



# Dallas Area Rayalaseema Association (DARA) - Constitution and Bylaws

As approved by General Body on 14-May-2017

As approved the revisions to this document by General Body on Feb 19<sup>th</sup>, 2023

# Dallas Area Rayalaseema Association (DARA) - Constitution and Bylaws

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## Table of Contents

Article I.....	ORGANIZATION NAME	3
Article II.....	OBJECTIVES	3
Article III. LOCATION.....		3
Section-3.1: Registered Office and Mailing address .....		3
Article IV. ORGANIZATION .....		3
Section-4.1: BOARD members .....		6
Section-4.2: BOARD members - Eligibility Criteria .....		6
Section-4.3: BOARD members – Selection Process .....		7
4.3.1. Selection Process for Initial Board (Group 1).....		7
4.3.2. Selection Process for Second Year Board (Group 2).....		7
4.3.3. Selection Process for Third Year and beyond (Standard policy) .....		7
Section-4.4: BOARD members – Roles and Responsibility.....		7
Article V. MEMBERSHIP.....		7
Section-5.1 Membership and Membership Categories .....		7
Section-5.2 Membership Eligibility Criteria .....	<b>Error! Bookmark not defined.</b>	
5.2.1. Voting Member .....		8
5.2.2. Non-Voting Member.....		8
5.2.3. Honorary Member.....		8
Section 5.3 Membership Fee.....		9
Section 5.4 Membership Verification Process.....		9
Section 5.5 Member Responsibilities.....		9

# Dallas Area Rayalaseema Association (DARA) - Constitution and Bylaws

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Section 5.6	Disciplinary Actions.....	9
Section 5.7	Membership Reinstatement .....	10
Article VI.	ACTIVITIES .....	10
Section 6.2	Standing Committee .....	10
Section 6.3	Standing Committee Team Size and Guidelines.....	<b>Error! Bookmark not defined.</b>
Article VII.	– POLICIES and Procedures .....	11
Section 7.1	Conflict of Interest .....	11
Section 7.2	Amendment of by laws .....	11
Section 7.3	Other Policies and Procedures .....	12
Article VIII.	Finances & Asset Management .....	13
Section 8.1	Financial Responsibilities .....	13
Section 8.2	Categories of Funds .....	13
Section 8.3	Operational Management of Funds & Assets .....	14
Article IX.	COMPENSATION & EXPENSE REIMBURSEMENT.....	14
Section 9.1	Compensation .....	14
Section 9.2	Expense Reimbursement .....	15
Appendix.....		15

## Article I. ORGANIZATION NAME

- 1.1. The name of the organization is Dallas Area Rayalaseema Association hereafter referred to as DARA.
- 1.2. DARA is a non-profit corporation governed by titles 1 and 2 of the Texas Business Organizations Code (BOC) in the State of Texas

## Article II. OBJECTIVES

- 2.1. To preserve, maintain, and cherish the cultural heritage of people of Rayalaseema (Comprising of the following districts (Annamaya, Anantapur, Chittoor, Kurnool, Nandyal, Sri Sathya Sai, Tirupati, Y.S.R Kadapa) in the state of Andhra Pradesh, India, (hereinafter("Hereafter" - from this point forward in time "Hereinafter" - within (this document), from this point forward in the text) referred to as "Rayalaseema") origin in Dallas Fort Worth Metro area in the state of Texas, USA (hereinafter, referred to as "DFW").
- 2.2. To assist and propagate cultural, educational, social, economic, and community affairs of the people of Rayalaseema origin in DFW area and in Rayalaseema.
- 2.3. To raise, solicit, and collect funds and donations either directly or in cooperation with the members and community support for cultural, educational, and charitable purposes primarily in Rayalaseema, and Rayalaseema community in DFW.
- 2.4. To foster friendship, harmony, understanding, cooperation, and mutual support among all people of Rayalaseema origin.

