

**ICAM**  
Culture, Education  
Collaboration



## **Indian Cultural Association of Minnesota – Policies**

**Purpose:** This document describes the policies for the Indian Cultural Association of Minnesota

**Relationship to Bylaws:** These policies are intended to supplement the organization's Bylaws. In the event a topic is covered in both the Bylaws and this document the intent in the Bylaws will always take precedent.

**Creation of Policies and Procedures:** Policies and Procedures come from the board meetings. They are documented as a proposed policy or procedure in the board minutes. When the minutes are reviewed and approved at the subsequent meeting the language and intent of the proposed policy is also reviewed and approved.

### **Policies:**

1. Partnership with existing Indian community groups in Rochester: There are several cultural and religious groups already doing excellent work in serving the communities of Rochester and neighboring areas of Minnesota. These various groups are formed based on religions practiced in India, or Indian language, arts or culture. These groups include Hindu Samaj Temple of MN (HST), Sikh Society of Rochester, MN (SSRM), Hindi Paathshaala, Rochester Vidyalaya, Bengali Association (CABERI), Rochester Tamizh Mandram, Telugu Association, Rochester Vidhyalaya and others. One of the Association's goals will be to provide a common platform for these groups to come together. Therefore, the Association will form partnerships with those groups sharing a similar vision. This association will remain secular as seen from the Indian perspective, which means "equal treatment of all religions" rather than maintain a strict separation of church and state, a distinctly Western secular perspective. Indian culture is deeply intertwined with the religions of India. Therefore, a vibrant and healthy partnership of Indian religious and cultural groups is essential for maximal benefit of the organizations involved and the various Indian sub-communities. If it is considered mutually beneficial and synergistic, partnership at the leadership level, sharing of physical space, co-organization of events and revenue sharing may be appropriate with any religious or cultural organization. Such arrangements may be partially or

completely annulled if partnership is considered inimical to the interests of participating organization.

2. Sponsorship and Advertisement: The chapter will allow sponsors to advertise their business or events on our website subject to the review of the board. Events, articles and advertisements must be aligned with the organization's mission.

3. Board Meeting Attendance: Board members are expected to attend all board meetings.

a. A board-attendance problem occurs if any of the following conditions exist regarding a board member's attendance to board meetings:

i. The member has two un-notified absences in a row ("un-notified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).

ii. The member has three notified absences in a row.

iii. The member misses one third of the total number of board meetings in a twelve-month period.

b. If a board-attendance problem exists regarding a member, the Board President will contact the member to discuss the problem.

i. At the next board meeting, the Board President must provide a recommendation for action. It is at the Board President's discretion whether the member's response is shared at the meeting.

ii. In that meeting, the board will decide what actions to take regarding the board member's future membership on the board. If the board decides to terminate the board member's membership, termination will be conducted according to the organization's bylaws.

4. Board Meeting Rescheduling: The Vice President will assume responsibility of the board meeting if the President learns that he/she cannot attend on the scheduled date or time. Board meetings should not be rescheduled within 5 days of their planned date and time. If a meeting must be rescheduled within 5 days, the board meeting attendance policy will not be enforced.

5. Member Mailing Lists: It is the policy of the organization to not distribute member mailing lists (regular mail or email listings) to non-board members. Furthermore, it is the policy of the chapter to not allow members to use the chapter mailing list for unofficial business. For email communications board members are encouraged to use the "bcc" feature so the mailing list is not inadvertently sent to non-board members.

6. Mileage Reimbursement: Board members representing the organization at functions requiring more than reasonable personal travel will be reimbursed for their mileage at the current government rate at the time of the travel. Mileage to

attend board meetings or volunteer work locally within the chapter geography will not be reimbursed by the chapter. <http://www.gsa.gov/mileage>

