promote and encourage Kannada literary work amongst all Kannadigas.
3. Work closely with the Publication Committee to publish literary works done by world Kannadigas.
4. Develop programs to promote all forms of literary works.

(17) Fundraising Committee:

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1. Plan ways and means of fund mobilization for NAVIKA organization and Conventions.
2. Work closely with finance committee and charitable committee to raise funds throughout the year.
3. Establish subcommittees such as corporate sponsorship, Governmental and voluntary agencies grants sponsorship.

(18) Audit Committee:

1. The chairperson of the Audit Committee shall be appointed by the chair of Board of Trustees.
2. The Audit Committee shall audit the finances of the organization as well of conventions on an annual basis.
3. The Treasurer of the organization and Treasurer of the convention shall submit all the documents requested by the audit committee.
4. The Audit Committee shall submit its report to Executive Board for approval

(19) Youth and Young Adult Committee

1. The Youth Committee shall be headed by a youth or young adult member of organization.
2. The Committee shall have at least ten other members.
3. The Committee shall develop programs for youth and young adults during the year.
4. The Committee shall work closely with the youth and young adult committee during conferences.

(20) Business Committee

1. The Business Committee shall have one chairperson and at least four other members.
2. The Business Committee shall organize programs to encourage businesses that would mutually benefit all Kannadigas.

(21) Social Service Committee:

1. Set up a hot line to help needy Amerikannadigas in emergency situations.
2. Work with local volunteers to provide help as soon as possible in emergency situations.
3. Develop programs to involve Kannadigas in local voluntary social service for the communities in which they live.

(22) Karnataka Coordination Committee:

Acts as liaison between Karnataka Government and NAVIKA to organize periodic cultural, educational and charitable activities in Karnataka State.

Article 6: Terms and Limits of Office

Section 1: Duration

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- A) The terms of office of the President, President-Elect, Vice President, Secretary, Treasurer, and Regional Director and Chairperson of Board of Trustees Shall be for two years for the next six years. The officer shall not contest again for three terms except under unusual circumstances.
- B) The terms of office of trustees shall be for a period of three years.

Section 2: Vacancy

Any vacancies in the Executive Committee shall be filled by appointment by the Executive Committee. The term of office of the appointee shall be for the duration of the elected term

of the vacating officer.

Any vacancies in the Board of Trustees shall be filled by appointment by the Board of Trustees. The term of office shall be for the duration of the term of vacating officer.

Section 3: Office Limits

No person shall hold more than one executive office (executive committee or Trustees) at any given time. No person shall hold more than two standing committee positions at any given time.

Section 4: Term Limits

- A) Executive Committee: No person shall hold the same office for more than one term in the Executive Committee. No person shall hold the combination of offices for more than four consecutive terms.
- B) Board of Trustees: The chairperson of Board of Trustees will hold the office for no more than one year.. There must be a gap of at least one term for an individual to become a trustee again.

Section 5: Waiver

- A) Notwithstanding any of the provisions mentioned in ARTICLE 6 and 7 of Bylaws of NAVIKA, the Executive Committee may be constituted for the continued functioning of the organization during the first five years from 2009 by a majority of votes in the first Executive Committee and first Board of Trustees.
- B) The waiver mentioned in ARTICLE 6 Section 5 (A) shall be exercised if the growth of the organization is considered not large enough to fulfill the requirements of Bylaws by two thirds majority of Executive Committee and two thirds majority of Board of Trustees.
- C) The bylaws may be modified as necessary by the EB with two-thirds majority approval.

Article 7: Elections

Section 1: Electoral College:

The Electoral College consists of all the organizational delegates from NAVIKA Member Kannada Kootas/organizations and elected State Delegates and world delegates of NAVIKA. This Electoral College will elect the President-Elect, Vice President, Secretary, Treasurer, and ten Regional Directors.

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Section 2: Delegates:

There shall be delegates from each state within United States and Canada. In addition, there shall be delegates from around the world outside India. There shall be two types of Delegates

- A. Grass Root Delegates :

The Grass Root Delegates shall be elected by the members of each state within United

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States or Canada, called state delegates In addition Grass Root Delegates will be elected from around the world outside India, called world delegates from different countries. The number of Grass Root Delegates will be determined by the Membership Committee and Bylaws Committee as per ARTICLE 6 Section 4(A) of NAVIKA By Laws and approved by the Executive committee.