## Article III. LOCATION

### 3.1. *Registered Office and Mailing address*

- 3.1.1. The registered office of DARA is the place designated in the Articles of Incorporation as the registered office. DARA may change its registered office in accordance with the State of Texas, Secretary of State, BOC, as amended from time to time (hereinafter, "Texas SOS BOC").
- 3.1.2. The Executive Committee (EC) will maintain the current location and other details. Agent Name, Registered Address and Mailing Address to be updated by the EC every time the BOD changes. Or as an alternative/EC decide to use a third party, like a CPA, for registered address.
- 3.1.3. The secretary will be a registered agent and exchange the information with the state.

## Article IV. ORGANIZATION

- 4.1 The organization consists of 1. Founding Committee (FC), 2. The Advisory Committee (AC) 3. The Board of Directors (BOD) and Members.

## **4.2. Foundation Committee**

- 4.2.1 The foundation committee is a dynamic committee with voluntary termination. Initially, the members will be chosen and nominated by BOD, based on their interest and financial contribution to DARA's improvement and visibility. The Interested nominees will have to meet the eligibility criteria as per clause 4.3.

## **4.3. Eligibility Criteria for Foundation Committee**

- 4.3.1. Should have been associated with DARA for long years.
- 4.3.2. An individual born in Rayalaseema region OR born to parents originated from Rayalaseema region.
- 4.3.3. An individual with paternal, maternal, or marital relationship with people from Rayalaseema region.
- 4.3.4. The foundation member's fee of \$1500.00 per year must be paid within 3 months of formation of the committee. This non-refundable amount will be reserved as corpus fund and will be only used for charities and events wherever and whenever needed. The member fee will be reviewed each year and revised accordingly. If the foundation member fails to pay the membership dues on every subsequent year on or before the due date, his/her membership will be automatically terminated and cannot be reinstated.
- 4.3.5. After successful completion of their tenure, the members from Advisory may become eligible to nominate themselves to the foundation committee. The number of members in the foundation committee will vary as new members from the Advisory committee may become eligible if they meet the below mentioned criteria without having to go through any election process for foundation committee.
- 4.3.5.1 Must have served as BOD.
- 4.3.5.2 Must have served as advisory committee.
- 4.3.5.3 Must be active volunteer of DARA.
- 4.3.5.4 Must pay the member fee of \$1500 per year.
- 4.3.5.5 Must meet section 4.3.2 and 4.3.3.

## **4.4. Duties for Foundation Committee**

- 4.4.1 Will raise the funds and promote DARA, activities, and charities wherever necessary.
- 4.4.2 Find amicable solutions to the issues/disputes that are unable to resolved among BOD/ or the advisory committee or both.
- 4.4.3 If the committee fails in finding an amicable solution, then the committee seeks voting among themselves
- 4.4.4 It is a passive committee, but advises the Advisory Committee and BODs where needed and if necessary.

## **4.5. Advisory Committee**

- 4.5.1 The advisory Committee (AC) consists of a maximum of 9 (8+1) members. The advisory members have a tenure of 2 years. A maximum of two chosen from each district for a total 8. One member will be reserved for honorary members. If no nominations are available for any category of Advisory Committee, they will be added into an open category and filled based on a first come basis, after reviewing the eligibility criteria for the advisory membership as cited in 4.6.

### **4.6. *Eligibility Criteria for Advisory Committee***

- 4.6.1 Should have been associated with DARA for a minimum of three (3) years.
- 4.6.2 Must have served as BOD of DARA
- 4.6.3 Any individual born in Rayalaseema region OR born to parents originated from Rayalaseema region OR Any individual with paternal, maternal, or marital relationship with people from Rayalaseema region.
- 4.6.4 The Advisory Committee member fee of \$1000.00 per year must be paid within 3 months. This non-refundable amount will be reserved as corpus fund and will be only used for charities. The amount of membership fees will be reviewed each year and revised accordingly. If the member fails to pay the membership dues on every subsequent year on or before the due date, his/her membership will be automatically terminated and cannot be reinstated.

