

Bylaws of SRKREC Alumni Association of North America, Inc. (a non-profit corporation)

ARTICLE I. NAME, LOCATION, AND OFFICES

1.1 Name

The name of this corporation shall be SRKREC Alumni Association of North America, Inc., hereinafter referred to as SAANA, Inc.

1.2 Registered Office and Agent

SAANA, Inc. shall maintain a registered office in the State of Florida and shall have a registered agent whose address is identical to the address of such registered office, in accordance with the requirements of Florida Not for Profit Corporation Act, Chapter 617 Florida Statutes.

ARTICLE II. PURPOSES AND LEGAL POWERS

2.1 Purpose

SAANA is a non-profit corporation and shall be operated exclusively for social, cultural, educational, and other charitable purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code. SAANA's mission is to inspire, educate and empower SRKREC Alumni in North America to take action every day to improve and share with their community.

SAANA purpose is

- To create a lifelong North American community of SRKREC alumni through increased opportunities for meaningful engagement in order to increase awareness, pride, participation, volunteer involvement, and philanthropic commitment to SAANA.
- To bring together under one banner, all SRKREC alumni of Indian Origin in North America.
- Organize and conduct major social/cultural events and charitable activities that will be best served by all the members coming together for the benefit of the entire community.
- To render community, social and humanitarian service to people in need especially elderly, disadvantaged, or abused women, and students facing hardship both in North America and abroad.

2.2 Powers

The corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes, for which the corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes.

The legal powers of the corporation may include, but not be limited to, the acceptance of contributions from the public and private sectors, whether financial or in-kind contributions.

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2.3 Nonprofit Status and Exempt Activities Limitation

Nonprofit Legal Status

SAANA is a Florida State Nonprofit Corporation, recognized as tax-exempt under Section 501(c)(3) of the United States Internal Revenue Code.

Exempt Activities Limitation

- Notwithstanding any other provisions of these Bylaws, no director, officer, employee, member, or representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on by an organization exempt under section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended, or by an organization contribution to which are deductible under Section 170(c)(2) such Code and Regulations as it now exists or may be amended.
- No part of the net earnings of the corporation shall inure to the benefit or be distributable to any director, officer, member, or another private person, except that the corporation 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 the Articles of Incorporation and these Bylaws.

Distribution Upon Dissolution

- Upon termination or dissolution of SRKREC Alumni Association of North America Inc., any assets or resources lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving the corporation.
- The organization to receive the assets of the SAANA hereunder shall be selected at the discretion of a majority of the managing body of the corporation, and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against the SAANA, by one (1) or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets and resources to be distributed, giving preference if practicable to organizations located within the State of Florida.
- In the event that the court shall find that this section is applicable but there is no qualifying organization known to it that has a charitable purpose, which, at least generally, includes a purpose similar to the SAANA, then the court shall direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of Florida to be added to the general fund.

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ARTICLE III. MEMBERSHIP

3.1 Membership

The corporation shall have a membership class and members have the right to vote or title or interest in or to the corporation, its properties, and franchises. The following criteria shall be met for becoming a member of the corporation:

- a) Any alumni of SRKR Engineering College, India, and currently lives in Canada, Mexico, or the United States of America.
- b) Any alumni of SRKR Engineering College, India and previously lived in Canada, Mexico, or the United States of America i.e., Ex-pats.

3.2 Types of Membership

- a) **Active Organizational Member:** Become a member of the corporation who met the above eligibility criteria by paying membership dues. These members can participate in meetings and events and are eligible to vote and/or hold executive office.
- b) **Honorary Member:** Honorary membership may be conferred by the Board of Trustees of SAANA upon any person of outstanding achievement and/or high distinction and who has helped to achieve the goals and objectives of the corporation. These members can participate in meetings and events but cannot vote or hold executive office.
- c) **Members-at-large:** This is available to Families and all single adults who do not belong to any of the above member organizations but do meet the eligibility criteria and subscribe to the objectives of the SAANA. Family and Individual at-large members are non-voting members of the association.

