



SANA CONSTITUTION AND BYLAWS PROPOSED AMENDMENTS 2023



AUGUST 13, 2023

SINDHI ASSOCIATION OF NORTH AMERICA (SANA)
7349 N. VIA PASSEO DEL SUR, SUITE 501, #415 SCOTTSDALE, AZ 85253 USA

Bylaws Committee and It's Methods

Bylaws Committee Members

- MIR TALAT TALPUR (Chairman)
- KHALID HASHMANI
- SOHAIL ANSARI
- KHAIR MOHAMMAD KOLACHI
- DR HYDER LASHARI
- PIR IBRAHIM SHAH

Method and Process Used to Draft the Proposed Amendments

- Detail review of exiting Bylaws of the Association during weekly/bi-weekly conference calls. Starting January 2023, the committee held more than 40 meetings.
- Drafting and documenting recommended revisions to existing articles or suggesting new articles wherever necessary.
- Provide Executive Council with the side-by-side comparison of the existing vs newly proposed language of articles.
- Holding review sessions with Executive Council representatives.
- Finalize the Bylaws Proposed Amendment document (this document) and seek EC approval.

Table of Contents

ARTICLE I: PREFACE	3
ARTICLE II: OBJECTIVES	3
ARTICLE II: METHODS TO ACHIEVE OBJECTIVES	4
ARTICLE IV: MEMBERSHIP	5
ARTICLE V: EXECUTIVE COUNCIL	8
ARTICLE VI: EXECUTIVE COUNCIL ELECTIONS	12
ARTICLE VII: GENERAL BODY	14
ARTICLE VIII: AMENDEMENTS	15
ARTICLE IX: BYLAWS MANAGEMENT	15
ARTICLE X: SANA FUNDS AND ACCOUNTS	15
ARTICLE XI: SANA CHAPTERS	17
ARTICLE XII: SANA COMMITTEES	18
ARTICLE XIII: CONFLICT OF INTEREST	21
ARTICLE XIV: DISSOLUTION	22

ARTICLE I

PREFACE

- 1) **General** The Constitution and its bylaws are intended to regulate the activities of the Sindhi Association of North America (SANA). They clearly define the specific purpose of the Association, as well as the duties and responsibilities of its members and office holders.
- 2) **Name of the Organization:** For legal purposes, the association may be registered as the SINDHI ASSOCIATION OF NORTH AMERICA per the law of the land. However, for general communications, it will be referred to as SANA (hereafter referred as “Association”).
- 3) **Language of Communication:** Sindhi shall be the preferred language of communication of the Association.
- 4) **Head Quarters:** The Temporary Headquarters of the Association can be located at any location as decided by the Executive Council until a permanent office is established at a more central location with the approval of the General Body.
- 5) The Association’s area of operation shall include all countries and territories of North America.
- 6) The Association shall operate for all practical purpose as a not-for-profit organization.
- 7) The Association shall remain secular in its nature, outlook, and operation and shall not discriminate based on gender, faith, race, or caste.

ARTICLE II

OBJECTIVES

- 1) To create a sense of brotherhood, cooperation, and cohesion among Sindhis living in North America.
- 2) To strive for and protect the historical national rights, which encompass human rights and the right to self-determination, of Sindhi people within their current national territory.
- 3) To promote communication with Sindhis residing in various regions of the world and collaborate with their organizations towards shared goals and objectives.
- 4) To inform, educate, and raise awareness among both Sindhis and non-Sindhis about: the way of life and civilization; values and philosophy; language and literature; music and culture; history and heritage; arts and architecture; as well as the rights and interests of the Sindhi people. Additionally, our aim is to contribute to the preservation and promotion of their constructive evolution.

- 5) To collaborate with individuals and organizations in endeavors related to human rights, social justice, world peace, cultural tolerance, international brotherhood, global disarmament, the eradication of world hunger, poverty, and disease, as well as the conservation of ecology.
- 6) To play a positive and proactive role in representing the Sindhi community in North America during various cultural and social events.