B. Organizational Delegates:

Each member Organization of NAVIKA shall be represented by an Organizational Delegate to serve on the Delegate Council. The Organizational Delegate Shall be a member of NAVIKA.

Section 3: Role of Delegates:

- (A) The Delegates shall elect the Executive Committee through participation in Electoral College system
- (B) The Delegates shall help in membership drive of the organization and help to promote the objectives of the organization.
- (C) The delegates will be closely involved in the functioning of the organization and participate as chairpersons and members of standing committees.
- (D) The organizational delegate shall act as liaison between NAVIKA and their respective organization.

Section 4: Formation of Electoral College.

Membership committee shall prepare the list of Electoral College at least 90 days prior to the convention or June 30th each year, as follows:

- A) Membership Committee in consultation with Bylaws Committee shall decide on the number of state delegates to be elected from general membership of each state and present it to the Executive Committee for approval. Membership Committee shall also decide on the number of world delegates to be elected from the general membership of NAVIKA in different countries. The maximum number of delegates elected from each state or country will not be more than three times the number of delegates of any other state or country excluding solitary delegate states.
- B) The Membership Committee shall prepare a list of organizational members of NAVIKA. Membership Committee shall communicate with the president or his nominee to be organizational delegate from member organizations of NAVIKA.
- C) All the delegates of Electoral College shall be general members of Navika.
- E) Membership Committee shall submit the list of NAVIKA members and organizational delegates to the Election Committee 90 days prior to convention or June 30th.
- F) Bylaw Committee shall submit the list of number of state or world delegates to be elected from different states in USA or Canada or countries of the world to the election committee at least 90 days prior scheduled election.

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Section 5: Timing of elections

- A) The general membership shall elect the state delegates every two years in the month

of May.

- B) The Electoral College (State delegates plus the Member Kannada Kootas/organizations) shall elect the Executive Committee in the month of June.

Section 6: Election Process:

- A: The following procedure shall be followed if the elections are conducted by the members of Election Committee:
- (1) Timeline: The dates for sending out ballots, deadline for the receipt of ballots, the date of counting ballots and certifying election, and the deadline for any recounting shall be decided at the first meeting of the Election Committee.
 - (2) Ballots: (For sample ballot see Appendix 1D) Each ballot shall be signed by at least two members of the Election Committee. Ballot shall be printed on colored paper to avoid counterfeiting. Ballots shall have no mark or wording or else which can identify the person completing the ballot.
 - (3) Candidate Profiles: This shall be sent along with the ballot. A brief statement of no more than 100 words describing their professional and organizational achievements and goals and anticipated contribution to the NAVIKA.
 - (4) Mailing out Ballots: The ballots along with the Candidate profiles shall be sent to the voting members no later than eight weeks before the Convention or June 30th. For the elections of officers and regional directors of executive committee. Every other year elections will be held for state or world delegates from the general membership of NAVIKA, no later than 12 weeks before the convention or June 30th. A self-addressed stamped (First class US mail) envelope shall be sent along with a ballot. Each envelope shall have the NAVIKA address as both the return address and the sender's address. There shall be two envelopes. The inner envelope has no marks of any kind and contains the ballot paper only. This envelope is placed inside the NAVKA provided self-addressed envelope upon which the member shall write legibly the name and sign the name. This is to cross check and account for the active membership of the member, as well as to prevent duplication. After confirming the legitimacy and accuracy of the member who sent the ballot, the envelope is opened the ballot envelope is removed and the member's mailed envelope is discarded before opening the ballot envelope. This is to avoid voting confidentiality. There shall be no NAVIKA member's address in the sender's address location. Each envelope shall be randomly numbered. This will help prevent fraud by ensuring that no two envelopes bear the same serial number. Contesting candidates shall be invited to observe the mailing process. If interested, they can come and observe this process.
 - (5) Campaigning for Election: Candidate Profiles shall serve as formal campaigning by the NAVIKA on behalf of the candidates. No negative personal campaigning of any kind including but not limited to tainting the opposing candidate or disseminating false information shall be permitted. Election Committee shall have the sole discretion in dismissing any candidate found to be in violation of these rules.
 - (6) Deadline for Return of Ballot: The ballot must be returned by first class US mail by the predetermined post-marked date. At least two weeks shall be allowed between the time of sending out the ballots and the deadline post-marked date for the return of completed ballots to the NAVIKA.
 - (7) Receipt of Ballots: Ballot shall be received at the P.O. Box address. This shall be a new P.O. Box designated just for the ballot purposes. The key to the P.O. Box shall be held by a person designated by the Election Committee. Ballots shall be picked up from the post office by person(s) as designated by the Election Committee. The contesting

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candidate shall be provided an opportunity to observe this process if he/she would like to attend.