3.3 Qualifications

Membership shall be free from any discrimination based on race, religion, ethnicity, caste, national origin, or sex.

3.4 Dues

The executive committee in consultation with Board of Directors may periodically decide the membership dues for the Alumni. Honorary member, individuals, and family members are not required to pay membership dues.

An initial one-time life membership of \$100 is set.

3.5 General Body & Voting Rights

General Body: General Body is composed of all current SAANA Board of Directors, and all the members of the SAANA Executive Committee.

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Each current member of the SAANA Board of Directors carries Ten (10) votes, and each current member of the SAANA Executive Committee carries Five (5) votes.

In the event, there is a tie in General Body voting, the Chairman of the SAANA Board of Directors will cast an additional tie-breaking vote.

3.6 Non-voting Affiliates

The governing body may approve classes of non-voting affiliates with rights, privileges, and obligations established by the board. Affiliates may be individuals, businesses, or other organizations that seek to support the mission of the corporation. The board, a designated committee, or any duly elected officer in accordance with board policy, shall have the authority to admit any individual or organization as an affiliate, to recognize representatives of affiliates, and to make determinations as to affiliates' rights, privileges, and obligations.

At no time shall affiliate information be shared with or sold to other organizations or groups without the affiliate's consent. At the discretion of the board, affiliates may be given endorsement, recognition, and media coverage at fundraising activities, clinics, other events, or at the corporation website. Affiliates have no voting rights and are not members of the corporation.

3.7 Quorum

For all purposes, a quorum of any meeting of the members shall be twenty-five (25) percent of the membership in person and/or by proxy.

ARTICLE IV. BOARD OF DIRECTORS

4.1 Number of Directors

SAANA shall have a board of directors consisting of at least nine (9) and no more than fifteen (15) directors. Within these limits, the board may increase or decrease the number of directors serving on the board, including for the purpose of staggering the terms of directors.

4.2 Powers

All corporate legal powers shall be exercised by or under the authority of the board and the affairs of the SAANA shall be managed under the direction of the board, except as otherwise provided by the law.

4.3 Terms

- All directors shall be elected to serve a two-year term; however, the term may be extended until a successor has been elected.
- Director terms shall be staggered so that approximately half the number of directors will end their terms in a given two-year period.

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- Directors may serve terms in succession.
- The term of office shall be considered to begin January 1 and end December 31 of the two-year period in office unless the term is extended until such time as a successor has been elected.

4.4 Qualification and Election of Directors

In order to be eligible to serve as a director, the individual must be 18 years of age and an affiliate within affiliate classifications created by the board. Directors may be elected at any board meeting by a majority vote. The election of directors to replace those who have fulfilled their term of office shall take place in January.

4.5 Vacancies

The board of directors may fill vacancies due to the expiration of the director's term of office, resignation, death, or removal of a director or may appoint new directors to fill a previously unfilled position, subject to the maximum number of directors under these Bylaws.

- **Unexpected Vacancies.** Vacancies due to resignation, death, or removal shall be filled by the board members for the balance of the term of the director being replaced.

4.6 Removal of Directors

A director may be removed by a two-thirds vote of directors then in office, if:

- the director is absent and unexcused from two or more board meetings in a twelve-month period. The president is empowered to excuse directors from attendance for a reason deemed adequate by the president. The president shall not have the power to excuse him/herself from the board meeting attendance and in that case, the vice president shall excuse the president. Or:
- for cause or no cause, if before any meeting of the members at which a vote on removal will be made the director in question is given electronic or written notification of the board's intention to discuss her/his case and is given the opportunity to be heard at a meeting.

