



NEBRASKA MARATHI MANDAL

By Laws

FISCAL YEAR

The fiscal year of the Mandal shall be from January to December.

MEMBERSHIP YEAR AND DUES

1. The membership year shall be from May to April.
2. The annual membership fee shall be \$10 per adult with over 18 years of age. Subject to change every year.

BOARD OF DIRECTORS

The affairs of the Mandal shall be administered by a board of directors consisting of –

1. President
2. Secretary
3. Treasurer
4. Nine to Ten Board Members

EXECUTIVE COMMITTEE

The Executive Committee shall comprise of –

1. President
2. Secretary
3. Treasurer

Members of the Executive Committee shall be elected members.



APPOINTED OFFICERS

The Executive Committee shall be authorized to appoint non-elected members from the board for conducting administrative duties such as Event Coordination, Food Arrangements, Marketing, Networking, and Web Development.

DUTIES OF BOARD OF DIRECTORS

Duties of the board of directors shall be as follows:

President

- To function as the head of the organization
- To preside over the general body meetings
- To lead the organization with conviction and fairness to promote the wellbeing of its members
- To serve as an ex-officio member of all committees created for effective functioning of the organization
- To serve as a liaison with the other associations in the state and at national level (BMM) and working with them to keep lines of communication with Maharashtrians open for members of the organization
- All decisions concerning the organization; taken by the President, shall only be taken after consultation with the elected board members AND/OR after obtaining a majority vote from the board of directors.

Secretary

- Keeping records of the organization's activities
- Informing the board members about meetings
- Informing the members about dates, times and agendas of general body meetings
- Keeping and distributing, as appropriate, minutes of all meetings
- Preparing and submitting an annual report of the organization's activities

Treasurer

- To keep the records of monies received and expenditures incurred
- To present a financial report to the board members as needed
- To present an annual financial report at the annual general body meeting
- To deposit funds in a plan decided by the board



Joint Secretary

- To work with the Secretary to share workload
- To perform the duties of the secretary in the absence of the secretary

Assistant Treasurer

- To work with the treasurer to share workload
- To perform the duties of the treasurer in the absence of the treasurer

Member Relations

- To handle public relations with members who've paid their dues
- To encourage new members to join the Mandal
- To present member related issues and concerns in front of the board
- To gather feedback on an ongoing basis from the members and encourage participation

Social Media and Communications

- To manage NMM posts related to event announcements, greetings, etc. on social media platforms like facebook
- To manage email communication regarding event announcements, greetings, sharing post event pics, videos, etc.
- To welcome new group members on social media sites such as facebook, twitter, etc.
- To post NMM events on IAN and UNO social media pages such as facebook, desiomaha.com, etc.
- To welcome new group members who join NMM group on facebook.

Yearly Planning Committee

- To prepare the yearly plan with events, dates, and event heads for the rest of this year and at the beginning of next year
- To create google calendar entries and send invitations to board members
- To coordinate with event heads and food leads for each event on their activities
- To ensure that the event and food leads are properly leveraging internal or external resources for executing their events and help them with pulling in additional resources if needed
- To ensure that the planned events, ideally, do not clash with another major event



Games and Entertainment

- To maintain a set of games and entertainment ideas for each event
- To work with the event heads during each event for proposing and executing creative games and entertainment options
- To arrange for audio/video systems needed during an event.

Media Coverage

- Responsible for event pictures and videos for each event, and uploading or sharing with 2 weeks post-event.
- To leverage Social Media and Communications team to share media footage

Quarterly Newsletter

- Responsible for compiling a quarterly newsletter that provides an update on NMM activities
- To include a piece of literature
- To work with Social Media and Communications team to share the newsletter with members

Marathi Shala Supervisor

- Responsible for working with BMM and doing ground work for starting Marathi Shala in Nebraska
- Put a team together of interested teachers
- Decide whether it should be part of Balvihar
- Design a plan for driving attendance and participation
- Identify details on venue, exams, important dates, certificates. etc.

Charity and Community Service

- Responsible for identifying charity and community service activities around Nebraska or for India
- Appeal NMM members to participate with NMM's participation in the cause
- Responsible for the entire undertaking of the charity event, drive or community service

Youth & Health

- To encourage student participation
- Can work with the Charity & Community service team to have students volunteer in those events
- To conduct weekly group run or yoga activities or other health activities



- To sharing healthy eating options for Maharashtrian style food or in general
- Can conduct a major 5K run event or similar
- Can design education related activities such as spelling bees, SAT prep work, etc.
- Bottomline, be the voice of youth and present their ideas in front of NMM board

BMM Contact

Responsible for maintaining ongoing contact with BMM committee members and other Mandals. Coordinate BMM initiatives, movie screenings, dramas, etc. brought to USA by BMM.

Decoration

- Responsible for decorating the venue for each event as per the theme of the event
- Can work with other team members within or outside NMM board for help with decoration

ELIGIBILITY OF BOARD OF DIRECTORS

1. Candidates for the office shall be a member in good standing and must be a member for at least six months prior to the election date.
2. A candidate shall be eligible for the same office for no more than two consecutive terms.

TERM OF THE BOARD

The term of the elected board of directors shall be the same as the fiscal year.

ELECTIONS

1. Members of the Executive Committee shall be elected at the beginning of the fiscal year through a secret ballot controlled by an Election Committee.
2. The Mandal shall appoint an election committee prior to the elections comprising of two members from the general membership, who are not part of the board for that fiscal year. The committee shall receive nominations for the executive committee. Nominations can be from individuals seeking office or could be proposed and seconded by other members of the Mandal and accepted by the candidate.
3. Nominations for an individual shall not be considered for more than one position.
4. Members of the election committee cannot nominate themselves for any of the board positions during that fiscal year.