### **4.7. *Duties for Advisory Committee***

- 4.7.1 Will advise the BOD for smooth transition and execution of DARA events.
- 4.7.2 Will actively participates in DARA events and charities.
- 4.7.3 Will advise the BOD on the funding and budget.
- 4.7.4 Provides necessary support to BOD.
- 4.7.5 Will raise the funds and promote DARA, activities, events, and charities wherever necessary.
- 4.7.6 Find amicable solutions to the issues that were not resolved among Executive committee or BOD. If the committee fails in finding an amicable solution, the committee will seek the voting among themselves or will refer the issue to the foundation committee.
- 4.7.7 The members will have to meet at least once a quarterly to discuss events and charities and document the minutes. The minutes will be communicated to the large group.
- 4.7.8 The advisory board members form a 3-member committee to monitor the new BOD election process, and one among three members lead the election process as Election Board-Chair. If there is disagreement or dispute in the election process, the Founding committee will oversee the election process. The rest of the two members in the 3-member committee serve as Election Board Co-Chair and Member. The tenure of election board will be 1 year for transparency as there will be BOD elections every year.

#### **4.8. BOARD OF DIRECTORS (BOD)**

- 4.8.1 The Board of Directors consists of a maximum of 17 (9 + 8) members. BOD has a tenure of 2 years. At maximum, we can have 3 people from a district (3 out of 9). The organization structure will be a flat structure and each term consists of 2 years, and 2 consecutive terms are allowed. After that member must take 2 term (4 years) break. Four positions in the BODs are reserved for women category. If no nominations are available for any category, they will be added for the open category after reviewing the eligibility criteria for the BOD as cited in eligibility criteria (4.8.3)
- 4.8.2. Special guidelines for the initial set of BOD members. That is outlined below.
- 4.8.2.1. First year – Initial BODs (Group 1) will be formed with a set of 9 members. In this Group 1, the breakdown is to have at least one representative from each district with a maximum of 2 per district to make up the 9 board members. Two positions are reserved for women. If no nominations are available for any category, they will be added for open category and filled based on first come first basis after reviewing the eligibility criteria for the BOD as cited in (4.8.3)
- 4.8.2.2. Second year - Additional eight members (Group 2) will be added to the initial group of nine BOD members to make is total 17. In Group 2 the breakdown is to have at least one representative from each district. Two positions are reserved for women. If no nominations are available for any category, they will be added for open category and filled based on first come first basis after reviewing the eligibility criteria for the BOD as cited in 4.8.3.
- 4.8.2.3. Third year – Initial BOD (Group 1) with 9 members will be transitioning out of the BOD and a set of 9 members will be added to the board. If no nominations are available for any category, they will be added for open category and filled based on first come first basis after reviewing the eligibility criteria for the BOD as cited in 4.8.3.
- 4.8.2.4. Fourth year – Second year group (Group -2) with 8 members will be transitioning out of the board and a set of 8 members will be added to the board. If no nominations are available for any category, they will be added for open category and filled based on first come first basis after reviewing the eligibility criteria for the BOD as cited in 4.8.3.
- 4.8.2.5. This cycle continues for smoother transition and better hands off.

#### **4.8.3. Board of Directors- Eligibility Criteria**

- 4.8.3.1. Should have been associated with DARA for a minimum of 2 to 3 years as a volunteer.
- 4.8.3.2. Any individual born in Rayalaseema region OR born to parents originated from Rayalaseema region OR
- 4.8.3.3. Any individual with paternal, maternal, or marital relationship with people from Rayalaseema region
- 4.8.3.4. The BOD's fee of \$500 per year must be paid within 3 months after the formation of the BOD. This non-refundable amount will be reserved as corpus fund and will be only used for charities. The amount of fees will be reviewed each year and revised accordingly. If the member fails to



pay the membership dues every subsequent year on or before the due date, his/her membership will be automatically terminated.

