

# ***HAA Board of Trustees (BOT) SOP***

10/22/2024

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- **Current (term 2022-2024) BOT members:**

- Parameshwar Bhat
- Ashok Thimmappa
- Vijaya Bhat
- Balakrishna Joshi (BOT chair)
- Krishna Upadhyaya
- Shankar Hegde
- Usha Kuloor (current HAA president)

- **Current long-term projects**

- Havyaka Vidyanidhi
- Havyaka Parent Network
- HAA Youth
- Jnana and Artha
- Havyaka Krishi
- Havyaka Young Professionals
- Havyaka Phase II
- Creative Minds

- **How many people in the BOT?**
  - Total 7. Six ongoing members plus current HAA President.
  - Secretary and the treasurer may attend BOT meetings but are not voting members of BOT
  
- **How BOT members nominated?**
  - Nominated during general body meeting by GB attendees or BOT. General Body votes if needed.
  - Qualification: BOT member should be a HAA life member, must have served in executive committee and be a long-term active member of HAA
  - Consider gender and geographical (in India) background of BOT nominees to keep a general balance
  
- **How long members stay on the BOT?**
  - 4-6 years, not to exceed 6 years (term may extend to 7 years to align with HAA president's term)
  - At least one BOT member voluntarily exits every two years to make room for outgoing HAA president
  - BOT member's terms are aligned with convention calendar

- If a BOT member voluntarily exits in middle of a term, new BOT member will be added only at the next general body meeting

- **What is the process to remove a BOT member?**

- In rare such occurrences, BOT can vote and remove a member if needed due to not participation or non-unifying behavior
  - Process for BOT member removal would be supervised by BOT Chair and would require a unanimous vote by BOT, excluding the member being considered for removal.

- **What are the roles and responsibility of BOT?**

1. While HAA day to day activities are managed by HAA president with the executive committee, BOT is responsible for preserving organizational values & unity, providing long term vision and guiding strategic initiatives that span multiple presidents.
2. BOT promotes unity among the community. Resolves disputes if needed. Be the voting body where needed

3. BOT needs to define multiyear vision and direction for HAA (example: how do we attract next generation to HAA, how to help our Havyaka community in India, what are the issues facing our community here in USA (Ex: matrimony, old age), convention format, convention focus & goals, nonconvention activities in USA etc.).
  4. BOT will advise /encourage HAA president and executive committee to achieve above vision/goals
  5. HAA president to consult with BOT before starting a new long-term project (projects which could last multiple president terms)
  6. President to update BOT on status and progress of long-term projects quarterly
  7. BOT advises HAA Executive committee on matter of bylaws/SOP
- **How the HAA president/ Secretary/ Treasurer/Chapter VPs are selected?**
    1. BOT to select next HAA president and the convention city. BOT to work with BOT advisory on the president selection.
    2. Consider gender and geographical (in India) background of HAA president selection to keep a general balance
    3. Chapter VPs are picked by local chapters. Election committee to facilitate that process as needed.

4. HAA Secretary is picked by HAA President.
5. In order to maintain accounting continuity, HAA Treasurer is a long-term assignment. The Treasurer needs to be from New Jersey as the HAA organization is registered in NJ. BOT will work with the current HAA President in the selection of a new Treasurer when needed.

- **BOT chair:**

- Responsible to bring focus on issues/discussions, run quarterly BOT meetings and manage BOT action items.
  - While HAA President is the face of the organization, the HAA BOT Chair is responsible for bringing timely discussions and resolutions to BOT specific matters.
- Responsible to communicate BOT activities to HAA population twice a year using email or other HAA official media.
- Present BOT activities, including vision for HAA at the bi-yearly general body meeting
- BOT chair advises HAA treasurer on how HAA funds are invested for best returns
- BOT chair is a rotating job. Every two years a new chair is selected by BOT. Term is similar to and is aligned with the calendar of HAA President (except the first term which has started in July 2024 and will end in December 2026)

- **HAA BOT advisory (XBOT-Advisory)**
  - Who are the members of this team?
    - All ex-BOT members
  - Why do we need this?
    - To retain past BOT member's institutional knowledge and people knowledge
    - Keep a two-way channel of communication between the whole retired BOT team and the current BOT
    - Provides the continuity and historical perspective
  - Responsibility?
    - Consult with current BOT for selecting next HAA president / convention city
    - Be available for consultation by HAA President and/or BOT as needed
  - How?
    - Create a message group (example WhatsApp group) so that BOT or HAA president can reach out to this group easily, if and when needed
    - Invite this Whatsapp group (XBOT-Advisory) to the executive committee meetings and their attendance is optional