ARTICE III

METHODS TO ACHIEVE OBJECTIVES

- 1) Through the establishment of educational and informational resources covering all aspects of Sindh and Sindhis.
- 2) By promoting cultural activities that aim to preserve our heritage, utilizing all available means accessible to the association.
- 3) Through the organization of regular gatherings, re-enforce a sense of identity among Sindhis from diverse backgrounds, and developing mechanisms to achieve the organization's goals.
- 4) By networking and collaborating with similar, like-minded institutions worldwide, to foster international friendship and brotherhood among all Sindhis.
- 5) By monitoring events in Sindh and providing information to raise awareness about the state of Sindh and the Sindhi people.
- 6) By providing necessary humanitarian, scientific, and technological resources to Sindh and its institutions in any feasible way.
- 7) By directing resources towards humanitarian purposes such as relief efforts, educational programs, cultural preservation, safeguarding historic landmarks and archaeological sites, protecting the Indus civilization, preserving wildlife and endangered species, preventing cruelty against children and animals, combating domestic violence, and addressing gender discrimination.
- 8) By organizing meetings, rallies, cultural shows, parades, seminars, and fairs that showcase Sindhi culture through folk music and dramas.

ARTICLE IV
MEMBERSHIP

1) Membership Eligibility

Any person of Sindhi descent who fulfills all the membership requirements as per the bylaws, pledges to abide by SANA bylaws, and who fully agrees with the purpose and the objectives stated herein and who:

- a) Has his/her primary residency anywhere in North American.
- b) Has roots in Sindh or has roots in an area where Sindhi or its dialect is spoken, or who speaks Sindhi or one of its dialects.
- c) Identify herself/himself as Sindhi.
- d) Supports preservation and growth of the Sindhi civilization, culture, welfare, and language.
- e) Supports legitimate rights and aspirations of the Sindhi people.

2) Types of Membership

The association shall consist of the following membership categories:

- a) Life Member (Individual or Family)
- b) Regular Member (Individual or Family)
- c) Student Member (Individual or Family)
- d) Honorary Member

a) Life Member (Individual or Family)

- i. An individual 18 years or older can become a Life Member of the Association by meeting the membership eligibility criteria, completing the membership application requirements, and paying the applicable Life Membership fee. The Life Member shall maintain permanent residency in North America to maintain his/her status.
- ii. Life Member shall have the right and a privilege to vote, contest elections, nominate candidates, be eligible to hold an office of the Association, and participate on any of the committees.
- iii. Life member may include his/her spouse or legal partner as a secondary family member on the membership application. Spouse or legal partner member will enjoy the same membership rights as the primary applicant member. In case, where one of the family members is deceased, the surviving member will automatically become the primary member and continue to enjoy all the membership privileges.

- iv. In case, of a divorce or separation, the applicant member will remain member and continue to enjoy all membership privileges. The separating spouse or legal partner may choose to apply for new membership.
- v. Executive Council shall have the authority to adjust the duration and the membership fee amount of the Life Membership according to the needs of the organization.

b) Regular Member (Individual or Family)

- i. An individual 18 years or older can become a Regular Member of the association by meeting the membership eligibility criteria, completing the membership application requirements, and paying the applicable Regular Membership fee.
- ii. Regular Members shall have the right and a privilege to vote, contest elections, nominate candidates, be eligible to hold an office of the Association, and participate on any of the committees.
- iii. Regular Member may include his/her spouse or legal partner as a secondary family member on the membership application. Spouse or legal partner member will enjoy the same membership rights as the primary applicant member. In case of one family membership one of the spouse or legal partner is deceased the other partner will retain the Regular Membership.

c) Student Member (Individual or Family)

- i. An individual 18 years or older registered as a full-time student in any of the University or College in North America can become a Student Member of the association by meeting the membership eligibility criteria, completing the membership application requirements, and paying the applicable Student Membership fee.
- ii. Student Membership fee will be subsidized, and the members in this category will only pay 50% of the Regular Member fee.
- iii. Student Members shall have the right and a privilege to vote, contest elections, nominate candidates, be eligible to hold an office of the Association, and participate on any of the committees.
- iv. Student Member may include his/her spouse or legal partner as a secondary family member on the membership application. Spouse or legal partner member will enjoy the same membership rights as the primary applicant member.

d) Honorary Members

- i. Distinguished individuals, regardless of their nationality, who wholeheartedly endorse the aims and objectives of the association, may be invited by the Executive

Council to become honorary members. Upon induction, honorary members will maintain their membership unless the Executive Council determines the need for termination due to justifiable reasons.

