

ZOMI INNKUAN USA, Inc.
(ZOMI COMMUNITY USA)



NGEINA DANTE
(BYLAWS)

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KAMMALTE LEH A KHIATNA

Kipawlna	: Zomi Innkuan USA kipawlna.
ZIUSA	: Zomi Innkuan USA kipawlna min a tom lawhna.
Ngimna Bulpite	: Purposes, Aims and Objectives, Vision Statement.
Thumeilette	: Policy and Principles; Ngimna khat a tangtun theihna dingin maban kalsuanna ah zuih tawntung ding thugilte ahi hi.
Maban	: Project, Mission; Sep ding, bawl ding vaite ahi hi.
Pawlhuamte	: Kipawlna sung ah a kipawlkhawm thei ding kipawlnate acihna ahi hi.
Pawllut Kipawlnate	: Member Organizations; Kipawlna sung ah alut, a ki pawlkhawm kipawlnate a cihna ahi hi.
Pawllut Pawlmitte	: Individual Members; Kipawlna sung ah alut mite acihna ahi hi.
Innpi	: Congress
ZIUSA Innpi	: Congress
Innpi Tamsipi	: Speaker
Innpi Tamsipi-zom	: Deputy Speaker
Innpi Dongta	: Congress Member
Tangmi	: Representative
Palai	: Delegate
Vaihawm Upa Pawl Board	: Board of Directors
Board	: Board of Directors
Board	: Vaihawm Upa Pawl
Vaihawm Upa	: Board Member (Upa)
Vaihawm Upapi	: Board Chairman / Chairperson / Chairman (Upapi)
Vaihawm Upapi-zom	: Board Vice Chairman (Upapi-zom)
Vaihawm Thusapi	: Board Secretary
Thusapi	: Vaihawm Thusapi, Board Secretary
Vaihawm Upate	: Board Members
Neihsakem	: Treasurer
Thuvaante	: Executive Officers
Thuvaanpi	: Executive Director
Tanu Pawl	: Committee
Tanupi	: Committee Director/Chairman
Tanute	: Committee Members

Genvai Tanupi	: Secretary of Genvai
Hun-Ukpi	: Chairman / Chairwoman of a Meeting
Kiteelpi	: Vaihawm Upa Pawl Kiteelna
Kiteel Tanupawl	: Election Commission
Teeltheih Makaite	: Candidates
Makai	: Innpi Upate, Vaihawm Upate, Thuvaante, Tangmite, Palaite sapna
Panmun	: Kipawlna Maban khatpeuh ah mawhpuak/vaipuak ala ding Makaite za

THUKHUN-I: ZUM PHUALPI
Article-I: Principal Office

9722 East 97th Street South, Tulsa, OK 74133 mun a om Zomi Innpi (Zomi Center) pen Kipawlna Zumpi (Principle Office) hi ding hi.

THUKHUN-II: PAWLLUT KIZOPNA
Article-II: Membership

Section 1. Pawllut kipawlna Pawlmi Suahna (Member Organizations)

- (a) Zomi Innkuan kipawlna khatpeuh in Pawllut Kipawlna (Member Organization) a suah nop leh Executive Director, (or) Board Secretary tung-ah a mau' kipawlna makaite' min, kizopna ding leh Pawllut Kipawlna suah theihna ding ngetna lai puak ding hi.
- (b) Vaihawm Upa Pawl in pawlmi suah theihna ding in a ngen kipawlnate' thu kan in sittel masa ding a, Vaihawm Upa Pawl panmunlen a tamzaw thukimna tawh Pawllut Kipawlna khat in kisang ding hi.
- (c) Pawllut Kipawlnate (member organization) huamsung a om pawlmi khempueh in a mau kipawlna tungtawn in Zomi Innkuan USA Pawllut Pawlmi hi ding a, mimal in Pawllutna nget kul nawnlo hi.
- (d) Pawllut Kipawlna khatpeuh in pawlmi ahihna panin a khawl nop leh Thuvaanpi (Executive Director) (or) Secretary tungah zasak ding uhi. Vaihawm Upa Pawl thukimna bangin kikhawlsak thei ding hi a, tua kipawlna in a khiatsa Pawllutna sumte, Pawl sumpite leh Kipawlna Maban kalsuan na ding a kikai khawm sum leh paai-te kipiakik nawnlo ding hi.

Section 2. Pawllut Mimal Pawlmi Suahna (Individual Members)

- (a) United States gam sung Zomi Innkuan kipawlna a omlohna munte a om Zomi khatpeuh in Pawllut Pawlmi a suah nop leh Executive Director, (or) Board Secretary tung ah a min leh kizopna pulak in Pawllut Pawlmi suah theihna ding ngetna lai puak ding hi.
- (b) Vaihawm Upa Pawl in Pawllut Pawlmi ding in a ngen Zomi khatpeuh a sittel khit ciang in Vaihawm Upa Pawl panmunlen atam zaw thukimna tawh Pawllut Pawlmi in kisang ding hi.
- (c) Mimal Pawl lut mi khat khatpeuh in Pawllut Pawlmi ahihna panin a khawl nop leh, Thuvanpi (Executive Director) tung ah zasak ding a, Vaihawm Upa Pawl panmunlen atam zaw thukimna bangin kikhawlsak thei ding a, a hi zongin Pawllutna sumte, a khiatsa Pawlsumpitem leh Kipawlna sung ah a khiat sum leh paai khat peuhpeuh kipia kiklo ding hi.

Section 3. Pawllutna Sumte leh Pawlsumpitem (Membership Application Fee and Member Dues)

- (a) Pawllut kipawlna pawlmi (Member organizations) a ngen Zomi Innkuan kipawlnate in Pawllutna sum pen a nuai a kenneu (b) sunga om mimal phazah zui in khia pah ding a,

pawllut ngetna a kisan leh, tua nasep Kum a ding Pawlsumpi (Member Dues) piak kisan nawnlo hi. Pawllutna sum pen apkik loh (non-refundable) sum a hihi.

(b) Pawllut Kipawlina khempeuh in Kipawlina tawh kizopna in Pawl sumpi (Member Dues) pen kipawlina nasep kumsim in a mau kipawlina Pawllut Pawlmi zui in hih bangin khia ding hi.

Mimal phazah	1-100	101-300	301-400	401-500	501-1000	1001-2000	2001 above
Member Due \$	\$ 200	\$400	\$800	\$ 1000	\$ 1,200	\$ 1,500	\$2,500

(c) Pawllut Pawlmi (individual member) suahna a ngen mite tungah Pawllutna sum kingenlo ding a, Pawllut Pawlmi a suah hun a kipan Pawlsumpi (Member Dues), mimal khat ciangin \$5 (Five Dollars), innkuan khat ciangin \$10.00 (Ten Dollars) kumsim in khia ding hi.

(d) Pawllut kipawlina huam sung a mimal tungah pawl sumpi (dues) a tuam in kila nawnlo ding hi.

THUKHUN-III: PAWLMIITE’ METNA, HAMPHATNA LEH VAIPUAK

Article-III: Member’s Benefits, Rights And Duties

Section 1. Pawllut Pawlmiite’ Metna (Members’ Benefits)

- (a) Pawllut kipawlina leh pawllut mimal khempeuh in Zomi Innkuan USA i thukhunpi leh ngeina dante tawh kituak in metna, hamphatna a kikim in ngah thei tek ding hi.
- (b) Vaihawm Upa Pawl Kiteelpi ah teeltheih Makai (candidate) dingin Pawllut Pawlmi khatpeuh seh thei, puak thei ding hi.
- (c) Thuvaante (Executive Officers) leh Board of Directors panmunte a len dingin Pawlmi khat peuh kicial, kizawn thei ding hi.
- (d) Pawlmi khatpeuh in United States of America gam leitang tung-ah sihna, dahna kahna, dong tuahna, cihmawhna a tuah leh, Vaihawm Upa Pawl (Board of Directors) thukimna bangin Kipawlina min tawh kigaal, kipanpih, kidahpih thei ding hi.
- (e) Pawlmi khatpeuh in nopna, min phatna, gualzawhna, tungtuanna angah leh, Vaihawm Upa Pawl (Board of Directors) thukimna bangin Kipawlina min tawh kipah tawi thei ding hi.
- (f) Thukhunpi, Ngeina Dante leh Vaihawm Upa Pawl (Board of Directors) in a ciangtan pawlsum khat peuhpeuh a khialo Pawlmiite in Kipawlina pan metna ngah thei nawnlo ding hi.

