

INDIA ASSOCIATION OF MEMPHIS, Inc.



Policy & Procedure Manual 2010

The aims of this policy & procedure manual are directed towards helping and steering the Executive Committee of India Association of Memphis (IAM). This will also serve as an instruction manual for the Executive Committee and Trustees in their decision making process.

1. Ranks of IAM Board:

- 1.1 The Executive Committee comprises of the President, Vice-President, Treasurer and Secretary. The Executive Committee appoints the Editor, the Youth Editor and the IYAM President and therefore they are not members of the Executive Committee and should not be termed or introduced as one in any function.
- 1.2 President will report to the Board of Trustees, whereas the Board of Trustees is not required to do so.

2. Procedural matters:

- 2.1 If any Executive Committee member other than the President resigns, then he /she shall send the letter of resignation to the President with a copy to the Board of Trustees. In case of resignation of the President or any member of Board of Trustee, the letter of resignation shall be addressed to the chairperson of Board of Trustees with a copy to each Trustee. Any position created by the member of Executive Committee other then President shall be filled with the approval of Trustees. Any vacancy created by the resignation of a Trustee shall be filled by normal electoral process by convening a special General Body Meeting and following all rules outlined in by-laws for conducting such election.
- 2.2 The Board has set aside a budget of \$1000 per year for charitable contributions. The Board consisting of Executive Committee and Trustees by three-fourth majority shall make a joint decision on selection of national/international charity organization meeting IRS section 501-C-3 to receive these funds. The Board of trustees may by three-fourth majority donate additional money up to \$3000 in special Calamity circumstances. Any amount over this requires general body meeting approval.
- 2.3 IAM shall not accept any donations with conditions attached without trustees simple majority approval, unless otherwise specified elsewhere
- 2.4 Any member of Executive committee or Trustee must take trustees simple majority approval before signing any contract exceeding \$1000 to conduct any business under IAM banner.
- 2.5 Any program for the benefit of IRS section 501-C-3 charity under IAM banner must be preapproved by three-fourth majority of Trustees and PROPERLY ADVERTISED (as per bylaws) indicating what percentage of net proceeds will be donated to that charity after accounts are audited.

3. **Programs/Events**

3.1 IAM traditionally conducts the following programs/events every year:

Republic Day
Holi
Mother's Day
Sports Tournament
India Fest in conjunction with/without Independence Day
Navratri-Garba
Diwali
General Body Meeting: Saturday in December not later than 18th

Additional events such as youth camp, summer picnic, Gandhi Jayanti may be celebrated depending on the general interest. These programs need to be conducted during closest weekend following the actual event day.

- 3.2 All the events and their dates shall be decided in the month of January and published in the first or second newsletter of the year to avoid conflict with other local organizational events.
- 3.3 Booking of halls for the major events such as India Fest, Navratri-Garba and Diwali to be done at least 6 months in advance and other traditional programs well in advance to avoid last minute hassles.
- 3.4 IAM members in good standing only will be allowed to take part in any IAM sponsored programs/events. Wherever possible number of participants in a given program should not be less than six members.
- 3.5 Under no circumstances use of Artist/equipment solely paid by the funds of IAM shall be used by any other person/organization without prior approval from the Trustees.
- 3.6 Current lists of IAM Life members and annual members maintained by Secretary shall be available and checked at the gate of any function requiring entrance fee including at general body meeting.
- 3.7 'India Fest' though a part of traditional IAM function it is still a sponsored event. Trustees have agreed to keep excess money above sponsors amount after full audit by trustees as restricted fund for subsequent 'India Fest' functions use. See section 12 for detail.

4. **Meetings:**

- 4.1 Every elected members of IAM (Executive Committee & Trustees) shall meet after the Election/General body meeting and before first function (usually the Republic Day Function). The Trustees will give the policy and procedure manual and discuss the affairs of IAM for the entire year.
- 4.2 The Executive Committee may then have their own meeting(s) and chalk-out a plan for various functions for the entire year within framework of guidelines and bylaws.
- 4.3 Board meetings to be called well in advance, preferably 48 hours or more except in cases of emergency.
- 4.4 Any member of IAM board has a right to call the meeting with an informed agenda.

Final Copy

- 4.5 The President shall convene a quarterly joint meeting of the Executive Committee and Board of Trustees for the following purposes:
 - 4.5.1 Go over the account books up to that date.
 - 4.5.2 To discuss past and upcoming events.
 - 4.5.3 Any other procedural matter pertaining to the affairs of IAM.
 - 4.5.4 Quarterly accounts to be sent by E-mail or Fax to all trustees one week before such meeting.