- ii. Members of other categories may recommend nominations for membership in this category to the Executive Council for consideration.
- iii. Members in this category shall be exempt from paying fees and will not have any voting and/or election rights. However, they may be appointed to serve on any special purpose committees.

3) Membership Application and Term

- a) Eligible persons seeking membership to any of the above membership categories will be accepted as a member of the Association upon the submission, receipt, processing, and acceptance, of the membership application, and payment of the applicable fee.
- b) Membership Committee will have the authority to approve or deny any the membership applications.
- c) The term of all Regular and Student Memberships will start on January 1st and expire on December 31st with the last date to submit the membership application (new or renewal) will be September 30th. Membership applications (new or renewal) if submitted after September 30th will be considered for the next calendar year. **This sub-clause of the Bylaws will become effective from January 1st, 2025, onwards.**
 - i. **One-time Special Provision for Transition Period:**
 - a. To accommodate for the transition period and provide a reasonable advance notification to SANA members, all members whether new or renewing between July 1st, 2024, and September 30th, 2024, will be eligible to vote in 2024 election.
 - b. All members whether new or renewing between July 1st, 2024, and September 30th, 2024, will be granted ACTIVE membership status for both 2024 and 2025 with membership expiration date of December 31st, 2025.

4) Membership Fee

- a) The association shall be entitled to charge annual membership fee for all paid membership (Life Membership, Regular Membership, and Student Membership) categories. All such fees will be due with new and renewal membership applications.
- b) The Executive Council shall have the authority to modify membership fee based on the needs of the Association.

- c) Membership applicants shall only pay for themselves and their immediate family members (children, siblings, and parents). Membership application where the membership fee has been paid by someone outside of the Immediate family member will result in denial.

5) Membership Expiration, Renewal, and Status

- a) All “Regular” or “Student” member are encouraged to renew their membership immediately upon expiration to stay “ACTIVE” and continue to enjoy all membership privileges. Until yearly membership dues are paid, member status will be considered as “PENDING RENEWAL” and all his/her membership rights and privileges will stay suspended.
- b) Any “Regular” or “Student” member failing to renew his/her membership by September 30th will be considered as “INACTIVE MEMBERS” for the year and will forfeit all rights and privileges associated with the membership.
- c) Any membership application (new or renewal) received after September 30th will be considered membership for the next year.
- d) Members have the option to renew their membership in the same category or choose another category if their marital status or student status changes.

ARTICLE V

EXECUTIVE COUNCIL (EC)

1) Executive Council General

The Association shall be governed by an elected Executive Council. It is the duty of the members of the Executive Council to carry out the purposes and objectives of the Association.

2) Responsibilities of Executive Council Members

Responsibilities of Executive Council Members shall include but not be limited to the following key functions:

- a) Shall act on behalf of all members and will carry the official representation of the Association.
- b) Executive Council may authorize members to represent the Association on special events.
- c) Shall be responsible for formulating strategic plan, and establishment of operational policies and procedures.
- d) Shall oversee the management, control, and supervision of the business as well as other lawful activities and affairs deemed necessary to further the objectives of the Association.
- e) Shall produce and share annual report with the members of the Association.

3) Executive Council Composition

Executive Council shall be comprised of the following elected positions called as the Members of the Executive Council:

- a) President
- b) Vice President USA
- c) Vice President Canada
- d) Vice President Women
- e) Vice President Youth
- f) General Secretary
- g) Additional Secretary
- h) Finance Secretary
- i) Information Secretary

4) Responsibilities of the Members of the Executive Council

a) President

- i. Shall be the leader of the Executive Council and shall be the key spokesperson for the Association.
- ii. Shall work closely with the organization's staff, other EC members, and members to encourage a positive and productive environment and ensure effective communication within the organization.
- iii. Shall oversee the development and implementation of policies, procedures, and governance structures to ensure the organization operates in compliance with legal and ethical standards.
- iv. Shall preside Executive Council and General Body meetings.