Section 2. Pawllut Pawlmiite’ Hamphatna (Members Rights)

- (a) Pawllut Kipawlina leh pawlmi khempeuh in amau kipawlina tang’in Kipawlina Innpi (Congress) ah, a mau’ pawl mite sung pan Tangmi leh Palai(te), or Innpi Dongta’ panmun a sem dingin hih Ngeina Dante sung a ciangtanna zui-in, teel thei, seh thei, puak thei, khek thei, khawlsak thei ding hi.
- (b) Pawllut Kipawlina leh Pawlmi khempeuh in amau kipawlina huam sung pan-in Vaihawm Upa Pawl (Board of Directors) Kiteelpi sung ah teeltheih ding Makaite (Candidates), hih

Ngeina Dante sung a kiciangtan mimal phazah zui leh Kiteelna Thukhunte tawh kizui-in Pawlmi khatpeuh seh thei, puak thei ding hi.

- (c) Pawllut Kipawlna leh Pawlmi khempeuh in Tangmite (or) Palaite tungtawn leh, Kumcin Khawmpi sungah Kipawlna tawh kisai thu leh late kuppiah thei, pulak thei, kantel thei ding a, thu sung thei ding hi. Kipawlna' pua lam a pulaknate kithusimlo ding hi.

Section 3. Pawllut Pawlmit' Vaipuak (Members' Duties)

- (a) Pawllut kipawlna leh Pawlmi khempeuh in Zomi Innkuan USA i thukhunpi leh ngeina dante zui in kipawlna sung a ki vaipuak zia, ki makaihna leh vaihawmna tungah diktanna (honest), zahtakna, thusimna leh mawh puakna la tawntung ding hi.
- (b) Pawllut kipawlna leh Pawllut mimal khempeuh in Vaihawm Upa Pawl thu khensatnate mang/zui ding a, Thuvaante (officers) makaihna bangin Kipawlna Mabante ah ma panpih ding hi.
- (c) Pawllut kipawlna leh Pawlmi khempeuh in Kipawlna Mabante ah zeek dingin Vaihawm Upa Pawl thukimna tawh a kiciangtan sum leh paai, tha leh ngal, neih leh lamte puak ding, piakhia ding hi.
- (d) Pawllut kipawlna leh Pawlmi khempeuh in hih Ngeina Dante sung a kiese Kipawlna tawh kizopna Pawlsumpate (Member Dues) leh Kipawlna maban sepna ding gelna tawh Board of Directors in a don sum a tuamtuate a hun maan-in khia ding hi.

THUKHUN-IV: INNPI

Article-IV: Congress

Section 1. Kilam khat zia (Formation of the Congress)

- (a) Pawllut Zomi Innkuan kipawlna khat panin a kipuak Tangmite (Representatives) khat (1) leh ngeina paidan (bylaws) Article -IV Section (1) (e) sung a mimal tamna zui a kiese Palai(te) (Delegates), Executive Director leh Vaihawm Upa Pawl (Board of Directors) tawh kilam (Form) khia ding hi.
- (b) Innpi (Congress) a makai dingin a masa pen Innpi Thukikupna (Assembly) sung-ah Innpi Tamsi-pi (Speaker) leh Innpi Tamsi-zom (Deputy Speaker) panmunte a sem dingin Vaihawm Upapi makai in Innpi Dongta tengin teel ding hi.
- (c) Pawllut kipawlna khat pan in Taangmi (Representative) khat ta bek puak ding a, tua pen Pawllut kipawlna khatsim panin President/Chairman, (or) General Secretary/ Secretary, (or) tua panmunte tawh a kikim a kikoih Makai panmun hi ding hi.
- (d) Pawllut Zomi Innkuan kipawlna khat panin Genvai Tanu panmunlen khat pen Palai (Delegate) in kipuak ding hi.
- (e) Pawllut Zomi Innkuan kipawlnate pan-in Innpi Dongta panmunte a len dingin a nuai a pawlmi phazah ciangtanna zui-in Palai/Palaite (Delegate/Delegates) puak thei ding hi.

Mimal Phazah	1-200	201-400	401-700	701-1000	1001-2000	2001-3000	3001 Above
Palai Phazah	1	2	3	4	5	6	7

- (f) USA gam sung Zomi Innkuan kipawlna a omlohna munte panin Zomi-te tang'in Innpi Dongta panmun alen dingin, Vaihawm Upa Pawl in khawk tuamtuum khenin Article IV. Section 1. (e) na zui in Palai seh ding hi.
- (g) Kipawlna ah Vaihawm Upa Pawl (Board of Directors) a semlai tak Upate pen Pawllut kipawlna pan Taangmi (Representative) leh Palaite (Delegates) dingin kipuak theilo ding hi.

Section 2. Septheihna, Mawhpuakna leh Vaipunkte (Authority, Responsibilities and Duties)

- (a) Innpi (Congress) in Kipawlna buppi i ngeina dante (bylaw), thu meillette (policies) leh sepna paiziate (procedures) khempeuh Kipawlna buppi i ngimna bulpite (purposes) pan-in lam a pial khak lohna dingin venbitna leh etcikna ah thuneihna a sang pen nei hi.
- (b) Innpi (Congress) in Vaihawm Upa Pawl (Board of Directors), Thuvaante (Executive Officers), Tanute (Committees), Thusa pawl (Departments) in Thukhunpi, Ngeina Dante leh Genvai Thumeilet khatpeuh zui-in septheihna leh mawhpuak a neihna uh tawh kituak in a vaihawmna, mapanna, sepnate ah kileekkimna (Checks and Balances) a omden theihna dingin enciik ding hi.
- (c) Innpi in Kipawlna tawh kisai Vaihawm Upa Pawl tungah nasep leh vaihawmna ding in thu a piak mapanna leh maban khat peuhpeuh ah Innpi Upa panmunlen a tamzaw thukimna siksian in thu kan thei, sittel thei, lamlak thei, ngaihnutna pia thei ding hi.
- (d) Innpi leh Vaihawm Upa Pawl in a vaihawmna leh a thukhensatnate a mau kipawlna huam sunga om pawlmitte tungah a hun maan/lap takin pulak, thu puak ding hi.
- (e) Vaihawm Upa Pawl gelna tawh Kipawlna a ding sum leh paai zonna, kaihkhopna khempeuh ah Tangmite leh Palaite in amau kipawlna ciat tung-ah theisak pah ding a, tua vai tawh kisai a lawhcin theihna dingin mawhpuakna la ding hi.
- (f) Innpi Upa panmunlen khempeuh in Innpi Thu kikupna sung ah suakta takin thu sung thei, kum thei ding uh a, tua thukikupna leh Kipawlna pawl sung thute apua lam ah, a kilawmlopi in pulaklo ding hi.
- (g) Innpi Dongta panmun len mi khat in Innpi sung a thukikupna khempeuh ah thu khensattheihna Vote (1) ta nei hi.
- (h) Innpi Upa panmun len khempeuh pen Kipawlna tung ah thuman ding uh a, Kipawlna khual in gum tawntung ding uhhi.
- (i) Pawllut Kipawlna khatpeuh in Innpi Dongta panmun len (Tangmite leh Palaite) mimal khat ciang in kumkhat in \$50.00 (Fifty Dollars) ta, December kha bei ma in puak ding hi. Hih "kum khat" kici pen Kipawlna Kumcin simna (July-June) hi ding hi.

Section 3. Innpi Tamsi-pi leh Tamsi-zom (Speaker and Deputy Speaker of the Congress)

- (a) Ngeina dante thukhun IV. Section 1. (b) na zui in Vaihawm Upapi (Board Chairman) in Innpi' Tangmi leh Palaite sung pan Innpi Tamsipi leh Tamsipi-zom a sem ding mi (3) pan mi (5) ciang tengkhia (nominate) ding a, Tangmi leh Palaite in teel ding hi.
- (b) A tam ngah pen mun ngahna (First Past The Post) zui in vote tam ngah pen Innpi Speaker hi ding a, a tam zom ngah pen Deputy Speaker hi ding hi.
- (c) Innpi (Congress) thu kikapna ah Innpi Tamsipi in thu kikapna makaih ding a, a mah a om theih loh hun in Tamsi-zom in makaih ding hi.
- (d) Pawllut Kipawlna khempeuh in Tangmite leh Palaite min, thu leh la ciaptehna, Tangmi leh Palai kilaihna leh puahphatna cihte Vaihawm Thusapi (Board Secretary) tawh mapang khawm in vaan ding a, thuciap leh thu kizaknate Vaihawm Thusapi (Board Secretary) in sem ding hi.
- (e) Panmun hunkhen (term) pen Upa Vaihawm Pawl (Board of Directors) panmun hunkhen tawh kibang ding hi.
- (f) Innpi Thukikapna khat leh khat kikaal sungin Innpi (Congress) tawh kisai vai vaan ding thu leh la khatpeuh, maban khatpeuh a om aleh Vaihawm Thusapi in Vaihawm Dongtapi theihpihna tawh vaan ding hi

THUKHUN-V: VAIHAWM UPA PAWL

Article-V: Board Of Directors

Section 1. Vaihawm Upa Pawl panmun pen a nuai a bangin mimal 21 pan 25 pha thei ding hi.