4.7 Board of Directors Meeting

- **Regular Meetings.** The board of directors shall have a minimum of four (4) regular meetings each calendar year at times and places fixed by the board. These meetings shall be held upon five (5) days' notice by first-class mail, electronic mail, or facsimile transmission or forty-eight (48) hours' notice delivered personally or by telephone. If sent by mail, electronic mail, or facsimile transmission, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of the meetings shall specify the place, day, and hour of the meeting. The purpose of the meeting need not be specified.

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- **Special Meetings.** Special meetings may be called by the chairperson, vice chairperson, secretary, joint secretary, treasurer, or any two (2) other directors. A special meeting must be preceded by at least two (2) days' notice to each director of the date, time, and place, but not the purpose, of the meeting.
- **Waiver of Notice.** Any director may waive notice of any meeting, in accordance with Florida law.

4.8 Manner of Acting

- **Quorum.** A majority of the directors in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting. No business shall be considered by the board at any meeting at which a quorum is not present.
- **Majority of Vote.** Except as otherwise required by law or by Articles of Incorporation, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board.
- **Hung Decisions.** On the occasion that directors are unable to make a decision based on a tied number of votes, the chairperson or vice chairperson in the order of presence shall have the power to swing the vote based on his/her discretion.
- **Participation.** Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, directors may participate in a regular or special meeting through the use of any means of communication by which all directors participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.

4.9 Compensation for Board Members for Services

Directors shall receive no direct compensation for carrying out their duties as directors. The board may adopt policies providing reasonable reimbursement of directors for expenses incurred in conjunction with carrying out board responsibilities, such as travel expenses to attend board meetings.

4.10 Compensation for Professional Services by Directors

Directors are not restricted from being remunerated for professional services provided to the corporation. Such remuneration shall be reasonable and fair to the corporation and must be reviewed and approved in accordance with the Conflict of Interest policy and state law.

ARTICLE V. COMMITTEES

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5.1 Committees

The board of directors may, by the resolution adopted by a majority of directors then in office, may designate one or more committees, each consisting of two or more directors, to serve at the pleasure of the board. Any committee, to the extent provided in the resolution, shall have all the authority of the board, except that no committee, regardless of resolution, may:

- take a final action on matters which also requires board members' approval or approval of a majority of all members;
- fill vacancies on the board of directors or in any committee which has the authority of the board;
- amend or repeal Bylaws or adopt new Bylaws;
- amend or repeal any resolution which by its express terms is not so amendable or repealable;
- appoint any other committees or the members of these committees;
- extend corporate funds to support a nominee for director; or

approve any transaction;

- i. to which the corporation is a party, and one or more directors have a material financial interest; or
- ii. between the corporation and one or more of its directors or between the corporation or any person in which one or more of its directors have a material financial interest.

Meetings and Action of Committees

Meetings and actions of the committees shall be governed by and held and taken in accordance with, the provisions of Article IV of these Bylaws concerning meetings of the directors, with such change in the context of those Bylaws as are necessary to substitute the committee and its members for the board of directors and its members, except that the time for regular meetings of committees may be determined either by resolution of the board or by resolution of the committee. Special meetings of the committee may also be called by resolution. Notice of special meetings of committees shall also be given to any and all alternate members, who shall have the right to attend all meetings of the committee. Minutes shall be kept of each meeting of any committee and shall be filed with the corporate records. The governing body may adopt rules for the governing of the committee not inconsistent with the provision of these Bylaws.

Informal Action By The Board of Directors

Any action required or permitted to be taken by the board of directors at a meeting may be taken without a meeting if consistent with writing, setting forth the action so taken, shall be agreed by the consensus of a quorum. For purposes of this section an email transmission from an email address on records constitutes a valid writing. The intent of this provision is to allow the board to use email to approve actions, as long as a quorum gives a consent.

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ARTICLE VI. OFFICERS

6.1 Board Officers

The officers of the corporation shall be the president, vice president, secretary, joint secretary, and treasurer, all of whom shall be chosen by, and serve at the pleasure of, the board of directors. Each officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the board or by direction of an officer authorized by the board to prescribe the duties and authority of the other officers.