b) Vice President USA

- i. Shall be the focal and contact person of SANA in USA to communicate on behalf of SANA EC with local SANA chapters and members and shall play a key role in community reach-out.
- ii. Shall encourage and supervise the formation and the working of local SANA chapters in USA with the approval of the President and EC.
- iii. Shall be responsible for establishing ties with SANA chapter(s), and other individuals and organizations in USA. Create goodwill for SANA in local communities by promoting the purpose and the objectives of the Association as mentioned in the Bylaws.

c) Vice President Canada

- i. Shall be the focal and contact person of SANA in Canada to communicate on behalf of SANA EC with local SANA chapters and members and shall play a key role in community reach-out.
- ii. Shall encourage and supervise the formation and the working of local SANA chapters in Canada with the approval of the President and EC.
- iii. Shall be responsible for establishing ties with SANA chapter(s), and other individuals and organizations in Canada. Create goodwill for SANA in local communities by promoting the purpose and the objectives of the Association as mentioned in the Bylaws.

d) Vice President Women Affairs

- i. Shall be responsible for initiating and implementing SANA programs that aim at empowerment the women of Sindh.
- ii. Shall provide incentives to increase women and girls' participation in the Association.
- iii. Will represent SANA women and girls in all EC meetings, gatherings, seminars as well as in meetings with likeminded organizations.

e) Vice President Youth Affairs

- i. Shall be 18 to 30 years of age.
- ii. Shall represent Youth Members in all EC meetings.
- iii. Shall provide leadership for younger members of SANA and work towards improving youth participation in the affairs of SANA.
- iv. Shall provide awareness to SANA youth regarding their Sindhi roots.
- v. Shall recommend age related activities during individual chapter events as well as during annual conventions.

f) General Secretary

- i. Shall play a key role in facilitating communication among Executive Council members, staff, and volunteers.
- ii. Shall be responsible for distributing meeting agendas and minutes, maintaining official documents such as policies, and legal filings.
- iii. Shall be the custodian of the Association's Bylaws and be responsible for maintaining all accurate records of the organization.

- iv. Shall be responsible publishing minimum of two status reports (Annual and bi-annual) every year.
 - v. Shall serve as a central point of contact for internal communication, ensuring that information flows efficiently within the organization.
 - vi. Shall call extra ordinary meeting of Executive Council with the consent of the President when requested by 50% members of Executive Council.
- g) Additional (Joint) Secretary
- i. Shall take up all General Secretary's responsibilities in his/her absence.
 - ii. Shall be responsible for establishing ties with cultural and literary organizations in Sindh and around the world.
- h) Finance Secretary
- i. Shall be responsible for oversee all financial matters and maintain official financial records of the Association.
 - ii. Shall oversee and supervise the function of the official accounting firm of the association (if applicable). Monitor the financial health of the organization.
 - iii. Shall prepare annual budget of the association and present to Executive Council for approval.
 - iv. Shall be responsible for presenting the financial status of the Association at the Annual General Body Meetings.
 - v. Shall be responsible for the transfer of any funds, with the approval of the Executive Council, as required on behalf of the Association.
 - vi. Shall be responsible for overseeing all internal or external contracts.
- i) Information Secretary
- i. Shall be responsible for keeping, updating and distribution of the directory of the members of the Association.
 - ii. Shall gather information, maintain contacts with information resources and disseminate information to the members on a regular basis.
 - iii. Shall promote objectives of the Association and be in-charge of audio visual and print activities of the Association.
 - iv. Shall plan, initiate, maintain information and journalistic contacts with general media.
 - v. Shall be responsible for moderation and maintenance of the Association communication channels.

5) Executive Council Tenure, Resignation, and Vacancies

- a) Members of the Executive Council shall hold their office for the term of two years and for the maximum of two consecutive term on the same position.
- b) Members of the Executive Council shall be elected by the eligible members.
- c) If no candidate is elected for a position, or an office holder resigns, or in case of demise of an office holder, the Executive Council shall nominate and appoint a replacement by a simple majority vote of the Executive Council members.