#### ***4.8.4. BOD members – Selection Process***

##### ***4.8.4.1. Selection Process for Initial Board (Group 1)***

- 4.8.4.1.1. An email will be sent to DARA google group for the nomination with time limit of two weeks. If there are more than nine nominations with the criteria listed in section 4.8.3., then, the election committee chooses 1-2 names after reviewing the applications by the 3-member election board committee (Election Committee-Chair, Co-Chair and Member). Depending on how many positions are available, either 1 or 2 candidates will be selected to the initial board. If the election board will not find consent on selecting the member, a lottery process can be used as a last resort. The applicants must be included for the lottery process for transparency.
- 4.8.4.1.2. Depending on when the initial BOD is selected, their term can continue till the end of the second calendar year.

##### ***4.8.4.2. Selection Process for Second Year BOD (Group 2)***

- 4.8.4.2.1. Can follow the same steps as 4.3.1. Mode of communication can be determined by the Executive committee and Advisory Committee.

##### ***4.8.4.3. Selection Process for Third Year and beyond (Standard policy)***

- 4.8.4.3.1. Can follow the same steps as 4.3.1. Mode of communication can be determined by the Executive Committee and BOD.

#### ***4.8.5. BOD – Roles and Responsibility***

- 4.4.4.1. Define & guide DARA’s vision to achieve the long-term goals of DARA.
- 4.4.4.2 Review By-laws annually, seek advice from the advisory committee and make any necessary amendments.
- 4.4.4.3 Organize at least 3 to 4 events such as picnics, blood drives, 5K run or any cultural or charitable events.
- 4.4.4.4 Help and support the advisory committee wherever and whenever necessary.

## **Article V. MEMBERSHIP**

### ***Section-5.1 Membership and Membership Categories***

1. There are three types of Membership that opens to any person aged eighteen (18) years and older, with an interest in Rayalaseema cultural heritage that supports the mission and purpose of DARA.



Under no circumstances DARA discriminates against any individual based on their origin, race, nationality, gender, language, or status, however DARA reserves the right to accommodate the membership based on the eligibility. The type of memberships and eligibility criteria are cited below in the following sections.

### ***5.2. Voting Member***

- 5.2.1 Any individual born in Rayalaseema region OR born to parents originated from Rayalaseema region OR
- 5.2.2 Any individual with paternal, maternal, or marital relationship with people from Rayalaseema region OR
- 5.2.3 An individual that meets the above criteria eligible for voting privileges and eligible to lead any position in DARA after meeting the eligibility criteria.

### ***5.2.2. Non-Voting Member***

- 5.2.2.1. Any member whose criteria does not meet 5.2.1. and 5.2.2. is eligible for non-voting members. Application for non-voting membership shall be open to any person aged eighteen (18) years of age and older, with an interest in Rayalaseema cultural heritage that supports the mission and purpose of DARA.
- 5.2.2.2. Non-voting membership shall be granted after completion and approval of a membership application as well as payment of membership fees.

### ***5.2.3. Honorary Member***

- 5.2.3.1. Criteria for Honorary Member is that the individual should have made significant contribution to the society.
- 5.2.3.2. The decision-making process to honor distinguished honorary membership is with the BOARD and the advisory committee. Both BOD and Advisory Committee will nominate honorary members.
- 5.2.3.3. BOD can solicit advice from Honorary members, but honorary member cannot be part of any BOARD meetings or decision-making process. Honorary Member serve as non-voting member.
- 5.2.3.4. There is no requirement to select an honorary member each year. Only one honorary membership can be granted each calendar year.

### ***Section 5.3 Membership Fee***

- 5.3.1 DARA Life Membership Fees are listed as below: (for both voting & non-voting members)
- 5.3.2 The membership fee for single or Family is \$50.00 (Fifty US Dollars). This non-refundable amount will be reserved as corpus fund and will be only used for events and charities.
- 5.3.3 First time Life members will get a free entry into the picnic as part of member benefits **only** in the first year. This benefit can be reviewed by the board and the advisory committee from time to time, modify and change the membership benefits.

### ***Section 5.4 Membership Verification Process***

- 5.4.1 Voting member applications shall be vetted by the Executive Committee and Election Board based on self-declaration provided in the membership application.
- 5.4.2 The Executive Committee and Election board may at its discretion request additional documentation from any member to verify the membership of an individual or family.
- 5.4.3 Any rejected memberships will be given an opportunity to request a formal review by the Executive Committee and election board within 90 days of rejection.
- 5.4.4 EC and election board will have to corresponds to the rejected memberships by email.