The board may also appoint additional vice-presidents and such other officers as it deems expedient for the proper conduct of the business of the corporation, each of whom shall have such authority and perform such duties as the board of directors may determine.

One person may hold two or more offices, but no officer may act in more than one capacity where the action of two or more officers is required.

6.2 Term of Office

Each officer shall serve a two-year term of office and may not serve more than two (2) consecutive terms of office. Unless unanimously elected by the board at the end of his/her two (2) terms or to fill a vacancy in an officer position, each officer's term of office shall begin upon the adjournment of the board meeting at which elected and shall end upon the adjournment of the meeting during which a successor is elected.

6.3 Removal and Resignation

The board of directors may remove an officer at any time, with or without cause. An officer may resign at any time by giving written notice to the corporation without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party.

Any resignation shall take effect at the date of the receipt of the notice or at any later time specified in the notice unless otherwise specified in the notice. The acceptance of the resignation shall not be necessary to make it effective.

6.4 President

The President shall be the chief volunteer officer of the corporation. The President shall lead the board of directors in performing its duties and responsibilities, including, if present, presiding at all meetings of directors, and shall perform all other duties incident to the office or properly required by the board.

6.5 Vice President

In the absence or disability of the President, the ranking vice president or vice president designated by the board shall perform the duties of the president. When so acting, the vice

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president shall have all the legal powers and be subject to all the restrictions upon the president. The vice president shall have such other powers and perform such other duties prescribed for them by the board or the president.

The vice president shall normally accede to the office of the president upon the completion of the president's term of the office.

6.6 Secretary

The secretary shall keep or cause to be kept a book of minutes of all meetings and actions of directors and a committee of directors. The minutes of each meeting shall state the Date Time, and place that it was held, and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and the Bylaws.

6.7 Joint-Secretary

In the absence or disability of the Secretary, the joint secretary shall perform the duties of the secretary. When so acting, the joint secretary shall have all the legal powers of and be subject to all the restrictions upon the secretary. The joint secretary shall have such other powers and perform such other duties prescribed for them by the board or the secretary.

6.8 Treasurer

The treasurer shall be the lead director for oversight of the financial condition and affairs of the corporation.

The treasurer shall oversee and keep the governing body informed of the financial condition of the corporation and of audit or financial review results. In conjunction with other directors of officers, the treasurer will oversee budget preparation and shall ensure that appropriate financial reports, including an account of major transactions and financial conditions of the corporation, are made available to the board on a timely basis or as may be required by the board.

The treasurer shall perform all duties properly required by the board or the president. The treasurer may appoint, with the approval of the board a qualified fiscal agent or member of the staff to assist in the performance of all or part of the duties of the treasurer.

6.9 Non-Director Officers

The board of directors may designate additional officer positions of the corporation and may appoint and assign duties to other non-director officers of the corporation.

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ARTICLE VII. CONTRACTS, CHECKS, LOANS, INDEMNIFICATION

7.1 Contracts and other Writings

Except as otherwise provided by resolution or policy of the board, all contracts, deeds, leases, mortgages, grants, and other agreements of the corporation shall be executed on its behalf by the treasurer or other persons to whom the corporation has delegated authority to execute such documents in accordance with policies approved by the board.

7.2 Checks, Drafts

All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent, or agents, of the corporation and in such a manner as shall from time to time be determined by a resolution.

7.3 Deposits

All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or another depository as the governing body or a designated committee may select.

7.4 Loans

No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by resolution of the board. Such authority may be general or confined to specific instances.