6) Executive Council Meetings and Quorum Requirements

- a) Shall hold a minimum of six (6) meetings of the Executive Council every year and share the meeting notes with the members of the Association.
- b) Quorum of an Executive Council meeting shall be fifty one percent (51%).

ARTICLE VI

EXECUTIVE COUNCIL ELECTIONS

- 1) The Executive Council is the elected body of the organization, and all its members shall be elected every two years by the General Body.

2) Appointment of Election Commission

- a) Election Commission shall be formed and authorized by a sitting Executive Council to conduct free and fair elections.
- b) Election Commission shall be a three-member committee with its chairman nominated by the Executive Council with simple majority vote. Election Commission Chairman shall nominate the other two members of the election commission with the consent of the Executive Council.

3) Responsibilities of the Election Commission

- a) Shall communicate the election schedule and final voter-list.
- b) Invite, review, and approve candidate nominations.
- c) Issue ballots and maintain voting process.
- d) Shall pro-actively monitor election process.
- e) Shall take immediate notice of any complaint of irregularity and conduct inquiry and provide remedy either directly or in consultation with Executive Council.

- f) A two-thirds majority vote of the Election Commission shall be required to resolve any dispute and prescribed any disciplinary action.
- g) Certify and announce elections results.

4) Voter Eligibility

- a) To qualify for voting, member must satisfy the following two conditions:
 - i. Member belongs to one of the following membership categories:
Life Member, Regular Member, or Student Member.
 - ii. Member must have maintained “ACTIVE” membership status in the prior year and renewed membership for the current (election year) on or before September 30th election eligibility cut-off date. **This sub-clause will be effective starting 2026 election year and going forward.**

5) Candidate Eligibility

- a) Candidate must be eligible voting member as defined by the Voter Eligibility sub article of these Bylaws.
- b) Candidate must be nominated by another member who is eligible to vote. The application shall be seconded by another eligible voting members.
- c) Nominating member must have secured consent of the contesting candidate before submitting the application.
- d) Candidates for Vice President USA and Vice President of Canada shall be resident of their respective countries and can only be nominated and elected by the members of their own respective countries.
- e) Any candidate resorting to unbecoming practices that may artificially influence the outcome will be disqualified.

6) Election Schedule

- a) Executive Council Elections shall adhere to the following specified schedule. Any change to the schedule will require a special provision to be passed by the majority vote of the General Body.

Key Milestones	Cut-off Date
Election Commission Nomination Schedule	
Nomination of the Chair of the Election Commission	August 1 st
Last date to announcement full Election Commission	August 15 th
Voter List Finalization Schedule	
Executive Council to hand-off the eligible voter-list to Election Commission	October 15 th
Election Commission to review the voter-list and publish for membership feedback	October 25 th
Last day to address member inquires related to voter-list	November 15 th
Election Commission to publish FINAL voter-list	November 16 th
Candidate Nomination Schedule	
Last date to accept candidate nomination applications	September 30 th
Last date to withdraw a candidacy	October 14 th
Publish the final list of candidates	October 15 th
Voting Schedule	
Election Commission announces the voting procedure and start issuing the ballots	November 25 th
Voting Start Date	December 1 st
Last Date to cast vote	December 15 th
Last Date to announce results	December 20 th

ARTICLE VII
GENERAL BODY

- 1) Shall consist of members of all categories, but only those who have the voting and election rights can participate in voting of any decision by the General Body to approve, reject, or alter the activities of the association as carried out by the Executive Council.
- 2) Shall meet at least once every year during the term of the Executive Council, in person or via any communication medium, to set guidelines, approve actions of the Executive Council, and discuss the views of the membership. An eight-week notice shall be required for a general body meeting, except in the case of an emergency.
- 3) Any matter other than the Bylaw amendments brought to the General Body for voting will require a minimum quorum of 33% of the voting eligible members including proxies.
- 4) Members unable to attend the General Body meeting can proxy another member to vote on their behalf. Both the member providing the proxy and the member executing the proxy must be eligible voting-members. All proxy forms shall be completed and submitted to the General Secretary three weeks prior to the General Body meeting.