- (8) Ballot tallying and counting: This shall be done by at least four (4) weeks before the Annual Convention or July 4th weekend. Date of counting shall be at least three working days after the deadline post-marked date for the return of ballots. Counting process shall be chaired by the Election officer. Other Election Committee members shall be invited to attend. All candidates contesting the election shall be invited to attend and observe the entire process of Envelope/Ballot tallying, ballot counting and the final election result certification.

(A) Envelope tallying: Only envelopes post-marked on or before the pre-announced post-marked date shall be accepted and all envelopes after the post-marked date shall be rejected. The random number assigned on each envelope shall be checked and verified. Any two (or more) envelopes bearing the same serial number shall be rejected. All acceptable envelopes shall be counted before opening the envelope.

(B) Ballot counting: Envelopes shall be opened and ballots shall be kept safely. Envelopes shall also be kept for any future verification. Each ballot shall be checked and verified. Any ballots which are tampered or not completed as per instructions given to voters will be rejected. All eligible ballots shall be counted at least twice.

- (9) Election Certification: The candidate receiving more than fifty percent of the votes shall be declared as winner. The Election shall be certified by the Election officer in the presence of the other members of the Election Committee and any contesting candidates who are present there. Ballots and Envelopes shall be sealed. These shall be stored by the Secretary of the NAVIKA or any person designated by the Election officer, for any future verification for four weeks.

- (10) Recount of Election Ballots: Requests for recount shall be permitted only from the candidates and only when made in writing to the Election Officer within 72 hours after the announcement of the result. If the winning margin is ten votes or less, then the NAVIKA shall conduct the recount without expense to the candidate. If the winning margin is more than ten votes, the candidate requesting the recount shall bear the cost of the recount. Only one recount shall be permitted. The recount shall be binding on all parties.

B) NAVIKA may select third party election administrators in coordination with the Election Committee, in lieu of the ARTICLE 7 Section 5 (A). In such an event the election process will be fair, transparent and accountable in accordance with ARTICLE 7 Section 5 (A).

C) The elections shall be conducted using postal/electronic ballot.

Section 7: Nominations:

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A. Invitation for Nomination

The Nomination Committee shall invite nominations from the entire voting membership as in ARTICLE 3 Section 2 (A), (B) by mail or e-mail for all positions listed in ARTICLE 4 Section 3 (A) by at least 60 days before the convention or June 30th. The candidates shall contest for only one position at any given time.

The Nomination Committee shall receive nominations from the entire membership as in ARTICLE 3 Section 2(A), (B) election as state delegates or world delegate as per ARTICLE 7 Section 2 (A), every other year 90 days prior to convention or June 30th.

B. Nomination Form

This document (For sample Nomination Form see Appendix 1B) shall have blank spaces for the signatures of the nominating person, the person seconding the nomination, and the nominee accepting the nomination and agreeing to serve the position if elected. Nomination Form shall be accompanied by another document (For Sample see Appendix 1A) explaining the different positions available to be contested, eligibility criteria of each position, method of return of the nomination form and its deadline. Nomination invitation documents shall be sent to the entire voting members by the first class US mail and if available by e-mail.

C. Nominating Persons

Any Life member in good standing can make nominations on behalf of the candidates to the Chairperson of the Nomination Committee. Nomination must be seconded by another Life member in good standing. Each nominee must be Nominated and Seconded by two different members of the NAVIKA. Any Life Member may nominate or second one or more nominations. A photocopy the Nomination Form may be used if needed to nominate more than one person.

D. Nomination Acceptance

Nomination Form shall contain a statement of acceptance by the candidate stating their intention to not only contest the election, but to also serve the office if elected.

E. Method of return of Nomination Form

Nomination shall be returned by the US certified mail with return receipt and only one nomination per envelope shall be permitted. "Return receipt" shall serve as the acknowledgement of receipt of the completed nomination form.

F. Deadline for Nomination

At least two weeks shall be allowed between the time of sending out the invitation for nomination and the deadline post-marked date for the return of nomination paper to the NAVIKA. No nomination shall be allowed after the predetermined deadline date.