7.5 Indemnification

- *Mandatory Indemnification.* The corporation shall indemnify a director or former director, who was wholly successful, on the merits or otherwise, in the defense of any proceeding to which he or she was a party because he or she is or was a director of the corporation against reasonable expenses incurred by him or her in connection with the proceedings.
- *Permissible Indemnification.* The corporation shall indemnify a director or former made a party to a proceeding because he or she is or was a director of the corporation, against liability incurred in the proceeding, if the determination to indemnify him or her has been made in the manner prescribed by the law and payment has been authorized in the manner prescribed by the law.
- *Advance for Expenses.* Expenses incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit or proceeding, as authorized by the board in the specific case, upon receipt of (i) a written affirmation from the director, officer, employee or agent of his or her good faith belief that he or she is entitled to indemnification as authorized in this article,

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and (ii) an undertaking by or on behalf of the director, officer, employee or agent to repay the such amount, unless it shall ultimately be determined that he or she entitled to be indemnified by the corporation in these Bylaws.

- *Indemnification of Officers, Agents, and Employees.* An officer of the corporation who is not a director is entitled to mandatory indemnification under this article to the same extent as a director. The corporation may also indemnify and advance expenses to an employee or agent of the corporation who is not a director, consistent with Florida State Law and public policy, provided that such indemnification, and the scope of such indemnification, is set forth by the general or specific action of the board or by contract.

ARTICLE VIII. MISCELLANEOUS

8.1 Books and Records

The corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings for all meetings of its board, a record of all actions taken by board of directors without a meeting, and a record of all actions taken by committees of the organization. In addition, the corporation shall keep a copy of the corporation's Articles of Incorporation and Bylaws as amended to the date.

8.2 Fiscal Year

The fiscal year of the corporation shall be from January 1 to December 31 of each year.

8.3 Conflict of Interest

The board shall adopt and periodically review a conflict-of-interest policy to protect the corporation's interest when it is contemplating any transaction or arrangement which may benefit any director, officer, employee, affiliate, or member of the committee with board-delegated powers.

8.4 Nondiscrimination Policy

The officers, committee members, employees, and persons served by this corporation shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation.

It is the policy of SRKREC Alumni Association of North America, Inc. not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

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ARTICLE IX. COUNTER-TERRORISM AND DUE DILIGENCE POLICY

In furtherance of its tax exemption by contributions to other organizations, domestic or foreign, SRKREC Alumni Association of North America, Inc. shall stipulate how the funds will be used and shall require the recipient to provide the corporation with detailed records and financial proof of how the funds were utilized.

Although adherence and compliance with the US Department of the Treasury's publication the "Voluntary Best Practice for US. Based Charities" are not mandatory, SRKREC Alumni Association of North America, Inc. willfully and voluntarily recognizes and puts to practice these guidelines and suggestions to reduce, develop, re-evaluate, and strengthen a risk-based approach to guard against the threat of diversion of charitable funds or exploitation of charitable activity by terrorist organizations and their support networks.

SRKREC Alumni Association of North America, Inc. shall also comply with and put into practice the federal guidelines, suggestions, laws, and limitations set forth by pre-existing U.S. legal requirements related to combating terrorist financing, which includes, but are not limited to, various sanction programs administered by the Office of Foreign Asset Control (OFAC) in regard to its foreign activities.

ARTICLE X. DOCUMENT RETENTION POLICY

10.1 Purpose

The purpose of this document retention policy is to establish standards for document integrity, retention, and destruction and to promote the proper treatment of SAANA records.

10.2 Section 1 – General Guidance

Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense that can grow unreasonably if good housekeeping is not performed.

A mass of records also makes it more difficult to find pertinent records. From time to time, SAANA may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below.

While minimum retention periods are established, the retention of documents identified below and of documents not included in the identified categories should be determined primarily by

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the application of the general guidelines affecting document retention, as well as the exception for litigation-relevant documents and any other pertinent factors.

Section 2 – Exception for Litigation Relevant Documents

SAANA expects all officers, and employees to comply fully with any published records retention or destruction policies and schedules, provided that all officers and employees should note the following general exception to any stated destruction schedule: if you believe or the SAANA informs you, that corporate records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3 – Minimum Retention Periods for Specific Categories

Corporate Documents

Corporate records include the corporation's Articles of Incorporation, Bylaws, IRS Form 1023, and Application for Tax exemption. Corporate records should be retained permanently. IRS regulations require that Form 1023 be available for public inspection upon request as set forth in these Bylaws.