- 5) The decisions/resolutions of the General Body shall be passed by the simple majority vote of the members attending (in-person or virtual) and shall be binding on the membership and the Executive Council.

ARTICLE VIII
AMENDMENT

- 1) Quorum for an amendment to the Bylaws shall be at least 50% of the total eligible voting membership.
- 2) The Bylaws shall be amended, replaced, or added with the 2/3 majority of the eligible voting members attending General Body meeting or through a virtual ballot where quorum requirements are met.

ARTICLE IX
BYLAWS MANAGEMENT

- 1) The Bylaws shall be effective after approved by “vote-eligible members” in properly constituted General Body meeting or via an electronic ballot.
- 2) The Bylaws shall be kept and maintained by the General Secretary.
- 3) A copy of the Bylaws as amended or otherwise altered to date, shall be certified by the General secretary. The certified copy of the Bylaws shall be published on SANA website.

ARTICLE X
SANA FUNDS AND ACCOUNTS

1) Funds

The Association finances shall be organized on the following basis for raising funds, meeting its financial obligations, maintain smooth operation, and make all its programs financially soluble:

a) SANA Endowment Fund

- i. The purpose of this fund shall be the formation of SANA Headquarter in one of the North American metro areas where there is significant presence of SANA members. Any change to the purpose of the Endowment Fund must be approved by 2/3rd majority of the General Body.
- ii. The main source for funding for the Endowment Fund shall be the Life Membership Fees. The Association, from time-to-time, may hold special fundraising campaigns/events to solicitate individual donations or institutional grants for the Endowment Fund.

- iii. The Endowment Fund principal or any income earned on the principal shall be maintained in a separate bank account.
 - iv. Funds available in the Endowment Fund shall not be used for expenses related to regular activities or to support operational expenses.
- b) SANA Operational Fund
- i. The primary purpose of this fund is to sustain operation expenses of the Association and subsidize any of its events.
 - ii. The primary source for the Operational Fund shall be Regular and Student Membership fees, event registration fees, sales of any merchandize, or donations.
- c) SANA Special Project Fund
- i. All special projects of the Association shall be made finically soluble by solicitation of the special project funds and shall be airmarked as such.
 - ii. Funds raised and airmarked for the special project shall be used for the intended purpose of the project unless until the project is completed or abandoned.
 - iii. In case, a special project is abandoned, all remaining funds airmarked for the project can be diverted to other projects with the approval of 2/3rd majority of the Executive Council members.
 - iv. Any grants may be made ONLY to the registered non-Governmental organizations (NGOs) in good standing and permitted to receive donations from North America-based organizations such as SANA.

2) Accounts

- a) The Executive Council shall have the fiduciary responsibility of the Association and as such manage financial resources responsibly and ensuring that the financial decisions are made with care and transparency.
- b) The Association fiscal year runs from January 1st to December 31st.
- c) All Association accounts shall remain under the supervision of Finance Secretary.
- d) The Executive Council shall authorize the President and the Finance Secretary to issue checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness in the name of the Association.
- e) Any expenditure equal to or greater than \$1,000.00 shall require prior authorization by majority of Executive Council members. Such authorization may be obtained via email or a conference-call. All authorizations must be recorded for future reference.

- f) The Executive Council shall produce mid-year and end-of-the-year financial reports and make them available to all members. Annual report for the previous year shall be made available no later than March 31st of the next fiscal year.
- g) The outgoing Executive Council shall be responsible for auditing of all the Association accounts prior to their hand-off to the incoming Executive Council. Both the outgoing and the incoming Finance Secretaries shall sign-off on the accounts before the official transfer.