- (a) A kiteel panmun (Elected Position) - (21)
- (b) A kish panmun (Appointed Position) - (1-4)

Section 2. A kiteel Vaihawm Upa Pawl (Elected Board of Directors) panmun (title) pen a nuai a zui-in kiguang ding hi.

- (a) Board Chairman
- (b) Vice Chairman -1
- (c) Vice-Chairman - 2
- (d) Board Secretary
- (e) Associate Secretary
- (f) Treasurer
- (g) Board Members

Section 3. Vaihawm Upa Pawl septheihna ding (Qualifications of Board of Directors)

- (a) Kum (25) a cing Zomi Innkuan USA Kipawlna ah pawlmi (member) citak hi ding hi.
- (b) Zomi Innkuan USA tungah mawhpuakna (Responsibility) vaipuakna (Duties), deihsakna (care), cihtakna (loyalty), thumanna (Obedience) leh Makaihna zia leh tong (Leadership Ethic) a nei mi hi ding hi.

- (c) Zomi Innkuan USA kipawlna leh Pawllut kipawlinate a gum, thukhunpi, ngeina dante leh genvai thu meillette a zahtak Pawlmi hi ding hi.
- (d) Vaihawm Upa Pawl panmunlen khempeuh in Kipawlina a'ding in a hun uh kha (1) in a tawm pen nai (8) sung (Average), a kizom in ahi zongin, a kigawm in ahi zongin, piakhia zo ding uh a, tua buaina thaman lohikna (Compensation) ngahlo ding uh hi.
- (e) Kipawlina Ngimna Bulpite matutna leh mualsuah zawhna ding nasepna ah, a tamzaw thukimna pen Board sepna hi (*Majority Action as Board Action*) ci'h a sang thei mi hi ding hi.

Section 4. Panmun leh hunkhen (Position and Terms)

- (a) Vaihawm Upa Pawl (Board of Directors) ah panmun sep hunkhen (term) pen kum (2) hi ding hi.
- (b) Article V. Section 2. (a) pan (f) sunga Vaihawm Upa Pawl panmun a len Vaihawm Upa khat in a kizom in tua panmun ah sep hunkhen (Term) - (2) val sem theilo ding hi.
- (c) Leitungbup buaina (Global Disaster) ahih keileh, Gambup buaina (National Disaster) ahih keileh, Gamsung thukin patau dinmun (State of Emergency) khatpeuh hangin Kiteelpi akibawl theihloh ciangin, Vaihawm Upa Pawl septan ding pen Innpi (Congress) in khensat ding hi.
- (d) Vaihawm Upa Pawl (Board of Directors) panmunlen khatpeuh in a septan kum acin' ma in a ma' panmun panin a khawl nopleh, Upapi tung ah lai tawh ngen ding a, Vaihawm Upa Pawlte (Board of Directors) thukimna tawh khawl thei ding hi.
- (e) Thu khatpeuh hang tawh Vaihawm Upa Pawl (Board of Directors) panmun a awn (vacant) leh Kiteelpi a kibawlkik masiah tua panmun a len dingin Article 5. Section 14. (b) zui-in (ahih keileh) maban kician khat ah mapang ding a pilna, siamna a nei Pawlmi khatpeuh Innpi (Congress) thukimpinna tawh seh ding hi.

Section 5. Septheihna (Authority)

- (a) Vaihawm Upa Pawl in Thuvaanpi (Executive Director), Thuvaante (Officers) cial (hire), sittel (evaluate), khawlsak (discharge) thei ding a; cialna leh khawlsakna a om teh Innpi (Congress) ah pulak ding hi.
- (b) Vaihawm Upa Pawl in Thuvaanpi (Executive Director) leh Thuvannte (Executive Officers) a mapanna leh maban tawh kituak in, a kiciangtan thaman lohikna (Compensation) a kipiak theihna dingin vaihawm thei ding hi.
- (c) Kipawlina maban nasepna ah mapang ding Tanu-te (committees) leh Thusa-te (department), Programs cihte phuh thei, puah thei leh phiat thei ding hi.
- (d) Kipawlina Maban mainawtna dingin huntom (short term) leh hunsau (long term) gelna nei thei ding a, a kizam sum leh paai zong / dong thei leh zang/ zek thei hi.
- (e) Pawlsumpi (community fund) leh neih le lam (Assets) te vai vanna ah thu nei pen hi ding hi.
- (f) United Nations tawh kizopna vai, kumpi khatpeuh tawh kizopna vai, adang kipawlina khatpeuh tawh mapan khopna vai, Geivai cihte tawh kisai in thukhensatna (Major

Decisions), thuneihna nei ding a, kiciamna lianpite (Major Commitments) leh geelna lianpite (Major Plans) etkikna (Review) leh thukimna (Approve) nei ding hi.

- (g) Article V. Section 1. (b) sunga seh panmun a sem ding a muanhuai mite seh thei (appoint), tawpsak thei ding hi.

Section 6. Mawhpuakna leh Vaipuakna (Responsibilities and Duties)

- (a) Vaihawm Upa Pawl in Kipawlina ngimna bulpite pan lam piallo in a matut zawhna ding in vaihawm ding a, kipawlina mabante (projects/missions) khung khol, gel khawl ding hi.
- (b) Vaihawm Upa Pawl in kipawlina sungah biakna leh upna, beh leh phung, numei naupang, a khang a ham, a lian a neu, a zawng a hau, innteeek pemta siksian in vaihawmna, kideidanna leh thu khenna a om lohna ding leh Kipawlina min, neih leh lam, taangsumte pawl khatpeuh, mimal khatpeuh' aituam metna ding in a kizatlohna ding in mawhpuak la ding hi
- (c) Vaihawm Upa Pawl (Board of Directors) in, kipawlina mabante (Programs), sum leh paai ngahzah ding ngimnate (Financial Goals) ah mainawtna (Progress) a om leh a om loh sittel (Evaluate) ding hi.
- (d) Vaihawm Upa Pawl panmunlen khempeuh in Kipawlina a' ding in sum leh paai zonna (Fundraise) vaipuakpi nei ding hi.
- (e) Vaihawm Upa panmunlen khat in Kipawlina a' ding kum khat in a tawmpen \$100.00 (One Hundred Dollars) ta piakhia ding hi.

Section 7. Vaihawm Upapi i nasep lamlahna (Job Descriptions for Board Chairperson)

- (a) Vaihawm Upa Pawl makaih (lead) ding a, thu kikapna (board meeting) ah hun-ukpi (Chairperson) sem ding hi.
- (b) Upapi in Vaihawm Upa Pawl Thukikapna sung a kikap ding thute, Thuvaanpi tawh kikum in geel khol ding a, thu paizia tawh kizui in thusun (agenda) khatpeuh ciangtan thei, khawlsak (Pending) thei ding hi.
- (c) Upapi in Vaihawm Upa Pawl i thukimna zui- in inn le lo, neih le lam zuakna (or) leina, sum leh paai zeekna (or) zatna ding a om hun in Kipawlina tang' in pulak, thu sung, vaan, kipsak, lei, zuak, sem, bawl ding hi.
- (d) Upapi in Kipawlina pua lam mun khatpeuh ah a kispna bangin, Kipawlina buppi tang' in thu gen thei ding hi.
- (e) Committees te ah Tanupi (Chairperson) a sem thei ding mi tengkhia (nominate) ding a Board Members dangte kipsakna (approve) la ding hi.
- (f) Pawl sum lutna, zeekna pulakna (report) te encik (monitor) ding a, Board tawh kisai lung himawhna thu le la khatpeuh a omte Thuvaanpi (ED) tawh enpha (review) ding hi.
- (g) Upapi in Innpi Tamsipi tawh kikum in Innpi Thukikapna (Assembly) a kibawl zawhna ding vaihawm ding hi.
- (h) Upapi in Kipawlina sung a Pawllut Zomi Innkuan kipawlina leh kipawlina dang khatpeuh ah Makaipi panmun lenlo ding hi.

- (i) Upapi in Tanu Pawl tuamtuanah ah zum lam panmunlen (Ex-officio) hihna len thei ding hi.

Section 8. Vaihawm Upapi-zom nasep lamlahna (Job Descriptions for Vice-Chairperson-1)

- (a) Upapi (Board Chairman) hun tomno khat sung a omloh ciang-in Upapi thupiakna tawh Upapi septheihna, mawhpauk leh vaipuakte zang thei, sem thei ding hi.
- (b) Upapi thupiakna tawh a pualam kipawlina tawh kizopna leh maban khat peuh ah ma pang ding hi.
- (c) Kipawlina a thahatna dingin pawllutlo Zomi-te zolna (Campaign), Upate leh Pawlmithe thupiakna, hanthotna leh makaihna vaipuak nei ding hi.
- (d) Tanupi (Committee or Department Director) panmun khat peuhpeuh len thei ding hi.