5. Communication/Notifications:

- 5.1 All communications between the Executive Committee and the Board of Trustees will be done either by E-mail or by fax. If any representative is making any recommendation/suggestion/enquiry on behalf of the entire team, it is absolutely necessary that each member of his respective team be completely aware of what will be presented as his/her opinion. For example, the President shall not forward/publish his/her ideas as that of the entire Executive Committee. One of the Trustees shall not forward/publish his/her ideas as that of the entire Board of Trustees.
- 5.2 Any query, requests, or suggestions and approval for any non-conventional functions/matters from the Board of Trustees to be made well in advance either by Email or by fax to all the Trustees before announcement to general public. There shall be no approvals over the telephone.
- 5.3 All members of the Board shall exchange E-mail addresses, telephone numbers (voice, cell phones & Fax) as soon as possible immediately after annual general body elections.
- 5.4 Notification for participation in IAM events: such as Diwali, Republic Day, and India Fest, etc. should be announced in newsletter (SAMACHAR) well in advance. Alternate methods (such as telephone, fax, e-mail) shall be avoided. If alternate methods become necessary and is followed (such as telephone, fax or E-mail), special care must be exercised to include all potential participants, especially participants from the previous years

6. Printing Stationery:

- 6.1 The official newsletter (SAMACHAR) and the annual telephone directory shall imprint the IAM logo at a visible location;
- 6.2 Trustees shall provide standard letterheads, Invoices in carbon-less duplicate, and receipt books in carbon-less duplicate, and membership cards with counterfoils with the legal IAM logo. The letterhead shall include Post Office box as the address without any names of IAM Board members.
- 6.3 Telephone Directory to be distributed only to the members and advertisers. Directory for non-members shall be made available at the cost price but not less than \$5.00. Under no circumstances this should be distributed to general public. IAM telephone directory shall include only residential telephone numbers.
- 6.4 Any official publications of IAM such as newsletter (SAMACHAR), telephone directory, brochures, and pamphlets shall not publish any news item or article at free of cost, if that item is meant for generating revenues. Any such requests for publication can be solicited for an advertisement.
- 6.5 IAM is not liable to refund advertiser's fee if delay is caused beyond their control (e.g. Printer /late delivery by error of postal services).
- 6.6 Following is the minimum fee structure for advertisement in newsletter and telephone directory. These rates are subject to increase as and when deemed necessary by the Executive Committee, with a simple majority approval of Trustees.
 - 6.6.1 Newsletter (SAMACHAR)

	Per issue/Annual rate (6 issues)
Quarter Page	\$30.00/\$150.00
Half Page	\$60.00/\$300.00
Full Page	\$110.00/\$550.00

Annual rate is only meant for the same advertisement without any changes.

6.6.2 Annual Telephone Directory:

Front inside cover and back inside cover page: \$500

Back page: To the highest bidder but not less than \$500

Full page: \$200

Half page: \$150

6.7 Any IAM official documents in changeable format (e.g. Stationary, balances sheet, Accounts, Charter, By-laws, Policy and Procedure manual, mailing list etc.) shall not be shared with any individual or organization for non-official purpose.

7. Awards:

7.1 *Best Member Award:* This award is to be decided by the majority vote of the members of the Executive Committee. The award consists of a plaque and may be awarded either at The General Body Meeting or the first IAM event thereafter. The current members of the Executive Committee and Board of Trustees and their spouses are not eligible for this award.

7.2 *Best Student Award:* This award is meant for high school graduates of the current year, exclusively for the pupils of Indian origin. The award consists of check from IAM for \$ 500. This award is normally distributed during Diwali program. The Executive Committee is responsible for forming 3 members Judging Committee, drawn from the academic cadre, at-least 6-8 weeks before the Diwali program. The name of candidates and other conflicting information to be kept anonymous from the Judges for fair judging.

7.3 *Best Female Student Award:* Dr. N.V. Raghavaiah instituted this award, in memory of his mother Smt. Nimmagadda Seetha Ramamma. The award consists of \$500 cash and a plaque cost of \$20. As of 12/31/2014 the amount stands at \$7510.48 and deposited in Financial Federal Bank as certificate of deposits. Every year on September 16th when CD matures amount of \$520 will be used towards scholarship and cost of plaque and balance will be renewed as CD for one year until funds are exhausted. This amount will approximately last until year 2029. This award is normally distributed during Diwali program. The same judging committee and criteria outlined in section 7.2 should be followed, except that the award is solely meant for female high school graduates.