5. Nominations must be received by the committee two weeks prior to the elections. The election committee shall scrutinize the eligibility of candidates based on the eligibility criteria established by NMM and prepare a list of names for submission to the board members one week prior to the election date.
6. The details of the elections shall be carried out by the election committee. The election committee shall be responsible for carrying out the elections. The chairperson of the election committee shall act as the presiding officer whose decision regarding the election shall be final.

CODE OF CONDUCT

1. Board members shall work within the framework of the By-Laws.
2. Board members shall attend all board meetings. Any director or officer, who without valid reason, fails to attend two consecutive meetings or fails to perform his/her duties shall be subject to expulsion at the discretion of the Executive Committee.
3. No board member shall use his/her membership of the Mandal for personal profit or gain. Anyone found guilty of this is liable to be expelled from his/her office or membership of the Mandal by action of the Executive Committee.
4. Board members shall treat each other with respect and shall conduct business in a professional manner. Any director or officer, who has been reported for misconduct on more than one occasion shall be subject to expulsion at the discretion of the Executive Committee.

EVENTS

1. The Mandal shall conduct three to four events in a year.
2. Each event announcement shall be made one month prior to the event.
3. Each event announcement shall have a deadline for RSVP and collecting event fees.

MEETINGS

1. The board shall meet during the following mandatory meetings –
 - One Annual General Meeting
 - Two board meetings. One at the beginning of the fiscal year and second at completing six months
 - Three to Four planning meetings; one prior to each event
2. Additionally, the Mandal shall conduct non-mandatory monthly meetings for the smooth operations of the Mandal.



3. Proposed motions and important decisions shall be reviewed and passed during board meetings only. In situations where decision is to be made on an urgent basis, the executive committee's decision shall preside.
4. Mandal secretary shall be responsible for setting up the meeting agenda, venue, date and time of all meetings.
5. Meeting agenda shall be sent two days prior to the meeting.
6. Those who are unable to attend the meeting shall provide their suggestions, inputs or thoughts on the agenda in an email to the Executive Committee.
7. Parliamentary procedure as set forth in "Robert's Rules of Order" as periodically revised shall govern all the Mandal meetings.

QUORUM

Three-fourth number of board members need to be present during board meetings in order to meet a quorum. If the quorum is not met, the respective board meeting will be rescheduled to later date considering the availability of all board members at a future date.

VOTING AND CONSENSUS

1. Board members shall strive to conduct the operations of the Mandal through mutual agreement and obtain consensus on a certain topic.
2. Voting shall be initiated if board members cannot obtain consensus through mutual discussion.
3. Any of the board members can request voting to the Executive Committee.
4. President shall have the authority to initiate voting.
5. Online voting shall close in twenty-four hours.
6. If members fail to vote in sufficient quantity, the Executive Committee's decision shall preside

PRESUMPTION OF ASSENT

If a board member is present during a meeting, decisions finalized during the meeting are considered in assent by all members, unless otherwise recorded in the minutes or captured separately in an email.

SUB-COMMITTEES

1. The Mandal may form sub-committees to carry out its program of activities.
2. Members of the sub-committee need to a member of the organization in good standing.



3. The convener of each sub-committee must preferably be a board member. The other members of the sub-committee must be approved by the board.
4. Each sub-committee shall appoint a chairperson and a secretary from among its members to conduct its business.
5. All sub-committees shall submit their report to the board periodically.
6. Term of the sub-committee members shall coincide with the term of the NMM board.
7. Members of the sub-committee shall follow and honor the NMM board and the guidelines put forth by the board. In the event of dishonoring NMM board or ignoring NMM sub-committee guidelines, the respective member may be subject to expulsion.

RESOLUTION & DISPUTES

In case of disputes, an email shall be sent to the Executive Committee. Executive Committee shall present the issue in front of the board and the President acts as an arbitrator. For significant disputes, an external arbitrator shall be consulted.

RESERVE FUND

The Mandal shall maintain a balance of five hundred dollars as reserve fund. The board cannot withdraw any amount from this fund without an explicit sanction from all board members.

DISSOLUTION

1. The Mandal can be dissolved only by a resolution of all the board members.
2. Upon dissolution of the Mandal, the board shall, after making provisions for the payment of all the liabilities of the Mandal, dispose off all the assets of the Mandal exclusively for such purposes or to such organizations occupied and operated exclusively for charitable purposes.
3. Any of such assets not so disposed off, shall be disposed off by the proper court of law of Douglas county, exclusively for such purposes or to such organization or organizations as the court shall decide which are organized and operated exclusively for charitable purposes.
4. The liabilities of the Mandal shall include, but are not limited to, the initial funding from the board, any pro-rated membership fees, etc.
5. A board of director that may have classified its initial funding for membership fees shall not be entitled to the complete funding amount. Such member shall receive the pro-rated membership fees in the event that the Mandal dissolves prior to the term of the paid membership.



ADOPTION AND AMENDMENTS

These by-laws and its future amendments shall be ratified only by all of the board members.

FOUNDING MEMBERS

Nebraska Marathi Mandal has been officially incorporated in January 2015 and the founders of this organization are the following -

1. Vijay and Chhaya Gayee
2. Prashant and Supriya Deshmukh
3. Devendra and Priyanwada Athalye
4. Avdhoot and Prachi Paranjape
5. Jitendra and Sanchali Pandit
6. Bhushan and Sneha Vairagade