G. Announcement of the Slate of Candidates

The Nomination Committee shall open the nomination envelopes no less than three days after the deadline for the receipt of the nomination forms. The Committee shall then announce to all candidates the slate of nominees for all positions by mail, e-mail, phone or fax or a combination thereof.

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H. Withdrawal of Nominees

The Candidates may withdraw from the election by writing (For sample nomination withdrawal/acceptance letter see Appendix 1 C) to the Chair of the Nomination Committee. The Nomination Committee shall send a notice of withdrawal of nomination to the eligible nominees by fax, e-mail or phone or any combination thereof whether they would like to withdraw. The candidates shall have up to five working days to respond in writing by fax and US mail. The withdrawal must be received by the Nomination Committee no later than five days from the date of sending the notice of withdrawal. If no reply is received from the eligible nominees, their names shall be forwarded to the election Committee as eligible candidates for the election.

I. Collection of Candidate Profiles

Nomination Committee shall send a letter (For sample nomination withdrawal/acceptance letter see Appendix 1C) to the contesting candidate requesting information for "Candidate Profile". The Candidates shall have up to five days to respond to this request. Candidate profile shall include candidate's bio-data (name, year and school graduation, specialty/subspecialty, and current professional position) and a brief statement of no more than 100 words describing their professional and organizational achievements and goals and anticipated contribution to the NAVIKA. If a candidate fails to provide the Candidate profile, the bio-data available to the NAVIKA shall be mentioned and in the remaining blank space of the Candidate profile, a notation shall be made "Not provided by the Candidate". Nomination Committee shall forward the Candidate profiles to the Election officer to be mailed with the ballots.

J. Forwarding the Final Slate of Candidates to the Election Officer

The Nomination Committee shall forward the final slate of candidates to the Election Officer by at least 45 days before the Annual Convention or June 30th.

Article 8: CORPORATE RECORDS

All books of account, corporate records as provided in the Code, the Register of Membership, and a copy of these By-Laws shall be kept at the Corporation's Principal Executive Office and shall be open to inspection by the Members at the reasonable times during office hours.

Article 9: AMENDMENT AND ADOPTION

Section 1: AMENDMENTS

These Bylaws may be amended, repealed or altered in whole or in part by a two-thirds majority vote of any duly organized meeting of the General Body or by a mail ballot.

Section 2: Amendment Proposal:

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- A. The Constitution and Bylaws Committee has responsibility to review the Bylaws at least once a year and to suggest and endorse any amendments as needed for consideration by the Executive Committee and the General Body. The proposed amendment may also be initiated in writing 90 days prior to the scheduled General Body meeting with at least twenty signatures of voting members.
- B. The proposed amendments, duly initiated, shall be referred to the Bylaws Committee for consideration and submitted to the Executive Committee.
- C. The proposed amendments when approved by a simple majority of all members of the Executive Committee shall be submitted to the General Body at a duly called meeting with a quorum or by US mail for approval, if deemed urgent. Under no circumstance shall this be done by e-mail or fax. The amendments shall be considered to be approved only by a two-thirds majority vote of those present in a General Body meeting or by a two-thirds majority of those returning a mail ballot. Upon approval either in a general body meeting or by a mail ballot, the amendments shall be incorporated into these bylaws with immediate effect.

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D. Mail Ballot Process:

(1) Ballot: A preprinted self-addressed stamped Post card will serve as Ballot. Each Postcard will be randomly numbered.

(2) Mailing out Ballots: The ballot (preprinted post card) shall be mailed by first class US mail along with a copy of the relevant sections or of the entire Bylaws depending on the proposed changes in the Bylaws.

(3) Deadline for Return of Ballot: The ballot must be returned by a pre-determined post-marked date. At least two weeks shall be allowed between the time of sending out the ballots and the deadline post-marked date for the return of completed ballots to the NAVIKA.

(4) Receipt of Ballots: Ballot shall be received at the P.O. Box address. Ballots shall be picked up from the post office by person(s) as designated by the Chair, Bylaws Committee.

(5) Ballot tallying and counting:

(a) Date of counting shall be no more than one week and no less than three working days after the deadline post-marked date for the return of ballots.

(b) Counting process shall be chaired by the Chairperson of the Bylaws Committee. Other Bylaws Committee members and the members of the Executive Committee and the Board of Trustees shall be invited to attend.