### ***Section 5.5 Member Responsibilities***

- 5.5.1 It is deemed that every member of this organization (any category) has already read the by-laws, understands the contents of the by-laws.
- 5.5.2 All members must adhere to the by-laws and code of conduct (need appendix) of the organization.
- 5.5.3 The voting member will have a right to raise any valid concerns.

### ***Section 5.6 Disciplinary Actions***

- 5.5.2. Expulsion, suspension, and/or sanctions may be imposed upon a member for "good cause shown" by a two-thirds (2/3) vote of the BOD members. Any member being terminated must be given reasonable (4 weeks) notice and the opportunity for a hearing, if requested by the member in writing
- 5.5.3. "Good cause shown" may include acts detrimental to DARA and its mission. This could include violation of Corporation's Articles, Bylaws, Code of Conduct, Policies & Procedures, other rules,

state / federal laws, misappropriation of DARA assets and or DARA name, or actions/omissions in contravention to the mission and values of DARA.

- 5.5.4. Any public statement or work must be approved and authorized by the Executive Committee. None of the members should have authority to make any public statements. Disciplinary action will be taken against members in violation of this clause.

### ***Section 5.7          Membership Reinstatement***

- 5.6.2. Former members of DARA whose termination occurred, and who, during such absence, have maintained positive and active support of DARA's purposes, shall be permitted to seek reinstated membership.
- 5.6.3. The terminated member must apply to the Executive committee. DARA may reinstate the terminated membership by approval of a majority of the BOD. If there is a dispute or disagreement, the matter can be referred to the Advisory Committee or Founding Committee.

## **Article VI. ACTIVITIES**

- 6.1.1 To fulfill its core mission DARA can/will conduct several activities that include but not limited to Fundraising events, Membership Registration, Cultural and Educational Events, Charitable Activities, Community Service Events as agreed upon by the Board.
- 6.1.2 DARA can conduct any activity or event to fulfill its mission, is agreed upon by the Board, and is affordable. If necessary, the Board will vote to get an agreement on acceptable programs to conduct. In all circumstances the event or activity must fulfill DARA's mission and is financially feasible.

### ***Section 6.2          Executive Committee***

- 6.2.1 To effectively plan, organize & execute; DARA charitable activities, sports, cultural and educational events, and DARA fund raising activities, the BOD has authority to form an Executive Committee.
- 6.2.2 The core purpose of the Executive committee is to execute the assigned roles and responsibilities.
- 6.2.3 The BOD will select at least 6 members from the board to execute day to day DARA activities such as 1. President, 2 President-elect, 3. Secretary, 4. Joint-Secretary, 5. Treasurer and 6. Joint Treasurer. President, President-elect, Secretary and Joint Secretary are to be part of, look after and execute the activities as cited in 6.1.1, 6.2.1.
- 6.2.4 The elected Executive Committee (President, President-Elect, Secretary and Joint secretary will have to pay the additional fee of \$500.00 for the new roles, in addition to the amount paid for BOD. This fee must be paid within 3 months. This non-refundable amount will be reserved as corpus fund and will be only used for charities. The amount of fees will be reviewed each year

and revised accordingly. The newly elected Executive committee is only required to pay the additional fee of \$500.00 after the Executive committee election.

- 6.2.5 The President-Elect will co-ordinate the charities and charitable events in India.
- 6.2.6 The secretary and Joint-Secretary will be in charge for Membership / Registration, Communication, Site Management (Web, social media, formal email).
- 6.2.7 The treasurer and Joint-Treasurer are to be part of the finance committee and have authorization to operate the Bank account.
- 6.2.8 The Executive committee will seek the help from BODs to look after the following activities during the events such as food, transportations, Venue, Registration, communications, volunteer activities, sports, cultural, youth affairs, emergency services etc. If any BOD will take responsibility, the EC can select from the volunteer, and assign the responsibilities.