Section 9. Job Description for Vice-Chairperson-2 (Vaihawm Makaipi-zom 2 nasep lamlahna)

- (a) Upapi leh Upapi zom-1 a om loh hun in, Kipawlina ah Upapi panmun len ding hi.
- (b) Kipawlina bup sum thahatna dingin sum zonna leh neihsa (fundraising and Financial) ah mapang ding hi.
- (c) Kipawlina bup mi tha hatna dingin (human resources) a vanpi hi ding hi.
- (d) Committee (or) Department ah makaipi (head) sem thei ding hi.

Section 10. Thusapi nasep lamlahna (Job Descriptions for Board Secretary)

- (a) Kipawlina sungthu Zumvai thukizakna (communication), thu kikupna ding sapna leh theihna (scheduling and notice), thukhensatnate (Minute of Meetings) hawmna ah vaipuak la ding hi.
- (b) Kipawlina vai a Kumpi tawh kizopna laite (Corporate Records) kemcing ding, Kumpi zumlaite (legal documents) kumsim a thaksakna (annual filing), Kipawlina in gamke' siah (state tax) leh IRS tax piakna (filing) ah vaipuak la ding hi.
- (c) Vaihawm Upa Pawl Thukikupna (Board Meeting) leh Innpi (congress) thu kikupna ah ah Thusa (Recording Secretary) sem ding hi.

Section 11. Thusapi-zom nasep lamlahna (Job Description for Associate Secretary)

- (a) Thusapi hun tomno sung aom theihloh ciangin Thusapi thupiakna tawh Thusapi' septheihna, mawhpaukna leh vaipuak teng zang thei, sem thei ding hi.
- (b) Thusapi- zom in Tanupi (committee) ah panmun khatpeuh len thei ding hi.
- (c) Innpi (Congress) tawh kisai zum nasem hiding a, pawllut kipawlina tawh kizopna leh thu kizakna ah zum lai-at (clerk) sem ding hi.

Section 12. Neihsa Kem nasep lamlahna (Job Description for Treasurer)

- (a) Kipawlina neih leh lamte, leh Pawlsumte (Fund) kem ding a, Thuvaanpi (Executive Director) thupiakna, ahih keileh Vaihawm Upa Pawl thukhensatna, ahih keileh hih sumzat paizia (Financial procedures) zui-in piakhia ding hi.

- (b) Hih Ngeina Dante leh Vaihawm Upa Pawl thukhensatnate bangin, Pawllut Kipawlinate leh Pawlmitte in Kipawlina tung-ah a khiat ding sum, genvai sum cihte kaikhawmna ah mapan pih ding hi.
- (c) Kipawlina min a sum zatna ding (or) sum piak ding om khempeuh a hun lap in pia khia ding hi.
- (d) Sum leh pai zatna (financial management), sum lut sum zatna ding gelna (budgeting) leh zatna pulakna (report) bawlina khempeuh ah encikpi (overseer) sem in ciaptehna kician tak in kem ding hi.
- (e) Kumcin pulakna (annual report) bawl ding a, IRS tax file na dingin a hun lap ing Thusapi (secretary) tungah puak ding hi.

Section 13. Upate nasep lamlahna (Job Descriptions for Board Members)

- (a) Vaihawm Upate (Upate) in Kipawlina tawh kisai thu leh la vaihawmna leh Kipawlina Maban kalsuanna a mualsuah na dingin a mau kipia panmun ah mawhpuak la ding hi.
- (b) Vaihawm Upa panmunlen khempeuh in Kipawlina Maban kalsuanna dingin a kiphuan Tanu Pawlte (Committees) ah Vaihawm Upa Pawl sehna bangin makaihna la ding hi.
- (c) Tanupawl (Committees) ah makaipi (Chairman) a sem Vaihawm Upa khatpeuh in Kipawlina ngimna bulpite pan lampiallo in, tua Tanupawl nasepna a muibut zawkna dingin thu gel thei, na sem thei ding a, nasep mainawtna (progress) pen Vaihawm Upa Pawl tung ah pulaakkik (Report), leh thu sunna nei ding hi.
- (d) Vaihawm Upa khempeuh in Kipawlina Maban tawh kisai vaihawm ding khatpeuh Vaihawm Upa Pawl in thu a piakna bangin vaihawm in tanu sem thei ding hi.

Section 14. Kitawpna, Panmun awng, tawpsakna, omlohna leh behlapna (Resignation-, Vacancies; Removal; Absences; Increases.)

- (a) Kitawpna (Resignation). Vaihawm Upa Pawl (Directors) khatpeuh in a ma panmun pan in a tawp ut leh Board Chairman (or) Secretary tungah lai tawh gelh in ngetna nei ding hi. Board Chairman in thu kikup kik hun ah kitawpna thu pulak ding hi. A kitawp hun pen Board Chairman in kipawlina thu kikupna mun ah a tangko hun a kipanin a kizang suak hipah ding hi.
- (b) Mun awng (Vacancies). Kitawpna, tawpsakna, sihna le a hang khatpeuh tawh panmun-awng a om leh Vaihawm Upa Pawl (Board of Directors) in Kiteelpi sung a awngthuap panmun ding a kiteel (Reserved elected) mite sung pan in a muan pen khat uh tel khia in behlap thei ding hi. A kibehlap mun-awng pen a om lai sephun (term) bei hun ciang kizang ding hi.
- (c) Hepkhiatna (Removal of Elected Directors). Makai khatpeuh hepkiat ding tawh kisai in kikupna a om teh, thu kikupna a pai mi khempeuh in seh thum suah seh nih a thu kim leh kitawp sak thei ding hi.
- (d) Omlohna (Absences). Makai panmun len khatpeuh thu kikupna ah a kizom in thum vei a kahlo mikhat pen kipawlina in a mawhpuak zahtak lo in kiciamteh ding hi.

- (e) Makai behlapna (Increase in Directors). Hih thukhun Article V section 1 om bangin Board of Directors in a kisapna zui in makai behlap thei ding hi. A kibehlap thak makai te'n a sephun (term) bei ma hun dong nasem ding hi.

THUKHUN-VI: THUVAANTE
Article-VI: Executive Officers

- Section 1. Kipawlna nisim mabante (Day to Day Business) leh Vaihawm Upa Pawl vai hawmnate a sem, a bawl, a mapangpi dingin Kipawlna sungah panmun a len leh a lenlo sung pan a nuai a Thuvaante (Executive Officers) kicial thei ding hi.
- a. Thuvaanpi (Executive Director)
 - b. Sumsimpi (Accountant)
 - c. Genvai Tanupi (Director of Genvai)
 - d. Zum Uk (Office Manager)
 - e. IT & Media Tanupi (Director of IT and Media)

Section 2. *Thuvaante' Septheihna leh Hamphatna (Authority and Rigths of the Officers):*

- (a) Thuvaante in a panmun tawh kisai Kipawlna maban khatpeuh ah hih Ngeina Dante tawh kituak in thu leh la vaihawm thei, sem thei, bawl thei ding a, a tung masa Upa Vaihawm Pawl Thukikupna sung ah pulak in thukimpinha ngen/la ding hi.
- (b) Thuvaante in Kipawlna min tawh vaihawm ding, zeek ding, sep ding bawl ding khat peuhpeuh a om ciangin Thuvaanpi theihpinha tawh Vaihawm Upa Pawl tungah pulak in thu sung thei ding hi.

Section 3. *Thuvaanpi pilna leh siamna (Qualifications of Executive Director)*

- (a) Kipawlna Thukhunpi, Ngeina Dante leh Genvai Thukhunpi zui in, Vaihawm Upa Pawl lamlahna tawh Kipawlna Madawk in ma a pang zo ding Vaihawm Upa (or) Pawlmi kician khat hiding hi.
- (b) Pilna, siamna, sepkhakna (Experience) a nei (or) makai kiciante zia leh tong (Leadership Ethic) hoihte a nei a muanhuai mi khat hi ding hi.
- (c) Kipawlna a deihsak, Kipawlna a gum, Pawlmita a khual, Mabante a thusim mi kician, mi picing khat hi ding hi.

Section 4. *Thuvaanpi Nasep Lamlak (Job Descriptions for Executive Director)*

- (a) Kipawlna i ngimna bulpita, ngeina dante, thumeilette leh sepziate tawh kilehbulh lo in kipawlna maban khempeuh ah thugen makaipi (spoke person) sem in Thallouhpi panmun la ding hi.
- (b) Kipawlna Nisim Mabante kalsuanna, vaihawmna leh mapanna ah nasepna muibun zaw leh mualsuah zawhna dingin zuih ding Lamlahna, sepzia bawlzia te Vaihawm Upa Pawl thukimpinha tawh khung thei ding hi.