(c) Only ballots post-marked on or before the pre-announced post-marked date shall be accepted and all other ballots received after the post-marked date shall be rejected. The random number assigned on each postcard shall be checked and verified. Any two (or more) postcards bearing the same serial number shall be rejected. Any ballots which are tampered or not completed as per instructions given to voters shall be rejected. All eligible ballots shall be counted at least twice.

E. Adoption of Amendments: Upon certification of ballot count, the amendments shall be incorporated into these Bylaws with immediate effect.

Article 10: INDEMNIFICATION

The Corporation shall indemnify each of its agents against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by such persons by reason of his or her having been made or having been threatened to be made a party to and proceeding to the fullest extent permissible Florida state laws. The Corporation shall advance any expenses, reasonably expected to be incurred by the agent in defending any such proceeding upon receipt of the undertaking required by Florida State laws.

Article 11: MISCELLANEOUS

Section 1 Reference to Code Sections

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"Sections of the Code" wherever mentioned in these By-Laws refers to the General Corporation Laws of Florida effective March 26, 2009 as amended.

Section 2 NAVIKA Convention

There will be one convention held once every two years.

Section 3 Accounting year

The accounting year of the Corporation shall be as fixed by the Executive Committee.

Section 4 Business of Corporation (Business year)

All business of the Corporation shall be done on the basis of a calendar year.

Section 5 Governance of Meeting

Robert's Rules of Order shall govern all meetings of this Association in all cases where they are applicable, except where they are inconsistent with the Constitution and Bylaws of the NAVIKA.

ARTICLE 12: RESTRICTIONS AND DISSOLUTION

Section 1 Restrictions

No part of the net earning or the assets of the Association shall be used for the benefit of or be distributable to its members, officers or other private persons except that the Association 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 in Article on Objectives hereof. The Association shall not carry on any activities nor be permitted to carry on (a) by a corporation exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Law or (b) by a corporation, contributions to which are deductible under Section 170 of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Section 2: Dissolution

Upon the dissolution of the Association, the Board of Trustees shall, after paying or making provisions for the payment of all the liabilities to the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner or to such organizations organized exclusively for charitable, religious, cultural or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law as the Executive Committee and Board of Trustees shall determine. Any of such assets not so disposed of shall be disposed of by the court of appropriate jurisdiction of the State in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations as said court shall determine to be organized and operated exclusively for such purposes.

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APPENDICES

Appendix 1 The goals of NAVIKA:

Appendix 2 Nomination and Election

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Appendix 3 Governance

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Appendix 1 – NAVIKA GOALS

The goals of NAVIKA are:

- A. To organize educational and charitable activities for the members of Kannada heritage.
- B. To organize much needed social help for the people of Karnataka origin.
- C. To bring together individuals and organizations of Kannada heritage living outside India under one umbrella organization.
- D. To preserve, promote and propagate the Kannada language and its culture amongst the generations of Vishwa Kannadigas.
- E. To develop modern networking tools to connect Vishwa Kannadigas for social, cultural and economic networking.
- F. To establish a repository of Kannada literary works and continue to develop and spread Kannada literary activities amongst generations of Vishwa Kannadigas.
- G. To be a central focal organization to meet any social, linguistic, cultural, economic, educational and charitable needs of Vishwa Kannadigas.
- H. To develop and propagate the teaching methods of Kannada for Vishwa Kannada children.
- I. To establish a charitable foundation for charitable activities in the adopted land of Vishwa Kannadigas as well as in Karnataka State.
- J. To provide charitable services in the fields of Rural Development, Art and Culture, Education, Health, Engineering, and others.
- K. To support and foster the availability of medical or other assistance to people of Karnataka origin in North America and elsewhere.
- L. To sponsor research activities in Kannada both at institutions in Karnataka, India and rest of the world including North America.
- M. To be a unified advocate at the local, state and national levels regarding the issues that pertain to persons of Indian descent in general and Vishwa Kannadigas in particular.
- N. To spearhead activities to establish a Kannada chair at university level in North America.
- O. To establish a Karnataka Bhavan in North America. [Back to Table of Contents](#)
- P. To conduct seminars and conferences at local, regional, national, and international levels to promote networking of Vishwa Kannadigas for social, cultural, educational, business and charitable causes.
- Q. To make contributions to organizations that qualify as exempt organizations under Section 501(c) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law or the corresponding provisions in other countries.