Tax Records

Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of contributions made by donors, accounting procedures, and other documents concerning the corporation's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.

Employment Records/Personnel Records

State and federal statutes the corporation to keep certain recruitment, employment, and personal information. The corporation should also keep personnel files that reflect performance reviews and any complaints brought against the corporation or individual employees under applicable state and federal statutes. The corporation should also keep in the employee's personnel file all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel. Employment applications should be retained for three years. Retirement and pension records should be kept permanently. Other employment and personnel records should be retained for seven years.

Board and Committee Materials

Meeting minutes should be retained in perpetuity in the corporation's minute book. A clean copy of all other Board and Committee materials should be kept for no less than three years by the corporation.

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Press Releases/Public Filings

The corporate should retain permanent copies of all press releases and publicly filed documents under the theory the corporation should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the corporation.

Legal Files

Legal counsel should be consulted to determine the retention period of particular documents, but the legal documents should generally be maintained for a period of ten years.

Marketing and Sales Documents

The corporation should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.

Development/Intellectual Property and Trade Secrets

Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the corporation and are protected as a trade secret where the corporation derives independent economic value from the secrecy of the information and has taken affirmative steps to keep the information confidential.

The corporation should keep all documents designated as containing trade secret information for at least the life of the trade secret.

Contracts

Finally, execution copies of all contracts entered into by the corporation should be retained. The corporation should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.

Correspondence

Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.

Banking and Accounting

Accounts payable ledgers and schedules should be kept for seven years. Bank reconciliations, bank statements, deposit slips and checks (unless for important payments and purchases) should be kept for three years. Any inventories of products, materials, and supplies and any invoices should be kept for seven years.

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Insurance

Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.

Audit Records

External audit reports should be kept permanently. Internal audit reports should be kept for three years.

Section 4 – Electronic Mail

E-mail that needs to be saved should be either:

printed in hard copy and kept in the appropriate file; or downloaded to a computer file and kept electronically or on disk as a separate file. The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

ARTICLE XI. Transparency and Accountability – Disclosure of Financial Information with The General Public

11.1 Purpose

By making full and accurate information about its mission, activities, finances, and governance publicly available, SAANA practices and encourage transparency and accountability to the general public. This policy will:

- indicate which documents and materials produced by the corporation are presumptively open to staff and/or public
- indicate which documents and materials produced by the corporation are presumptively closed to staff and/or public
- specify the procedures whereby the open/closed status of documents and materials can be altered.

The details of this policy are as follows:

11.2 Financial and IRS Documents (The form 1023 and the form 990)

SAANA will provide its Internal Revenue forms 990, 990-T, 1023, and 5227, Bylaws, conflict of interest policy, and financial statements to the general public for inspection free of charge.

11.3 Means and Conditions of Disclosure

SAANA shall make “Widely Available” the aforementioned documents on its internet website: <http://www.thesaana.org/> to be viewed and inspected by the general public.

- The documents shall be posted in a format that allows the individual using the internet to access, download, view, and print them in a manner that exactly produces the image of the original document filed with the IRS (exception information exempt from public disclosure requirements, such as contributor list).

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- The website shall clearly inform readers that the document is available and provide instructions for downloading it.
- SAANA shall not charge a fee for downloading the information. Documents shall not be posted in a format that would require special computer hardware or software (other than software readily available to the public free of charge).
- SAANA shall inform anyone requesting the information where this information can be found, including the web address. This information must be provided immediately for in-person requests and within 7 days for mailed requests.

11.4 IRS Annual Information Returns (Form 990)

SAANA shall submit Form 990 to its governing body prior to the filing of Form 990. While neither the approval of Form 990 nor a review of the 990 is required under Federal law, the corporation's Form 990 shall be submitted to each member of the governing body via (hard copy or email) at least 10 days before the Form 990 is filed with the IRS.