ARTICLE XI
SANA CHAPTERS

- 1) This article defines the relationship between the SANA central organization and its chapters. SANA members may propose to form local chapters in their localities to promote SANA objectives. The following bylaws pertain to the formation, organization, and operation of SANA chapters.
- 2) The chapters must be approved by the SANA Executive Council (EC).
- 3) Chapter must consist minimum of 50 members and must cover a minimum of 100 miles/160 Kilometers radius.
- 4) Chapter coordination and leadership: A three-to-seven-member chapter coordination committee may be elected to coordinate chapter activities. Chapter leadership titles shall not be same as those of the SANA Executive Council. Titles such as the following are recommended:
 - Chapter Coordinator
 - Chapter Secretary
 - Chapter Finance Secretary
 - Chapter Coordination Committee members etc.
- 5) Chapter Term: The term of SANA Chapter Coordinating Committee will be concurrent with the term of the SANA EC.
- 6) The election of a SANA Chapter Coordination Committee may follow similar election practices according to the needs of the local chapter as described in the SANA bylaws for the SANA EC. In case of a dispute, the SANA EC, with a 2/3 majority, may appoint an election committee in consultation with local community members.
- 7) The members of the Chapter Committee must always be in "Active" status. "Inactive" members would lose their Coordination Committee position immediately after becoming "Inactive."
- 8) The chapters must engage in the activities in only the declared or approved city, town, metropolitan, state, or province area. The chapter must not organize any events in another jurisdiction or other countries.

- 9) Activities that a SANA chapter organizes must be consistent with SANA bylaws and SANA objectives.
- 10) Consent of SANA EC must be sought for inviting any overseas guests to local chapter events or issuing any press releases that refer to SANA or any of its affiliated chapters. If any Chapters fails to comply with this guidelines, Executive Council shall have the authority to dissolve that Chapter.
- 11) Chapter shall adopt SANA central Bylaws. In some circumstances Chapter may formulate their own policies and procedures but they should not be in violation of any of the central SANA Bylaws and must be pre-approved by Executive Council.

ARTICLE XII

SANA COMMITTEES

- 1) The Executive Council (EC) with a simple majority vote, may appoint committees consisting of three to five members to assist with the implementation of the specific programs/projects of the Association.
- 2) The EC must appoint the committee chairperson, and the remaining members will be appointed in consultation between the EC and the committee chair.
- 3) Committee members must be “Active” members of the Association. All committee chairs shall report to Executive Council.
- 4) Executive Council shall have the prerogative of appointing as many committees as they deem necessary during their tenure. However, following permanent committees shall be appointed. The permanent committees must be appointed within the first three months of the newly elected Executive Council.
 - a) Welcome and Membership Committee
 - b) Advocacy and Rights Committee
 - c) Media Committee
 - d) Funds Raising Committee
 - e) Bylaws Committee
 - f) Ethics/Conflict Resolution Committee

All committees will cease to exist at the end of the term of the serving EC.

- a) Welcome and Membership Committee
 - i. Membership Committee shall assist SANA EC in furthering the SANA membership and maintaining the integrity of the membership process. EC is required to share all membership records (current and historical) with the committee members.

- ii. This committee must comprise of a minimum of three members. EC should consider representation from all active SANA chapters. The membership committee may form subcommittees in different areas for its assistance.
- iii. Among the key responsibilities of the committee are:
 - a. community outreach to further SANA objectives and make new members. Provide guidance to new arriving immigrants and student in North America.
 - b. Review all membership applications (new or renewals) and their payment records for authenticity and validity.
 - c. Maintain transparency in the membership process.
 - d. Help address membership conflicts.
 - e. The committee will be authorized to reject any application if it contains incorrect or false information or if the applicant does not meet membership eligibility criteria as specified in the SANA Constitution and Bylaws.
 - f. Help maintain membership records.
 - g. Make all membership records available through the official SANA communication medium (except in cases where members have chosen to keep their records confidential).

b) Advocacy and Rights Committee

This committee shall assist SANA EC in Advocating for SANA’s fundamental objectives, including:

- i. Protection of historical national rights, which encompass human rights and the right to self-determination, of Sindhi people within their current national territory.
- ii. Promote communication with Sindhis residing in various regions of the world and collaborate with their organizations towards shared goals and objectives.
- iii. Raise awareness among both Sindhis and non-Sindhis about: the way of life and civilization; values and philosophy; language and literature; music and culture; history and heritage; arts and architecture; as well as the rights and interests of the Sindhi people. Additionally, our aim is to contribute to the preservation and promotion of their constructive evolution.

c) Media Committee

- i. The EC, with a majority decision, will appoint members for this committee.