- (c) Kipawlna maban leh vaihawmna ah Kipawlna taangin a kispawna zui in Vaihawm Upa Pawl thukimpihna tawh a hun ciangtan nei Zum nasepna (Temporary Staffs) phuanthei ding a, tua ciangtan nei Zumnasepna (Temporary Staffs) a hun, a kispawna zui in cial (hire), panpih (support), sittel (evaluate), khawlsak (discharge) thei ding hi.
- (d) Thuvaanpi (Executive Director) in Thuvaante (EOs) makaih, lamlak leh pattah ding a, Kipawlna Maban nasepna ah enkai (oversee) tawntung ding hi.
- (e) Thuvaanpi in Vaihawm Upa Pawl (Board of Directors) Thukikupna (Board Meeting) sungah kikupding thute (Agendas), Vaihawm Upapi (Board Chairperson) tawh kikum in geelkhawm, vaihawmkhawm thei ding hi.
- (f) Board of Directors thu kikupna pan thu khensatnate a kispawna na ding leh nasep mabante a ki sepzawhna ding in mapang ding hi.
- (g) Thuvaanpi in Tanupi Pawl, Thusa pawl tuamtumate ah zum lam panmunlen (Ex-officio) khat hihna len thei ding hi.
- (h) Thuvaanpi in Kipawlna sung a Pawllut Zomi Innkuan kipawlna leh kipawlna khatpeuh Makaipi panmun len lo ding hi.

Section 7. Sumsimpi Nasep Lamlahna (Job Descriptions for Accountant)

- (a) Kipawlna sum leh paai ngahna leh zeeknate khempueh limtak lamlak (oversee) ding hi.
- (b) Hih Ngeina Dante leh Vaihawm Upa Pawl thukhensatnate bangin Kipawlna vai a sumzonnate kaih khopna ah mapan pih ding hi.
- (c) Sum leh paai angahna ding a om ciangin Sumsimpi (Accountant) in kaikhawm in sang thei ding a, limtak in ciamteh in Sumkempi (Treasurer) tung ah puak (or) bank ah deposit pah ding hi.
- (d) Kipawlna in sum leh paai zeekna ah zat zah leh a thu limtak in ciamteh ding hi.
- (e) Sum ngahna leh sum zatnate Executive Director tung, Vaihawm Upa Pawl tung leh pawllut Pawlmitte tungah a kikan/kidot hun a pulak theih ding in bawl ding hi.
- (f) A hunhun a kigelh sumzat zia paidan (financial procedures) zui in sem ding hi.

Section 8. Genvai Tanupi Nasep Lamlahna (Job Description for Director of Genvai)

- (a) Genvai lut mi sazian ciaptehna (master file), genvai tawh kisai zum lai len ding hi.
- (b) Genvai thu meilet zui in genvai sumdon kik (periodic premium) leh mithak sanna sem ding hi.
- (c) Genvai thu meilet zui in genvai maban tangko thei, dahna lai puak ding hi.
- (d) Genvai sum donte sang (accept) thei ding a, Genvai bank account zong lawng (access) thei ding hi.
- (e) Genvai tawh kisai nasepna ah ED tungah thu puak ding a, genvai lut mite tungah thu paizia hilh cianna nei ding hi.

Section 9. Zum Uk (Office Manager)

- (a) Thuvaanpi theihpihna tawh Kipawlna Zumpi leh Zomi Innpi uk in kem ding hi.
- (b) Kipawlna Zumpi leh Zomi Innpi tawh kisai zum vante vaan ding a, Thuvaanpi tung ah thu puak ding hi.
- (c) Zomi Innpi (Zumpi) zatna, kepcingna (Maintenance), vatzatte sumpia (utilities bills) cihte Thuvanpi (ED) theih pihna tawh sem ding hi.

Section 10. IT leh Media Tanupi Nasep Lamlahna (Job Description for Director of IT & Media)

- (a) Kipawlna Mabante, Vaihawm Upa Pawl thupulaknate, Thuvaante nasepnate, tawh taangko ding hi.
- (b) Kipawlna Ngimna Bulpite a tangtun theihna ding in Kipawlna Thumeilette tawh kituak in Kipawlna thu leh late, Thuvaanpi lamlahna tawh taangko thei ding hi.
- (c) Thuvaanpi theihpihna, lamlahna leh makaihna nuai ah Kipawlna Email, Websites te encik in puah ding hi.
- (d) Kipawlna a Social Mediate a kizatna ding mun ah a kizat na ding in mapang ding hi.

THUKHUN-VII: TANU PAWLTE, THUSA PAWLTE LEH GELNATE

Article-VII: Committees, Departments And Programs

Section 1. Tanu Pawlte (Committees)

- (a) Board Chairperson in Tawntung Tanu Pawlte (Standing Committees), A tuam vilvel Tanu Pawlte (Special Committees) leh tumdang Tanu pawlte (Ad-hoc Committee) ah Makaipi/Vai saipi (Chairperson) ding in Kipawlna a panmun len sung pan (or) Kipawlna a panmun lenlo mipil misiam khatpeuh Vaihawm Upa Pawl thukimna tawh seh (appoint) thei, khek/tawpsak thei ding hi.
- (b) Tawntung Tanu Pawlte (Standing Committees) a vai ukpi (Committee Chairperson) pen a kiteel Vaihawm Upa Pawl (Elected Board Member) sung pan a hih kei leh, a mah pen a kish Vaihawm Upa Pawl (Appointed Board Member) in kisang ding hi.
- (c) Tanu pawlte a vai saipi (Committee Chairperson) in a ma panmun lakna ah, a seppih ding-in Board Members sung pan leh Pawllut Pawlmi sung pan mi khat peuh cialthei, zawn thei, khek thei, tawpsak thei ding a, Upa Vaihawm Pawl in kipsakna nei ding hi.
- (d) Tanu Pawlte Vai-saipi (Committee Chairperson) in Committee kiphuh khatna thute a matut, lawhcinna ding in mapang ding a, mawhpauk (accountable) la ding hi.
- (e) Kipawlna Vaihawmna khatpeuh thu a kancian, a sittel ding Tanu Pawl a kiphuat ciang-in siamna, theihna tuamtuum, numei pasal akileek kimna cih bangin etna tuamtuum (Point of Views) tawh a kilam ding hi.
- (f) Tanu Pawlsung thu kikapna, thu vaihawmnate Vaihawm Upa Pawl (Board of Directors) tung ah pulak kik ding a, Upa Vaihawm Pawl in kipsakna leh lamlahna nei thei ding hi.
- (g) Tanu Pawlte pen Board i lamlahna nuai-ah om ding hi.

Section 2. Thusa pawlte (Departments)

- (a) Executive Director in Board Chairperson tawh kikum in Thusa pawl Haitawi pi (Department Director) panmun a sem ding mite Board Member sung pan (or) Pawllut Pawlmi sung pan pilna siamna a nei mi khatpeuh seh (appoint) thei leh khek/tawpsak thei ding a, Board Members te'n kipsak ding hi.
- (b) Thusa pawl Haitawi pi (Department Director) in a ma seppih/huh dingin Vaihawm Upa Pawl sung leh pawllut pawlmi sung pan in pilna, siamna leh kivakna (talent) a nei mite zong-in kaikhawm thei ding a, Upa Vaihawm pawl in kipsakna nei ding hi.
- (c) Thusa pawlte pen Executive Director i lamlahna, encingna leh thupiakna nuai ah om ding hi.

Section 3. Program Tanu Pawl

- (a) Kipawlina i ngimna bulpite a tangtun theihna dingin Program kiphuh ding hi.
- (b) Program lutang ding in Kipawlina a panmun len sung pan (or) Kipawlina a panmun lenlo mipil misiam khatpeuh hi thei ding a, a seppih dingin pilna, siamna leh kivakna (talent) a nei a pualam mite zong la thei ding hi.
- (c) Program pen Board i lamlahna nuai ah om ding hi.

THUKHUN-VIII: THUKIKUPNATE

Article-VIII: Meetings

Section 1. Kumcin Khawmpi (Annual Conference)

- (a) Kumsim July 4th Weekend Holiday hun sungin Kumcin Khawmpi kibawl ding a, Vaihawm Upa Pawl in Ngeina dante zui in a mun, a ni leh a hun geel ding hi.
- (b) Kumcin Khawmpi sung ah Zomi a ut khempeuh kah thei ding hi.
- (c) Leitungbup (Global Disater) ahieh keileh Gambup buaina (National Disaster) ahie zong, Kipawlina buppi buaina ahie zong, Khawmpi mun leh mual hangin thukin buaina ahie zong, akipelh theilo buaina khatpeuh a om leh, Vaihawm Upa Pawl a tamzaw thukimna tawh Kumcin Khawmpi bawl hun laih thei, khensat thei ding a, Innpi thukimna tawh kikipsak ding hi.
- (d) Kumcin Khawmpi Thukikupna ah Vaihawm Upapi in thu kikup ding thusun (agenda) bawl ding a, Innpi Tamsipi tawh khut kilen in Hun-Uk sem ding a, a kispna bangin Khawmpi a kah mipi in Vaihawm Upapi makaihna tawh Khawmpi Ukpi leh Thuciamteh/Thusa a sem ding Innpi Upate, Vaihawm Upate sung panin khatpeuh teelkhia thei ding hi.
- (e) Khawmpi sungah Vaihawm Upa Pawl, Thuvante leh Innpi Upate (Taangmi le Palai) in Kipawlina dinmun leh Kipawlina Maban kalsuannate, mailam geelnate pulak ding hi.
- (f) Khawmpi a kah Pawllut Pawlmi khempeuh in Vaihawm Upa Pawl vaihawmnate leh Thuvaante sepna bawlina khatpeuh kuppiah thei, kantel thei, dong thei ding hi.