11.5 Board

- All deliberations shall be open to the public except where a motion is passed to make any specific portion confidential.
- All board minutes shall be open to the public once accepted by the board, except where a motion is passed to make any specific portion confidential.
- All papers and materials considered by the governing body shall be open to the public following the meeting at which they are considered, except where a motion is passed to make any specific paper or material confidential.

11.6 Staff Records

- All staff records shall be available for consultation by the staff member concerned or by their legal representatives.
- No staff records shall be made available to any person outside the corporation except the authorized government agencies.
- Within the corporation, staff records shall be made available only to those persons with managerial or personnel responsibilities for that staff member, except that
- Staff records shall be made available to the board when requested.

11.7 Donor Records

- All donor records shall be available for consultation by the members and donors concerned or by their legal representatives.
- No donor records shall be made available to any person outside the corporation except the authorized government agencies.
- Within the corporation, donor records shall be made available only to those persons with managerial or personnel responsibilities for dealing with those donors, except that
- Donor records shall be made available to the board when requested.

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ARTICLE XII. CODES OF ETHICS AND WHISTLE-BLOWER POLICY

12.1 Purpose

SAANA requires and encourages members, officers, and employees to observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. The employees and representatives of the corporation must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

It is the intent of SAANA to adhere to all laws and regulations that apply to the corporation and the underlying purpose of this policy is to support the corporation's goal of legal compliance. The support of all corporate staff is necessary to achieve compliance with various laws and regulations.

12.2 Reporting Violations

If any officer, staff, or employee reasonably believes that some policy, practice, or activity of SAANA is in violation of law, a written complaint must be filed by that person with the vice president or president.

12.3 Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be subject to civil and criminal review.

12.4 Retaliation

Said person is protected from retaliation only if he/she brings the alleged unlawful activity, policy, or practice to the attention of SAANA and provides SAANA with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The protection described below is only available to individuals that comply with this requirement. SAANA shall not retaliate against any officer, staff, or employee who in good faith, has made a protest or raised a complaint against some practice of SAANA or of another individual or entity with whom SAANA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or clear mandate of public policy.

SAANA shall not retaliate against any officer, staff, or employee who discloses or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of SAANA that the individual reasonably believes is in violation of law, or a rule or regulation mandated pursuant

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to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

12.5 Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the compliant or may be submitted anonymously. Reports of violations or suspected violations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

12.6 Handling of Reported Violations

The president or vice president shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports shall be promptly investigated by the board and its appointed committee and appropriate corrective action shall be taken if warranted by the investigation.

This policy shall be made available to all directors, officers, staff, or employees through these Bylaws and they shall have the opportunity to ask questions about the policy.

ARTICLE XIII. AMENDMENTS OF BYLAWS & ARTICLES OF INCORPORATION

13.1 Amendments to the Bylaws

These Bylaws may be amended, altered, repealed, or restated by a vote of the majority of directors then in the office at a meeting of the Board, provided, however,

- that no amendment shall be made to these Bylaws which would cause the corporation to cease to qualify as a tax-exempt corporation under section 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding section of any future Federal tax code; and,
- that an amendment does not affect the voting rights of the directors. An amendment that does affect the voting rights of the directors further requires ratification by a two-thirds vote of a quorum.
- that all amendments be consistent with the Articles of Incorporation.

13.2 Amendments to the Articles of Incorporation

Any amendments to the Articles of Incorporation may be adopted by approval of two-thirds (2/3) of the board.

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NONPROFIT BYLAWS
CERTIFICATION OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of SAANA were approved by SAANA board of directors on 4th day of February 2023 and constitute a complete copy of the Bylaws of the corporation.

DocuSigned by:
Ravi Veera Venkata Banda
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Ravi Veera Venkata Banda, Secretary

Date: 2/11/2023