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- R. To provide mutual understanding and cooperation between this association and other similar organizations in the United States and India.
- S. To maintain a directory of all the people of Karnataka origin in the USA.
- T. To provide a bridge between the Karnataka Government and Vishwa Kannadigas in matters relating to spread of Kannada and its culture and advocate the needs of Vishwa Kannadigas in any investment and enterprise in Karnataka.
- U. To promote interaction between Vishwa Kannadigas and Kannadigas in Karnataka by organizing events in Karnataka at regular intervals.
- V. In summary, NAVIKA intends to be a navigator, true to its meaning, in all matters concerning Vishwa Kannadigas settled in North America and rest of the world, with special emphasis on education, charity and social help for the needy.

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Appendix 2 Nomination and Election

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Appendix 2A: Sample Nomination Invitation Letter

To: NAVIKA Members

DATE:

From: Chair, Nomination Committee, NAVIKA.

Subject: Invitation of Nomination for 2..... Executive Committee

This is a formal invitation to the members of the NAVIKA for nominations for 2..... election of

- Officers of the Executive Committee (President Elect, Vice President, Secretary, Treasurer) -two year term of office.

The President and the President elect shall not be from the same region in the same year.

- Members of the Executive Committee (Regional Directors), two year term of office.

Eligibility Criteria:

• President Elect:

- Shall have served in the NAVIKA Executive Committee for at least One full term.
- Shall be a Life/Patron member of the NAVIKA (membership paid 90 days prior to the election date)

Shall not be from the same region as of the President

Vice president:

Shall be a Life member of the NAVIKA (membership paid 90 days prior to the election date)

Shall have served one term as chairperson of any standing committee or one term in the Executive Committee

• Secretary:

-Shall have served in the NAVIKA Executive Committee for at least ONE term.

- Or shall have worked as a Chair of a standing committee for one year.
- Shall be a Life member of the NAVIKA (membership paid 90 days prior to the election date)

• Treasurer:

- Must have served in the NAVIKA Executive Committee for at least ONE term.

- Or shall have worked as a Chair of a standing committee for one year.
- Must be a Life member of the NAVIKA (membership paid before 90 days prior to the election date.)

• Regional Directors of Executive Committee

- Shall be a Life member of the NAVIKA (paid before 90 days prior to the election date)

Shall served one term as a delegate.

Election: An election will be held if there are more nominees than the number of position(s) available in each category. All positions except the Board of Trustees shall be elected by the Electoral College using mail ballots. The Chairperson of Board of Trustees shall be elected by the existing nine members of the Board of Trustees.

Nomination Process:

- Must complete the enclosed Nomination Form as instructed.
- Each nominee must be Nominated and Seconded by TWO different members of the NAVIKA. You may fax the nomination form to obtain these signatures and the faxed signatures are acceptable.
- Any Life Member (with Membership dues paid 90 days prior to the election date) may nominate or second one or more nominations.
- A photocopy of the enclosed Nomination Form may be used if needed to nominate more than one person.
- **Only ONE nomination per envelope is permitted.**
- Completed Nomination Form should be **sent by US CERTIFIED MAIL w/ RETURN RECEIPT, Post-marked on or before (Date _____)** to:

NAVIKA Nominations

.....

.....

- Acknowledgement of receipt of the completed Nomination paper:
- "Return Receipt" shall serve as the acknowledgement.

Appendix 2B: Sample Nomination Paper

Mail this Form by Certified mail with Return Receipt to NAVIKA Nominations

ABOUT THE NOMINEE

Name of Nominee: _____

Nominated for:

, President Elect, Vice President, Secretary, Treasurer, Regional Director,

Nominee is a life/Patron member of the NAVIKA since _____

Nominee also served the NAVIKA as follows: (please check as applicable)

, Member of the Executive Committee in year (s) _____

, Other Elected position (s) held:, Secretary in year _____, Treasurer in year _____

, Other _____ in year _____

ABOUT NOMINATING PERSONS (Must be a Life Member)

Nomination Proposed by:

Name _____

Signature _____ Date _____

Nomination Seconded by:

Name _____

Signature _____ Date _____

NOMINATION ACCEPTANCE BY THE NOMINEE

I hereby accept the nomination and agree to serve the office if elected.

Nominee's Signature: _____ Date _____

Appendix 2C: Sample Nomination Withdrawal/Acceptance Letter

Date:

Dear Nominee,

Congratulations on your nomination. As per NAVIKA Bylaws, **you have five days from the date of this notice to withdraw your nomination.**

Please complete the information below and fax this sheet to (...) and mail to NAVIKA nominations.