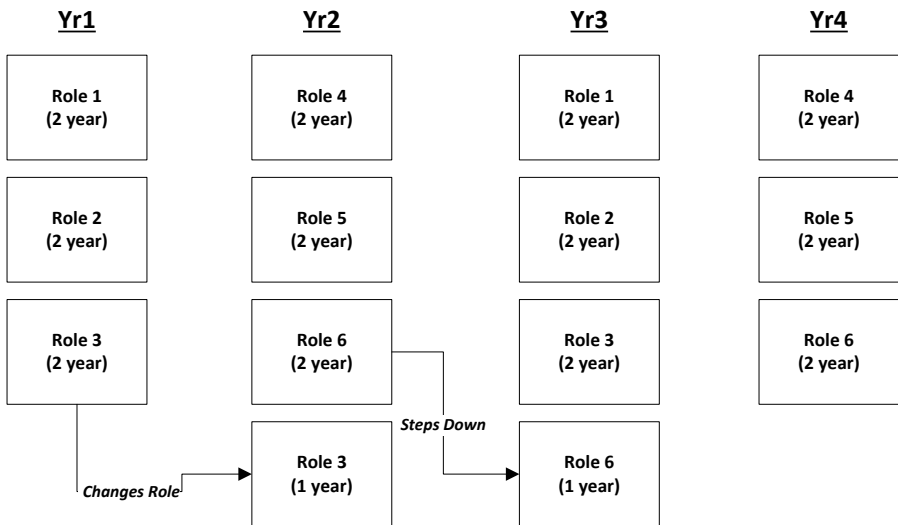
7. Board Member Election:

- The Board of Directors (as defined in By-laws) will select a four members election sub-committee from current board members who are not running for another term to conduct the election of the Board of Directors.
- The election of the Board of Directors will be held once in every 2 years.
- The time and place for the election will be decided by the election committee and communicated to all the members through agreed upon mediums of communications - newspapers, public bulletin boards, Association's website, e-mail and/or other electronic means.
- The responsibility of the election committee, in this case, will be to solicit nominations for the next Board of Directors and to select a maximum of two (2) nominees for each position.
- The election of the Board of Directors shall be held by secret ballots, by mail, and electronically. An option of electronic and/or mail can be used.
- Any person who is the member of a governing body in any other organization of conflicting interest shall not be permitted to run for the post of any office bearer in the election of the Board of Directors. The election sub-committee will decide the eligibility of the candidates. A person, who is in good standing of membership for at least 12 months, will be eligible.
- After the expiration of said term all Board of Directors Members including Officers may seek reelection for a new term by running for office. A person cannot occupy the post of President for two consecutive terms unless board approves it. If no suitable person(s) applies for the Board of Directors, and if there is no Advisory Board, the General body can adopt an ad-hoc committee of no more than nine members for a limited duration (not to exceed 6 months) to oversee the organization's functions. An election of the new Board of Directors must be held within the said 6 months period. The ad-hoc committee will cease to function as soon as the new committee is elected.
- The election sub-committee can select an inspector of election to oversee the conduct of vote. The election sub-committee and/or the inspector of elections will count the ballots.
- The inspector of election will resolve any challenge concerning the results of the election.
- The election sub-committee will ensure and monitor that every candidate gets an equal opportunity from the Association concerning the election. As an example, every candidate running for election to any of the positions will be eligible to receive a list of members who have the voting rights along with their phone numbers and addresses.
- To run for the post of General Secretary and Treasurer in the election, the member needs to have served in the Board of Directors for at least two years except in the year when organization was formed.
- This policy addresses several scenarios that could occur for the roles.

A. What if an existing officer desire changing roles?

Except for Vice President and President, all board positions are elected by the full membership. If an existing officer would like to change roles during the annual election or at midterm for a departed officer, they must concede their existing role prior to the call for nominations and put in their nomination for the new role along with other candidates. The election committee will then add a call for nomination for the newly opened role for the duration of the remainder of that term. The existing officer must realize prior to this commitment that the results of these elections could render them no longer on the board in either capacity.

As an example, the board roles can be thought of by their names and by the year they are elected. Assume Board Roles 1, 2, 3 are normally elected in Year 1 and Board Roles 4, 5, 6 are normally elected in Year 2. Say the Board Member elected into Role 3 on Year 1, decides to run for Role 5 in Year 2. That means Role 3 is also put on the ballot in Year 2 since it was relinquished. Role 3 would then be up for election, but, only for a 1-year term as it's term expires at Yr 3 in this example.



B. What if the President decides he/she would like to continue in that role?

If the President decides he/she would like to continue in that role, then a special board election will be administered by the nominating committee between the current President and the current Vice President. If the current President is re-elected by the board for another term, the current Vice President will be given the opportunity continue as Vice President and President-elect for the next term, run for another board position during annual election, or step down. This must all be completed prior to the annual call for nominations for the board.

## AMENDMENT HISTORY

<b>Document Version #</b>	<b>Date of Change</b>	<b>Modified By</b>	<b>Section, Page(s)and Text Revised</b>
1	5/17/2020	Ajay Singh	Initial draft