### **Article VII. – POLICIES and Procedures**

#### ***Section 7.1 Conflict of Interest***

- 7.5.2. Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include members of Founding committee, Advisory committee, Executive Committee, BOD, and volunteers with working on an official capacity.
- 7.5.3. The purpose of the Conflict-of-Interest policy is to prevent the personal interest of members of Founding committee, Advisory committee, Executive Committee, BOD and volunteers from interfering with the performance of their duties to, or result in personal financial, professional, or political gain on the part of such persons at the expense of or its Members, supporters, and other stakeholders and to protect the independent and trustworthy nature of this non-profit organization.

#### ***Section 7.2 Amendment of by laws***

- 7.5.4. By laws can only be amended via at least two-thirds of the members present approving the amendments subject to quorum requirements.
- 7.5.5. The quorum for General Body meetings shall be lesser of 50 voting members in good standing or one-fifth of the total number of voting members in good standing. The latest edition of “Robert's Rules of Order” (<http://www.rulesonline.com/>) should be followed if quorum requirements are not met.
- 7.5.6. By laws can be amended temporarily by a two thirds majority vote of the entire BOD. Any such amendment has a maximum validity of 6 months. The by-laws approved by the general body will be valid till the General Body request for revisions or modifications.

### ***Section 7.3 Other Policies and Procedures***

- 7.6.2. Full disclosure, by notice in writing, shall be made by the interested parties to the BOARD members in all conflicts of interest, including but not limited to the following:
- 7.6.2.1. A DARA BOD member is related to another board member or staff member by blood, marriage, or domestic partnership.
  - 7.6.2.2. DARA BOD member who plays a major role and/or an EC in any other non-profit organization(s) are not eligible to contest or hold similar roles in DARA. For example, Board of Director in any non-profit organization may not hold the position of Board of Director in DARA.
  - 7.6.2.3. A DARA BODs or their organization stands to benefit from a transaction or staff member of such organization receives payment from for any subcontract, goods, or services other than as part of her/his regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws.
  - 7.6.2.4. DARA BODs with significant roles in any other non-profit organizations need to disclose their role during the election process, or immediately after taking up such a role in a such non-profit organization.
  - 7.6.2.5. From time to time, DARA may choose to conduct additional events/activities in the community and the nature of event, venue and date may overlap with other community organization. In case of conflicting opinions on what events to conduct, EC meet to decide.
  - 7.6.2.6. Advisory committee, Executive Committee and BOD's is a member of the governing body of a contributor to by DARA.
  - 7.6.2.7. In a contestant's election term if they are participating in major planned event their candidacy will be reviewed
- 7.6.3. Following full disclosure of a possible conflict of interest or any condition listed in section 7.1, the BODs shall determine whether a conflict of interest exists and, if so, the BODs shall vote with two thirds majority to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the best interests. Both votes shall be by a majority vote without counting the vote of any interested director, even if the disinterested directors are less than a quorum provided that at least one consenting director is disinterested.
- 7.6.4. An interested BODs shall not participate in any discussion or debate the BOARD members, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate unless objected to by any present board or committee member.
- 7.6.5. Anyone in a position to make decisions about spending resources (i.e., transactions such as purchases contracts) - who also stands to benefit from that decision - has a duty to disclose that

conflict as soon as it arises (or becomes apparent); s/he should not participate in any final decisions.

- 7.6.6. A copy of this policy shall be given to all Board members, staff members, volunteers, or other key stakeholders upon commencement of such person's relationship with or at the official adoption of stated policy. Each board member shall sign and date the policy at the beginning of her/his term of service. Failure to sign the policy or failure to receive a copy of the conflict-of-interest policy does not nullify the policy or your responsibilities to adhere to this policy.
- 7.6.7. A separate form acknowledging conflict of interest policy and disclosure form must be filed by DARA BOARD members and third parties involved in the functioning of DARA.