- (g) Kumcin Khawmpi sungah Taangmi (or) Palaite a kah theilo pawllut kipawlina khatpeuh in Khawmpi siim a mau kipawlina pan pawlmi khatpeuh a maute' Taangmi (or) Palai dingin cial/ sawl thei ding hi.
- (h) Khawmpi Thu kikapna sungah Board of Directors a sem lai tak, Taangmi leh Palaite (or) pawllut kipawlina in a mau tang ding a sawl mite bek in vote khia thei ding hi.

Section 2. Innpi Thu kikapna (General Assembly)

- (a) Vaihawm Upapi tawh thusun (agenda) ding kikum in Innpi Tamsipi (Speaker) thupiakna tawh Vaihawm Thusapi (Board Secretary) in Innpi Thukikapna (General Assembly) sam ding hi.
- (b) Innpi thu kikapna leh Online (viber) sungah Pawllut Kipawlina pan in Taangmi, Palaite, Executive Director leh Board of Directors khempeuh kah/ kihel thei hi.
- (c) Innpi Thukikapna sung ah Innpi Tamsipi in Hun-ukpi (Assembly Chairperson) sem ding a Vaihawm Thusapi zom (Board Associate Secretary) in Thuciamteh/Thusa sem ding hi.
- (d) Innpi Thukikapna ah Board Chairperson, Board Secretary, Treasurer leh Executive Director te in Kipawlina' maban te pulak thei ding uh a, Innpi Upa panmunlen khatpeuh in kuppik kina, ngaihsut piakna nei thei ding hi.
- (e) Innpi Thukikapna ah Board of Directors le Executive Director te in thu khensatna Metang (Vote) khia theilo (Non-voters) ding hi.
- (f) Innpi thu kikapna ah thusun (agenda) puak ut khatpeuh in Board Chairman, Innpi Tamsi-pi (Speaker) tungah puak (khol) ding hi.
- (g) Kum khat in a tawm pen (3) vei kibawl ding hi.

Section 3. Vaihawm Upa Pawl Thu Kikapna (Board Meeting)

- (a) Vaihawm Upapi (Board Chairman) thupiakna bangin Vaihawm Thusapi (Board Secretary) in Vaihawm Upa Pawl (Board meeting) thu kikapna sam ding hi.
- (b) Vaihawm Upapi (Board Chairman) in Vaihawm Upa Pawl thukikapna makaih ding a, Vaihawm Thusapi (Board Secretary) in thuciamteh/thusa sem ding hi.
- (c) Vaihawm Upa Pawl thukikapna sung ah Thuvaanpi (Executive Director) leh Vaihawm Upa panmunlen khempeuh in, a kikapna bangin Kipawlina Maban kalsuannate pulak (Progress Report) masa ding a, a beisa hun sung a Kipawlina Maban kalsuannate kikapna leh etkikna kibawl ding hi.
- (d) Vaihawm Upa Pawl thukikapna sung-ah mailam kalsuanna ding Kipawlina Mabante kikapna, thusunna leh khensatna kibawl ding hi.
- (e) Vaihawm Upapi in Pawllut Pawlmi ahilo Zomi mipil misiam khatpeuh, Kipawlina pua lam pan Zomi mipil misiam khatpeuh, kiim leh paam panin mi namdang mipil misiam khatpeuh, Vaihawm Upa Pawl thukikapna akah dingin, mimal a tam pen (3) ciang cial thei ding hi.
- (f) Vaihawm Upa Pawl thukikapna pen a hun leh maban tawh kizui in khasim in kibawl thei ding a, a tawm pen kum khat in (6) vei kibawl ding hi.

Section 4. Tanu Pawl leh Thusa Pawl Thukikupna (Committee & Departments Meeting)

- (a) Tanu Pawl (or) Thusa pawl in nasepna Maban kalsuanna i kispna zui in, Tanu Pawl vai saipi (Committee Chair) (or) Thusa pawl vaisai pi (Department Director) in thu kikapna sam in makaih ding hi.
- (b) Kipawlna Pawllut Pawlmi ahilo Zomi mipil misiam khatpeuh ahi zongin, Kipawlna pua lam pan mipil misiam khatpeuh ahi zongin, mimal atam pen (2) ciang, Tanu Pawl thu kikapna a kah dingin kicial thei ding hi.

Section 5. Thu Kikap na Zuihdingte (Meeting Rules)

- (a) Thu kikapna kah ding phalna a ngah mi khempeuh in Kipawlna tawh kisai thu leh la khatpeuh kuppil thei, kantel thei, thu sung thei, pulak thei ding hi.
- (b) Thusun (Agenda) khatpeuh kikapna a om ciangin a nial (objection) a om kei leh a thukim leh a kip in kisang ding hi.
- (c) Thusun (Agenda) khatpeuh kikapna a om ciangin a nial (objection) a om leh a tamzaw thu kimna khutlam (or) vote tawh kikhen sat ding hi.
- (d) Vai thupi mahmah thusun (Agenda) kikapna ah thu khensatna ding in meeting kah seh thum suah seh nih (2/3) thukimna kisam ding a, tualo thu dangte ah a tamzaw deihna tawh kikhensat ding hi.
- (e) Thu kikapna pen Teleconference/Videoconference, Internet, online message tawh kizopna zangin ki bawl thei ding hi.
- (f) Thukhun sungah a tuam in gelhna a om kei nak leh thu kikapna khempeuh pen a tamzaw thukimna pen Board sepna (*Majority Action as Board Action*) hi ding hi.

THUKHUN-IX: SUM LEH PAAI, NEIH LEH LAMTE

Article-IX: Finances And Asset Management

Section 1. Pawlsumte (Community Funds)

- (a) Kipawlna in a neihsa sum leh paai khempeuh pen Taang Sum (General Fund), Maban Sumpi (Project Fund), Donghu Sum (Relief Fund) leh Genvai Sum (Social Services Fund), YD Sum (YD Fund) in kikhen in Bank account a tuam in kikhol ding hi.
- (b) Kumpi tawh kizopna Kumcin Sum (Fiscal Year) pen January 01- December 31 kikal hi ding a, a hizongin Kipawlna sung a kumcin sum (Fiscal Year) pen July-June (Kumcin khawmpi huam sung) hi ding hi.
- (c) Kipawlna i sum leh pai, neih leh lam khempeuh a len tavuan nei mite in panmun kikhek ciangin sum sazian kician tak in ap ding hi.
- (d) Kipawlna min tawh Check gelhna leh letmat thuhna pen Chairman, ED, Treasurer hi ding a, online account access pen Genvai Tanu leh Accountant in zong nei ding hi.

Section 2. Pawlsum Zonna/Ngahna (Fundraising)

- (a) Kipawlna maban kalsuanna (Administrative Fund) ah zeek theih dingin, Kipawlna Genvai maban pan Genvai Sumbulpi (Premium) leh Donkik Genvai Sumbulpi (Periodic Premium) akidonsim in, akingah zah sumteng sung panin atam pen 10% (Za ah Sawm Khat) ciang, Innpi thukimna tawh kikhenkhia thei ding a, Kipawlna Taangsum (General Fund) in kiseh ding hi.
- (b) Vaihawm Upa Pawl (Board of Directors) in Kipawlna Pawlsum (Community Fund) ngah theihna dingin lampi zongin, geel ding a, Thuvante in Vaihawm Upa Pawl thupiakna tawh Pawllut Kipawlinate leh Pawlmitte tung panin Pawlsum khat peuhpeuh a'ding in sum leh paai dong, kaikhawm thei ding hi.
- (c) Pawllut Kipawlinate leh Pawlmitte in kumsim in a khat, Pawlsumpi (Member Dues) pen Taang Sum sung ah kilutsak ding a, Kipawlna tawh kisai zum vai nasepnate ah kizeek thei ding hi.
- (d) Kipawlna Maban khatpeuh kalsuanna ding leh vaihawmna dingin a kism Maban Sumpi (Project Fund) ngah theihna dingin Vaihawm Upa Pawl, Committees, Departments, Programs in vaihawm thei ding a, tua a kingah sum leh paaite pen Maban Sumpi sungah kilutsak ding hi.
- (e) Nopna leh Dongtuahna vai khatpeuh ah vaihawmna dingin a kism sum leh paaite a kingah theihna dingin Vaihawm Upa Pawl in kikaikhawm ding a, tua sumte Maban Sumpi in kiciamteh ding hi.
- (f) Kipawlna in maban khatpeuh sepna dingin kumpi (or) kipawlna khatpeuh tung-ah huhna leh panpihna sum ngen in a ngah leh Maban Sumpi in kikem ding hi.
- (g) Thuvaante (Executive Officers), Vaihawm Upa Pawl, Innpi panmunlen khatpeuh in kumpi, kipawlna leh mimal khatpeuh tungah Kipawlna min tawh huhna leh panpihna sum ngen in a ngah leh Kipawlna Pawlsum sung ah lutsak ding hi. Sum ngahna mun leh sum ngahzah pen Board of Directors tung pulak ding hi. Tua sum ngetna vai tawh kisai abei khempeuh tua a kingah sum pan in kipiakik thei ding hi.