7.4 All retiring Board Members (Executive Committee & Trustees) in good standing will be awarded with a plaque consisting of IAM logo, describing their titles, duration and contributions.

8. Perks:

8.1 There are no perks or free admissions to any members of the Board or their families. Free passes will be issued to the chief/honored guests only with the approval of Trustees.

9. Accounts/ Expenses:

9.1 All IAM checks must bear at least two signatures on record of the bank. The Bank has informed that any check that has not been signed by 2 authorized individuals will be returned and service charge will be assessed to the checking account. IAM procedures require signature of one Trustee on check (s) in the amount of \$ 1000 and more.

9.1.1 As maximum signatures bank can accept is six; two Trustees as agreed by the Board and four members of Executive committee shall be authorized to sign the IAM checks.

- 9.2 Except in emergency, no personal checks to be written for any IAM dealings.
 - 9.3 The Executive Committee shall obtain at-least 3 business quotations for any expense over \$500.
 - 9.4 A brief final balance sheet will be provided to the new Executive Committee by past years Auditing Committee for the purpose of printing in IAM's official newsletter 'SAMACHAR'.
 - 9.5 Receipt on IAM approved receipt form shall be issued for any amount received (except entrance fees) and a copy to be maintained. Copy of such receipts shall be maintained for three years per by-laws of IAM. At the end of IAM year, the receipt book shall be handed over to Trustee to pass over to new Executive committee.
 - 9.6 Voucher of any amount paid on behalf of IAM shall be obtained with signature of person receiving that amount. Such vouchers shall be maintained for three years per by-laws of IAM. At the end of IAM year, all such vouchers numerically arranged shall be handed over to Trustee to pass over to new Executive committee.
 - 9.7 All Newsletters shall be mailed using bulk rate. First newsletter of each year shall be mailed by Using "Address correction requested" service of US Post Office. "Address correction requested" shall be printed just below IAM return address. "Address correction requested" service is slightly costlier than bulk rate but cheaper than first class rate. With this service all undelivered mail is returned to the sender with a yellow sticker consisting of new address.
 - 9.8 Any purchase for IAM need to, be done using State of Tennessee tax exemption form. Original Tax-exempt certificate is with Dr. Vipin Shah and copy will be given to the Executive committee members each year. IAM tax-exempt status form shall be used for IAM purposes only.
 - 9.9 Filing Income tax form and Tennessee State report form within deadline is the responsibility of the Treasurer and President of current year.
 - 9.10 Under 'NO CREDIT' policy all advertisements must be paid in full before their printing.
 - 9.11 All the accounts for the entire year shall be ready at the time of Annual General Body Meeting with no pending receipts and invoices. Balance sheet shall be finalized in two weeks after the expiration of Executive Committee term irrespective of when the last function is held.
 - 9.12 Any event where expenses may exceed \$1000 must require approval of three-fourth majority of Trustees. Any public announcement or use of IAM funds for unauthorized event (s) is strictly prohibited.
10. IAM Properties/Records:
- 10.1 The Executive Committee will prepare and maintain a list of all items owned by IAM. This will be passed on to the new Executive Committee with a copy to the record keeper. Every substantial item bought will be reported. Minutes of all meetings, accounts, membership and mailing list and copy of all publications shall be handed over to the record keeper of IAM for records keeping.
 - 10.2 The Board of Trustees shall assign the record keeper, currently board of Trustees have assigned Dr. Vipin Shah to oversee and keep all the records of IAM.
 - 10.3 The Trustees shall maintain all certificates of Deposits (CD). Interest from Life membership CD'S shall be added to the general account.