## **Article VIII. Finances & Asset Management**

### ***Section 8.1 Financial Responsibilities***

- 8.5.2. DARA shall be charitable and non-profit as defined under Sec. 501 (c) (3) of the Internal Revenue Code. Its income shall be derived from the membership fees, from charitable donations and grants from members, corporations, foundations/friends of DARA, and from varieties of other revenue generating functions and fund-raising events.
- 8.5.3. The EC shall demonstrate utmost responsibility in managing and maintaining DARA's funds and assets. They shall maintain an updated & complete list of all the financial records and assets of DARA within the meaning of Sec. 501 (c) (3) of the Internal Revenue Code.
- 8.5.4. This information will be passed on to the successive EC members when new term begins, with full details and necessary supporting documents.
- 8.5.5. The EC shall present/submit a written annual financial report to the General Body during the Annual General Body meeting.
- 8.5.6. All funds of the Association shall be deposited to the credit of the Association in banks, trust companies, or other depositories that the EC selects.
- 8.5.7. The fiscal year of DARA shall begin on the first day of January and end on the last day in December in each year.

### ***Section 8.2 Categories of Funds***

DARA funds shall be categorized and maintained as follows:

**8.2.1 Executive** Committee can determine an appropriate Audit process for activities.

8.6.3. General Funds:

- 8.6.3.1. DARA generates revenues with gifts, or donations to be used expressly for general or unrestricted purposes.
- 8.6.3.2. These funds may be utilized to fund DARA's day-to-day activities or any purposes necessary for fulfilling the goals and objectives of DARA.

8.6.4. Restricted Funds:

8.6.4.1. These funds are generated and received expressly for specific purposes or given by donors for specific causes.

8.6.4.2. These funds may be used only for the purposes for which they are collected and /or as stipulated by the donors.

8.6.4.3. Life Membership fees are treated as restricted funds and only the interest income from these funds may be accessed for the support of DARA's day-to-day activities.

8.6.5. Endowment Funds/Corpus Fund:

8.6.5.1. These funds may be created to provide a long-term financial strength to DARA.

8.6.5.2. Endowment funds may be restricted depending upon the nature of the fund and the wishes of the donor.

### ***Section 8.3            Operational Management of Funds & Assets***

8.7.2. The Founding Committee, Advisory Committee, Executive Committee and BODs shall be accountable for all funds collected on behalf of DARA.

8.7.2.1. Any such funds shall remain under the control of EC and shall be dispersed in consultation with and recommendations of Advisory Committee and BOD's by following normal business practices of DARA, in meeting its entire financial obligation for any day-to-day activities necessary to keep the organization functional.

8.7.3. All invoices received in the name of DARA or expenses incurred on behalf of DARA shall have to be claimed within 6 weeks from the date of incurring any such expense. Payment of any such invoices received above shall have to be accompanied with a detailed statement that includes purpose for which such expense was incurred.

8.7.4. Treasurer or Joint Treasurer are authorized to issue check on behalf of DARA. However, no check can be issued without proper receipts and written documentation with statement of purpose.

8.7.5. Every Check needs to be signed by Treasurer and Joint Treasurer as designated signing authority members on DARA bank Account.

8.7.6. Members of the AC, and BOD's have the right to audit all financial transactions.

8.7.7. The final annual audited report shall be prepared by the Treasurer and Joint Treasurer and be fully voted upon by the AC and BOD's.

## **Article IX. COMPENSATION & EXPENSE REIMBURSEMENT**

### ***Section 9.1            Compensation***

9.5.2. No compensation shall be paid to Founding Committee, Advisory Committee, Executive Committee and BOD's or volunteers of DARA for their services, time, and efforts. However,



expenses may be reimbursed for necessary and reasonable expenses at actuals incurred in the performance of their duties.

***Section 9.2 Expense Reimbursement***

- 9.6.2. For planned expenses Treasurer/Joint Treasurer must approve them before the expense is incurred
- 9.6.3. For emergency expenses President (or Vice-President in absence of President) must pre-approve the expenses before it is incurred.
- 9.6.4. All the expense reimbursements must be reviewed and approved by Advisory Committee.
- 9.6.5. Any combined expense over \$500.00 must be pre-approved by President (or Vice-President in absence of President) under any circumstances.

**Appendix**