Section 3. Pawlsum Zeekna (Expenditures)

- (a) Kipawlna i ngimna bulpita a lawhchih leh a mualsuah zawhna dingin Vaihawm Upa Pawl thukimna tawh Thuvaante leh Tanute in Pawlsumte zeek thei ding hi.
- (b) Kipawlna maban kalsuanna (Administrative Fund) ah zeek dingin Genvai Sumbulpi leh Donkik Genvai Sumdonte a kikai khawm zahzah sung pan 5% (za-ah-nga) pen ZIUSA General Fund ah kikhenkhia ding a, 5% (Za ah Nga) pen local Zomi Innkuan kipawlnaciat tung ah a Taangsum (General Fund) dingun kipuakkik thei ding hi.
- (c) Sumzeekna, zatna ding thu/vai khat ah Vaihawm Upa Pawl in Kipawlna Taangsum (General Fund) zek ding vekpi gawm \$ 5,000 a val a leh Innpi thukimna la ding a, \$5,000 leh a nuaisiah a hih leh Innpi theihpihna kismlo in Vaihawm Upa Pawl sung a thukimna bangin zeek thei ding hi.

- (d) Vaihawm Upa Pawl Thukikupna khat leh khat kikal hun sungin, Kipawlna Maban khatpeuh kalsuanna ah zeek dingin sum leh paai akisap ciangin, Vaihawm Upa Pawl Chairman, Vice Chairman 1 & 2, Secretary, Treasurer leh Executive Director panmunlen teng (Office Bearers) thukimna tawh, Pawlsum sung pan a tam pen \$500 ciang kizeek thei ding hi.
- (e) Maban khatpeuh sepna ding a kingah sum leh paaite tua Maban a'ding bek in kizeek ding a, tua maban a kizawh ciangin sumval a om leh maban sum (project fund) in kiciamteh ding a, maban (project) dang khat a dingin kizang thei ding hi.
- (f) Pawlsum zeekna paidan (Financial Procedures) pen Board of Directors in a gelna bangin kizui ding hi.

Section 4. Neih le Lamte (Assets)

- (a) Kipawlna in US gam leitang tung ah a kimu thei, kilawng thei neih leh lam tuamtuum (tangible properties) leh a kimu theilo, kilawng theilo (intangible properties) zong thei, lei thei, sang thei ding hi.
- (b) Kipawlna neih leh lam khempeuh Kipawlna a'ding in kizang ding a, pawlmi leh kipawlna a nasem mi khatpeuh in tuam neih theilo ding hi.

THUKHUN-X: PANMUN KITEELNA

Article-X: Election

Section 1. Vaihawm Upa Pawl in Kiteelpi ni ding a tawmpen Ni (45) in asap ma hun sungin, Kiteel Tanupawl (Election Commission) a nuai a Pawllut Pawlmi (5) kihel in ki seh ding hi.

- (a) Innpi (congress) Taangmi (1)
- (b) Biakna Makai (1)
- (c) Khawmpi bawlina Local Zomi Innkuan Makai (1)
- (d) Hun beisa sunga Vaihawm Upa Pawl panmun a len ngei (1)
- (e) Kipawlna sungah Panmun a lenlo (1)

Section 2. Teeltheih ding Makaite (Candidates) puakna leh pulakna

- (a) Pawllut kipawlina khempeuh in Vaihawm Upa Pawl (Board of Directors) panmunlen kiteelna ah Teeltheih Makaite (Candidate) ding in Innpi ah a mau' Taangmi leh Palai puak mimal zah ciat puak thei ding hi.
- (b) Zomi Innkuan kipawlina a omlohna munte leh Vaihawm Upa Pawl (Board of Directors) panmun a len laitak kigawm in Teeltheih Makaite (Candidate) ding mi (21) ciang puak thei ding hi.
- (c) Kiteel Tanupawl in Makai panmunlen kiteelna a tuh ding a min kipuak Teeltheih Makaite (Candidates) sung panin teel theih ding leh teel theihloh ding sittel ding a, Thukhun, Ngeina dante leh kiteelna paizia tawh kituak

miteng Kiteelpi sung ah Teeltheih Makaite (Candidates) dingte mipi tung ah pulak ding hi.

Section 3. Kiteelzia (Electoral System)

- (a) Kiteelpi sung-ah Khawmpi a kah ZIUSA Kipawlna Innpi Dongta panmun lente leh Vaihawm Upa Pawl panmunlen laitak makai teng bekin mi khat teh Vote (1) ta khia ding hi.
- (b) Vaihawm Upa Pawl sung a panmun (21) ading in Kiteelna anuai a bangin kibawl ding hi.
 - i Kiteelna ah a simthaam a Me (Vote) piakna (Secret Ballot System) kizang ding hi.
 - ii Kiteelna sung ah Me/Vote tam a ngah pen mun ngahna (First Past The Post) kizang ding hi.
 - iii Metang (Vote) a tampen a ngah Upa (21) teng pen Vaihawm Upa Pawl (Board of Directors) panmunte a len dingin teelcing hiding hi.
 - iv Metang (Ballot) khat sungah mimal (21) sang atamzaw a teel Metang (Ballot) kisimlo ding hi.

Section 4. Vaihawm Upa Pawl panmun (Title) kiteelna

- (a) Teelcing Upa (21) teng (Elected Board Members) sung panin a nuai a panmunte a len dingin teelcing Upate sung panin, hih a nuai a kigualhna zui-in a mau leh a mau a banban in kiteel ding hi. Hih panmun kiteelna pen Kiteel Tanupawl in makaih ding a, panmun khat a ngah khinsa mite a kiteel kik leh tua Me (vote) pen a si in kikoih ding hi.
 - i Upapi (Board Chairman/Chairperson/Chairman)
 - ii Thusapi (Board Secretary)
 - iii Neihsakem (Treasurer)
 - iv Upapi-zom I (Board Vice Chairman/Chairperson/Vice Chairman)
 - v Upapi-zom II (Board Vice Chairman/Chairperson/Vice Chairman)
 - vi Thusapi zom (Associate Secretary)

Section 5. Awngthuap Telcing Panmun (Reserved Elected Position): Article X. Section (3) (b) sung a Vaihawm Upa Pawl panmun (21) kiteel khiat na ah mimal (21) a cin khit teh, a zom a vote tam ngah pen a sim suk mi (5) ciang kila ding a, tua sazian pen Election Commission in teelcing thak thusapi (elected secretary) tungah ap ding hi.

THUKHUN XI: THUVANTE CIALNA

Article - XI: *Appointment Of Executive Officers*

Section 1. Teelcing Vaihawm Upa Pawl in Kiteelpi a kibawl zawh kha (1) hun sungin, hih Ngeina Dante sung a kigual Thuvante (Executive Officers) cial ding hi.

Section 2. Vaihawm Upa Pawl in Vaihawm Upa (Board Member) simtham teelna (Secret Vote) zangin a tamzaw thukimna tawh Thuvaanpi (Executive Director) khat cial masa ding hi.

Section 3. *Thuvaanpi (Executive Director) cialna sepzia ding.*

- (a) Board Chairman in Vaihawm Upa Pawl sung pan Thuvaanpi panmun a len ut Upa a om leh a omloh Board Meeting sungah Vaihawm Upate tungah dong ding a, mi nih sang a tamzaw a om leh Article XI. Section (2) zui in ki cial ding hi.
- (b) Board Members sungah mi khat bek in Thuvaanpi panmun a sem ut a om leh, a mah kicial ding hi.
- (c) Vaihawm Upa Pawl sung pan Thuvaanpi panmun a len ding Upa khatpeuh a omkei a leh, anuai a bangin, Kipawlina Pawlmitte sung pan khatpeuh kicial thei ding hi.
 - i. Vaihawm Upapi makai in Kipawlina Pawlmitte sung pan a muan huai, mipil, misiam, ulian, Makai mimal a tawm pen (2) panin a tam pen (5) ciang zong ding hi.
 - ii. Vaihawm Upa Pi in a kaihhop/ a zon cial theih ding mite (candidates) Vaihawm Upapi leh Thusapi in a mimal in kuppiah ding a, Thuvaanpi panmun a len dingin a kicin leh kicin loh thu dong ding hi.
 - iii. Cial theih ding mite (Candidates) mite sung pan Thuvannpi (ED) ding pen Article XI. Section (2) zui-in kiteel ding hi.