11. COMMITTEES:

Final Copy

- 11.1 **The Auditing Committee:** The Trustees shall appoint an auditing committee sometime during the month of September consisting of minimum three IAM members excluding the members of Executive Committee. Auditing committee shall have full access to accounts and will work with Executive committee. Auditing committee will verify the accounts and report to the trustees of their findings. The auditing committee shall also report their findings at annual general body meeting. The auditing committee shall cease when the Trustees accept final balance sheet.
- 11.2 **The Nomination Committee:** The President with approval of Trustees shall appoint a Nominating Committee in the month of September consisting of three IAM members with no more than one Trustee and no more than one Executive Committee member. The purpose of this committee is to receive and scrutinize the nominations for up-coming election of Board members. The Nomination Committee automatically dissolves with the election of IAM officials.
- 11.3 **Sub-Committees for India-Fest, Diwali, and other Events:** The President shall form several sub-committees for such events, at- least two months prior to the scheduled event. These sub-committees, viz., Food, Security, Entertainment, Decorations, Brochure publication, etc., will have a specific task to make events successful. In-charge of each sub-committee shall form their own group of volunteers to achieve targeted goals, within the framework of by-laws and Policy& Procedures.

12. INDIAFEST:

- 12.1. **Mission:** India Fest will showcase and promote awareness and appreciation of vibrant art, culture, music and heritage among people of Greater Memphis. It will help foster multi-cultural interaction and education and provide a greater understanding and appreciation of the diversity of Indian culture.
- 12.2. **General:**
1. India Fest (IF) shall be conducted under India Association of Memphis.
 2. The Logo for IF shall remain the same and should not be changed from year to year.
 3. India Fest shall foster business alliances between India and Memphis, TN.
- 12.3. **India Fest Team:**
1. India Fest team (IFT) shall be formed not later than February 28 every year consisting of the current IAM president, current five trustees and five IAM members who have had previous experience with IndiaFest. The President will appoint a Director for IF and that Director will become one of the five IFT members. The remaining four IAM members shall be selected by the Trustees and the President.
 2. The India Fest Director shall appoint all working team leaders of various aspects as required. All IFT meetings shall be held with at least 48 hours notice with Agenda and format of the meeting. It is expected that all IFT members and working team leaders attend such meetings for coordination.
 3. IFT at first meeting shall determine date & venue for IndiaFest. IFT has the right to change the venue and date from previous year's decision of date and venue.
 4. Any scheduled IFT meeting minutes shall be drafted and available at least 48 hours before the next meeting to all invitees either by e-mail or by posting on the web. Scheduled IFT meetings cannot be conducted without the reading and approval of the previous meeting minutes.
 5. Any special decisions outside these guidelines shall be decided according to IAM By-laws.
 6. If IFT chooses a theme it will only be for the main decorations.
 7. IFT team based on last year's expenses and revenues shall present a budget for the current year for IAM trustees' approval and it shall be IFT's responsibility to raise such funds.
 8. IFT team shall submit complete accounts within six weeks from IF program to IAM auditing committee.
 9. IFT shall have a debriefing meeting with all known volunteers within two weeks of IF. IFT at the debriefing (lessons learned) meeting shall determine the date & venue for next year's India Fest and after trustees approval shall pay the deposit if required.
- 12.4 **India Fest Program:**

Final Copy

1. India Fest shall consist of bazaar & local cultural program and held only on one Saturday.
 2. India Fest gate admission tickets shall be only sold at gate by hired ticket selling professionals for accountability. There will be no free admission & no pre selling tickets.
 3. Any excess money left over after expenses shall go into an IF account called seed money. Seed money in excess of \$50,000 shall be credited to IAM building fund.
 4. Bazaar booths shall be only one type with three sub categories.
 - a. General either selling or soliciting their business.
 - b. Non-Profit and Charity type business as defined by IRS under section 501-c-3. IFT reserves the right to see their 501-c-3 status certification. Such entity will get 25% discount in rent. Non-profit and Charity type business may solicit for donations. Selling will not be allowed.
 - c. State/Regional booth: Only one booth per State. State booth will receive 25% discount in rent if they have represented their State's culture. IFT team decision in this matter will be final. Only one representation per recognized Indian state shall be allowed.
 5. No free space for any entity in any form or fashion. Only IAM will be allowed to raise funds in a free space.
 6. Booths shall be reserved by paying 25% non-refundable and non-transferable deposit.
 7. IFT shall make sure that there is no violation of any local regulations (including Fire codes) in the bazaar area or the cultural program area.
 8. There will be auditions for all local programs and auditioning committee's decision shall be final.
- 12.5 Volunteer Appreciation: The Volunteer appreciation dinner shall be a simple dinner with the budget of 4% of gross IF collection but not to exceed \$2000. There shall be no alcoholic beverages served.
- 12.6 Conclusion: Any special decisions outside these guidelines shall be decided according to IAM By-laws

End of policies & rocedures