- ii. Maintain all SANA official communication channels (i.e., social media and quarterly publications).
- iii. This committee will play an advisory role for EC in all matters regarding communications with outside media.

d) Funds Raising Committee

- i. The primary purpose of this committee will be to create a comprehensive fundraising plan. Identify different fundraising strategies, set financial targets, and establish a timeline for implementation.
- ii. Among the key responsibilities included are organizing fundraising events, pursuing grants, and managing donor relationships with individuals and businesses.
- iii. Designate a committee chair or co-chairs to provide leadership and oversight. The committee could meet monthly, bimonthly, or quarterly and provide opportunities for collaboration and progress updates.
- iv. Encourage collaboration among committee members by promoting open communication and idea-sharing. Create a positive and inclusive environment that values the input and contributions of each member.
- v. The fundraising committee will be required to maintain liaison with the Finance Secretary.

e) Bylaws Committee

- i. The primary responsibility of the Bylaws Committee shall be to advise Executive Council on matters related to Bylaws compliance and suggest amendments whenever necessary.

f) Ethics/Conflict Resolution Committee

- i. Purpose: All members, Executive Council, staff, or employees must observe and practice high standards of business and personal ethics in the conduct of their duties and responsibilities. All those representing the association must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. The purpose of this policy is to support the association's goal of legal compliance, and we believe this goal can only be achieved with the full cooperation of all those who represent the association.
- ii. Reporting Violations: If any member, executive council member, or employee reasonably believes that some policy, practice, or activity of the association is in violation of laws (bylaws and other federal or local laws governing not-for-profit organizations), they must file a written complaint with the Chairman of the Ethics Committee. The complaint may be against one or more fellow SANA members,

including members of the Executive Council, or any other organization with whom SANA has an active business relationship.

- iii. Acting in good Faith: Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false shall be viewed as a serious disciplinary offense.
- iv. Retaliation against the Complaint: The person filing the complaint is protected from retaliation only if the complaint is made in good faith without malicious intent.
- v. Confidentiality: Violations or suspected violations may be submitted on a confidential basis by the complainant 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.
- vi. Handling of reporting violations: The Ethics Committee shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports shall be promptly (within 1-6 weeks of the filing of the complaint) investigated by the Ethics Committee, and appropriate corrective action shall be taken by Executive Council if warranted by the investigation.

ARTICLE XIII

CONFLICT OF INTEREST

- 1) The members of the SANA Executive Council and others who service on SANA Committees must be aware about the principle of “Conflict of Interest” and provisions of this Bylaw. They should recuse themselves from any decision-making process on matters that pose “real”, “potential”, or “perceived” conflict of interest.
- 2) In the event if the conflict of interest is proven, Executive Council may reverse the decision if feasible. The Executive Council may pass a censure motion with 2/3rd majority criticizing the office bearer who violate the Conflict-of-Interest provisions.
- 3) A conflict of interest occurs when an individual's personal interests including (family, friendships, financial, or social factors) could compromise his or her judgment, decisions, or actions in the Association matters.

The following are some of the examples of Conflict Interest:

- A SANA EC member participates in a matter pertaining to a partnership of SANA with another organization that have himself/herself, a family member, or a friend is an office bearer or influencer.
- A SANA Committee member participates in a decision that awards a contract to enhance SANA’s web site to a firm that has him/her, a family member or a friend as an office bearer or influencer.

- A SANA EC member has a “potential conflict of interest” to participate in discussions about partnership or business relationship if he/she, his/her family member, or a friend is a candidate to become an office bearer of a company with which SANA has business relationship or partnership.
- There may be “perceived conflict of interest” if a SANA EC member on a matter pertaining to a partnership of SANA with another organization in which he/she was once an office bearer.
- There may be an “actual conflict of interest” if a member of SANA Convention Local Organization Committee (LOC) negotiates a contract to a company that fully or partly owned by that member or his/her family member or a friend.

ARTICLE IV
DISSOLUTION

- 1) In case of dissolution of the Association, the assets of the Association, after satisfying all its liabilities and/or obligations, shall be gifted exclusively to one or more non-profit organizations having similar aims, purposes, or objectives as the Association.