If you do decide to stay in the race and contest the election, please provide us with your Personal Profile as detailed below. "Candidate Profiles" shall be mailed to the NAVIKA members along with the ballots. If we do not receive your personal profile, a notation of "Not provided by the Candidate" shall be mentioned in the space assigned for you in the "Candidate Profiles".

Thank you for your cooperation.

Sincerely,

.....,
Chairperson
Nomination Committee

SEND BY FAX TO # AND MAIL TO NAVIKA NOMINATIONS

Date: _____

NAVIKA Nominations

..... ..
.....

Dear NAVIKA Member,

Re: **Nomination Withdrawal/Acceptance**
for the North American Vishwa Kannada Association (NAVIKA) 2.....

_____ I hereby willfully and without any coercion withdraw my nomination for the position
_____ of the NAVIKA for 2.....

NAVIKA BY LAWS

_____ I have decided to stay in the race for the election for the position of
_____ of the NAVIKA for 2.....

I am sending you my Personal profile which includes:

- Bio-data: Name, Year of Graduation, School of graduation, Occupation, and Current professional position.
- A brief statement of no more than 100 words describing your activities.
 - Professional and organizational achievements.
 - Goals and anticipated contribution to the NAVIKA.

Sincerely,

Appendix 2D: Sample Ballot

To: NAVIKA Members Contesting 2..... Elections

Date:

From: Election Committee:

Subject: Election for the Contested Positions of the NAVIKA for 2.....

Dear Colleague,

This is your official ballot for 2..... NAVIKA elections. We would like you to use this opportunity to make yourself effectively heard and we hope the information provided shall assist you in making your decisions. As an eligible voting member, you are encouraged to exercise your right to vote and participate in shaping the future of the NAVIKA.

Please find enclosed the following:

- A Ballot (**this sheet is the ballot**)
- Candidate Profiles: Personal bio-data and a statement from each contesting candidate

. A blank envelope- please place your completed ballot in this envelop and seal it. **DO NOT WRITE OR MARK ANYTHING ON THE BALLOT PAPER OR THE BLANK ENVELOP OTHER THAN MARKING THE BALLOT APPROPRIATELY. Otherwise, your ballot will be discarded.**

. A self-addressed stamped envelope. Place the blank envelop with the completed ballot paper inside this envelop, seal and write your name legibly on the envelope and sign.

Only one ballot envelop for each member.

Instructions for Voting:

· Place a mark "X" in the box **BEFORE** the name of candidate of your choice with a pen.

- . Do not use pencil.
- . Do not write anything else on the ballot.
- . Do not send photocopy of this ballot. Do not fax this ballot.
- . Only NAVIKA self addressed envelope is accepted. Do not send by any other envelop.

· Ballots which do not follow these guidelines, as well as the usual and customary mail ballot rules may be invalidated.

· The decision of the Election Committee is final in all matters related to this election.

· The **entire Ballot** must be sent by US mail, **post-marked on or before ...,day using the enclosed self addressed envelope.**

President Elect: (Vote for One)

NAVIKA BY LAWS

Vice President: (Vote for One)

Secretary: (Vote for One)

Joint Secretary (Vote for one)

Treasurer: (Vote for One)

Joint treasurer (Vote for one)

Regional Director : (Vote for one)

Appendix 3 Governance

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Appendix 3A: Proxy Form

INTRODUCTION

(A) A voting member, if unable to attend a duly called meeting in person, may give proxy to another member of the Committee to act and vote on his/her behalf. The proxy must be a written authorization and shall be valid for that particular meeting only. The proxy must be delivered to the chairperson of the meeting at the outset of the meeting. The voting member may revoke his/her proxy at any time before the meeting by delivering written notice to the meeting chairperson, or by appearing in person at the meeting.

(B) Each proxy shall be valid for a single meeting only.

ABOUT THE MEETING

Name of the meeting for which Proxy is given:

Date of the meeting:

INFORMATION ABOUT YOU

Name:

Member of which Committee:

Telephone Number:

I confirm that the person I have appointed as my proxy is able and willing to act and vote on my behalf.

Signature:

Date:

INFORMATION ABOUT YOUR PROXY

Name:

Member of which Committee:

Telephone Number:

I confirm that I am able and willing to be appointed as the applicant's proxy.

Signature:

Date: