



Application for Member of Committee – Review Constitution and SOP per directives of the Special AGM 2020 held on December 30th, 2020.

Background

The purpose of the non-profit and the structure are defined in the Constitution and the Operations Rules in the By-laws. The structure is typically divided into three functional areas – governance, programs, and administration and then further subdivided within each area, depending on the purpose and goals of the non-profit.

The Mandal started in 1969, incorporated with the Secretary of State in 1971 and IRS 501(3)c exemption was sought in 1976 with the purpose of promoting Maharashtrian culture and language, per the constitution and bylaws, then written. As the Mandal membership increased manifold, activities evolved, and the way business was conducted transformed over the past 50 years. In 2018, the constitution and by-laws were amended, and new Standard Operating Procedures (SOPs) were drafted by a committee formed as per directives of the 2017 AGM and adopted in the special adjourned AGM in December 2018.

It is no wonder that multiple amendments had to be made to the constitution to accommodate the transformation. But this was also the time for introspection and providing framework to the future committees with a strong structure, and operating practices.

As a next step to a robust structure, to support further innovations, and larger programs and initiatives, a need has arisen for introspection of definition of conflict-of-interest situations, risks associated, and policies/guidelines to mitigate risks.

As per the directives of the special general body meeting (GBM) dated 12/30/2020, applications are invited by the Board of Trustees (BOT) to form a committee for this purpose. The committee will submit a report to the BOT with recommendations, suggestions, and drafts for amendments to Constitution by-laws and SOPs as may be deemed necessary. The Committee will consider following topics discussed at the meeting.

- ❖ ***One person holding multiple constitutional positions in the same year***
- ❖ ***Family members holding (office bearing / authoritative) positions in various committees may cause a conflict of interest, so guidelines should be issued.***



Committee Name: MMC Review Committee – Conflict of Interest.

Committee structure.

The committee shall consist of five (5) members. Day to day operation of the committee will be managed by a nominated leader of the committee. Committee will work closely with BOT and report to them.

Eligibility:

- Member in good standing for at least three (3) consecutive years.
- Served as an elected official of MMC for at least one (1) year [Executive Committee Officers, Board of Directors, Internal Auditors, Investment Committee, Board of Trustees]
- Member for the year 2021. (Must have membership at time of application)

Additional desired eligibility

- Experience in managing or participating in any other nonprofit organization.
- Experience in government organization who oversee non-profit organizations.
- Experience in a law firm dealing with nonprofit organization or related field.

Please send your application with following information:

Name:

Address:

Contact Phone:

Contact email address:

Experience details based on eligibility criterion

All applicants need to apply on their own behalf. No nominations will be allowed.

Applications or queries should be submitted to
trustees@mahamandalchicago.org

If mailing: Maharashtra Mandal Chicago,
2071 Gardner Circle East,
Aurora, IL 60503

Timeline

- Last date to receive applications by Trustees: 01/31/2021
 - If selected, you will be communicated about your selection
 - BOT decision on committee selection will be final
- Formation of Committee by BOT: 02/15/2021
- Submission Report to BOT: 04/15/2021
- Review of Report by BOT and Final Draft: 05/15/2021
- Ratification & Approval by special GBM: 06/15/2021