Section 4. *Thuvoante (Executive Officers) Cialna*

- (a) Vaihawm Upa Pi in Thuvaanpi (Executive Director) tawh kikum in, Vaihawm Upa a tam zaw thukimna tawh, kipawlina maban nasep kisapna zui in a nuai a Thuvaante (Executive Officers) cial thei ding hi.
 - i. Accountant (Sumsimpi)
 - ii. Director of Genvai (Genvai Tanupi).
 - iii. Office Manager (Zum Ukpi)
 - iv. Director of IT & Media,
- (b) Thuvaante panmun a len dingin Vaihawm Upa Pawl sung pan in kicial masa dingin, Vaihawm Upa Pawl sung pan in Thuvaante panmun khatpeuh alen ding a omkei leh, Pawlmi khatpeuh kicial thei ding hi.
- (c) A kicial Thuvante panmunlen khatpeuh in ama thu in a panmun pan a khawl leh, (a hihkei leh) a kikhawlsak leh, tua panmun awng a len dingin Vaihawm Upa Pawl in Article XI. Section (4) (b) zui in thuvaan (te) cial ding hi. Vaihawm Upa (Board Member) panmunlen khatpeuh in Thuvaante panmun khatpeuh a letna panin a khawl hangin Vaihawm Upa panmunlen a hihna beilo ding hi.

THUKHUN – XII : PANMUN KI-APNA PAIZIA

Article – XII : Transitory Procedures

- Section 1. Khawmpi sung ah teelcing Vaihawm Upa Pawl (Board of Directors) kipsakna leh thupha piakna kibawl ding hi.
- Section 2. A beisa hun sung a Upate in teelcing Upa thakte tung ah panmun leh maban khempeuh apna pen Khawmpi hun sung a mipi' mai ah kibawl ding hi.
- Section 3. Panmun len makai luite in a mau panmun tawh kizui a kipawl na i neihsa (a kimu thei leh a kimu thei lo- tangible and intangible properties) khempeuh, online username leh password khempeuh leh bank signer khempeuh panmun len a thakte tungah kicing tak in ap ding hi.
- Section 4. Panmun ki-apna tawh kisai thubu ai khatpeuh a om leh Innpi (Congress) thukimna bangin kikhensat ding hi.
- Section 5. Thuvaante (Executive Officers) panmun ki-apna pen Kumcin Khawmpi a kibawl zawh kha (1) hun sungin Vaihawm Upa Pawl mai ah kibawl ding a, tua masiah hun sung teng a panmunciat uh limtak in lenlai ding hi.

THUKHUN – XIII : THUTUAM DANGTE

Article – XIII : Other Provisions

- Section 1. *Social Services:* Sihna tungtang ah Zomi Innkuan USA Genvai Thumeilette tawh kizui in kikalsuan ding a, Donghu vai ah panpihna a kisapna zui in Vaihawm Upa Pawl in atuam in geel leh vaihawm thei ding hi.
- Section 2. *Financial Management Procedures:* Kipawl na sungah sian sitsetna leh muanhuaina (transparency and accountability) a om theihna dingin Vaihawm Upa Pawl in sum lut, sum pusuakna vai a zuih ding paizia a gel kizui ding hi.
- Section 3. *Technology Use Procedures:* Kipawl na neihsa muh theih muh mawh vante (tangible and intangible property) teng mimal khut sung a tun lohna leh kipawl na a hoih zawkna dingin Vaihawm Upa Pawl in pawlvan zatna paizia a gel kizui ding hi.
- Section 4. *Mimal le kipawl na kikal (Conflict of Interest).* Kipawl na i min, neih le lam, sum le paite pen Vaihawm Upa Pawl (Board of Directors), makai (Officers), leh nasem khatpeuh in a ma mimal metna ding in zanglo dinghi. Tua bangin mimal metna ding-a, a zang kha a om hun in, Board of Director in a thukan ding a, hih a nuai a bangin sem ding hi.
- (a) Chairman (or) Director khat makaihna tawh a thukan ding kish ding hi.
- (b) A gamta kha mipa/ minu i' hilhcianna (explanation) khempeuh ciamteh ding hi.
- (c) A kicing thu kanna a om khit teh Board of Directors in a kism thu hilhna (appropriate disciplinary and corrective action) nei ding hi.
- Section 5. *Seal:* Kipawl na min tawh SEAL pen Board Chairman (or) Executive Director (or) Board Secretary in kem ding hi.

Section 6. *Letterhead and Logo*: Kipawlna min tawh letterhead leh logo pen zum lai (official letter) gelhna, piakna leh hawmna ah kizang ding hi.

Section 7. *Flag*: Kipawlna min tawh dialkhai (flag) pen Board Chairman, Executive Director leh Board Secretary (or) bulpi zum (principal Office) ah kikem ding hi.

THUKHUN- XIV :PUAHPHAT DAN PAIZIA

Article-XIV: Amendment Procedure

1. Hih Ngeina Dante sung a Thukhun khempeuh Kumcin Khawmpi leh Innpi (Congress) thu kikapna (General Assembly) thu kikapna sungbek ah kipuahpha thei ding hi.
2. Puahphat (amend) ding a kisapna mun thutun (bill) lai tawh hoihtak in gelh in Board Chairperson tungah puak ding a, Article XIV. No. (5) na zui in kipuah thei ding hi.
3. Kumcin Khawmpi a kah Tangmi leh Palai a sem laitak makai khatpeuh in puahphat (amend) ding kisam a sakna munte hoih takin gelh in Khawmpi hun ukpi tungah puak ding a, Article XIV. No. (4) na zui in kipuah thei ding hi.
4. Khawmpi sung ah Khawmpi a kah mipi a tamzaw thukimna tawh, hih Ngeina Dante sung a om thute kipuahpha thei, kiphiat thei, kibehlap thei ding hi.
5. Innpi leh Vaihawm Upa Pawl (Board of Director) panmunlen seh (3) suah seh (2) thukimna tawh, hih Ngeina Dante sung a om thute kipuahpha thei, kiphiat thei, kibehlap thei ding hi.
6. Ngeina Dante puahphatna khempeuh Article-XV: Puahphatnate sung (ahih keileh) Thukhun / Thukhunte puahphatna (Update) bawl in kikhung ding hi.

THUKHUN- XV: PUAHPHATNATE

Article-XV: Amendments

A. Kipawlna Kivaipuakzia

1. Kipawlna Vaihawm Upa Pawl in acial Thuvaante (Executive Officers / Hired Positions) pen anuai a bangin Panmun kiguang ding hi.
 - (i) Executive Director (Thuvaanpi)
 - (ii) Accountant (Sumsimpi)
 - (iii) Secretary of Genvai (Genvai Tanupi)
 - (iv) Office Manager (Zum Tanupi)
 - (v) Secretary of Information & Media (Media Tanupi)
 - (vi) IT Specialist & Support (IT Tanupi)
2. Kipawlna Kivaipuakzia sung a Panmunte a sang pan in a niam kigualhna (ZIUSA Corporate Hierarchy) pen anuai a bangin kigual ding hi.
 - (i) Board Chairman
 - (ii) Executive Director
 - (iii) Board Secretary
 - (iv) Treasurer
 - (v) Board Members

B. Kammalte leh Kivaipuakzia Puahphatna

1. 2019 kum, July kha ni 5 pan 6 ni sung tengin, Washington DC khuapi ah a kibawl, Kipawlina Kumcin Khawmpi sung ah, hih Ngeina Dante puahphatna kibawl a, Khawmpi akah mipi a tamzaw thukimna tawh kikipsak hi.

C. Kumcin Khawmpi, Kiteelpi, Pawlsum Ngahna, Pawlsum Zeekna leh Kammalte

1. 2020 kum, September 5 ni in Tulsa khuapi a om Zomi Innpi leh WebEx Online Viedeo Conferencing tungtawn in akibawl Kipawlina Kumcin Khawmpi sung ah, hih Ngeina Dante puahphatna kibawl a, Khawmpi a kah mipi a tamzaw thukimna tawh kikipsak hi.

D. Ngeina Dante Puahphatna

1. 2023 July 1-2 sung Atlanta GA ah Zomi Innkuan USA Kumcin Khawmpi sungin Khawmpi a kah vekpi thukimna tawh hih ngeina Dante Puahphatna (amendment) ki nei hi.

Kipsakna Thu (Ratification)

July 1-2, 2023 ni in Atlanta, GA a kibawl Kipawlina Kumcin Khawmpi sung ah, Khawmpi a kah mipi vekpi thukimna tawh hih Ngeina Dante kipsak ni pan in a kizang pah hi.

(Adopted on July 1-2 2023 by the Annual Conference).

Signed by:



Pu Pau Lian Tuang
Board Secretary
(July 2022- June 2023)