MAHARASHTRA MANDAL - CHICAGO
A NOT FOR PROFIT ORGANIZATION
REGISTERED WITH THE STATE OF ILLINOIS
2071 GARDNER Circle E, AURORA, IL 60503

STANDARD OPERATING PROCEDURE MMCSOP- 004

Note: This Standard operating procedure (SOP) SOPMMC-004 is drafted within the framework of the Maharashtra Mandal Chicago (MMC) Constitution, adopted as presented in the notice of the Annual General Meeting 2023 (AGM 2023) and accepted, ratified in the meeting held on October 20th, 2024. In case of conflict between requirements of SOP and Constitution, Constitutional requirements override SOP requirements.

CHICAGO Marathi Shaala

Governing Standard Operating Procedure (SOP)

A. Purpose

This SOP outlines the governing process for **Chicago Marathi Shaala (CMS), which is an integral educational program of Maharashtra Mandal Chicago (MMC).**

B. Background

Pursuant to initiatives of MMC and as per the concept note ratified in the General Body meeting held on November 8th 2014, the CMS, i.e. a school (Shaala) was formed with the purpose of providing Marathi language education for people in Chicagoland area. Accordingly, this program was started by adopting and implementing an initiative of Bruhan Maharashtra Mandal (BMM) whereby BMM has entered into an agreement with Bharati Vidyapeeth in Pune to provide accreditation and curriculum for five levels of Marathi learning. Chicago Marathi Shaala (CMS) (also referred to as Chicago Marathi Shala/Marathi school/Vidyamandir) was initially commenced and implemented on October 12, 2014 at Eola Community Center, per the Marathi tradition on the auspicious day of Dasara in Aurora, IL. This school program continues to operate this BMM initiative, with multiple (currently three) branches in Chicago suburbs (currently in Naperville/Western Suburbs, Hoffman Estates/North Western Suburbs and Northern Suburbs of Wheeling).

C. Governing Responsibilities:

a) MMC - CMS:

- CMS is an initiative under the auspices of MMC and is separately operated by the Chicago Marathi Shaala Executive Committee (CMS EC) led by the Shaala Director.
- CMS has an independent operating structure under supervision of MMC Executive Committee (MMC EC).
- CMS EC shall be:
    1. Shaala Director - (tenure shall be 2 academic years)
    2. Shaala Branch Directors (one for each CMS branch) - (tenure shall be 2 academic years)
    3. Shaala Treasurer - (tenure shall be 2 academic years)
- CMS EC office-bearers' positions shall be filled via simple majority through the election (similar to MMC BOD) by the general body mandate at MMC Annual General

Meeting (AGM). In case of departure of a member from the CMS EC, for any reason other than expiration of the term, the vacant position shall be filled by election at the AGM/SGM and the elected member of CMS EC shall serve for the remaining term of the departing member of CMS EC. If Shaala Director position is vacant for any reason, then during the interim period, MMC BOD shall fill the Shaala Director position. If another CMS EC position is vacant then that position shall be filled by Shaala Director during the interim period.

- MMC BOD shall provide a visibility and platform to CMS to showcase its progress through its website, Rachana, email communications and public events.
- MMC BOD and MMC BOT shall provide support in financial audit, taxation, insurance, and other administrative matters as required from time to time.

b) BMM - CMS:

- Provide initial assistance in setting up a Marathi Shala in North America.
- Provide documentation with code of conduct, assistance with teaching methods, curriculum and supporting documents to CMS
- Provide MMC with a curriculum from Bharati Vidyapeeth, Pune resulting in accreditation for five levels of Marathi learning.
- Provide standardized question papers for the five years level and additional exams which will help accreditation with Illinois school Education Board.

c) CMS:

- Conduct the day-to-day operations with the Shaala Director and a team of volunteers(teachers).
- Carry out day-to-day operations according to MMCSOP-004 and as specified in the responsibility section for each member of CMS EC.
- Implement curriculum, conduct exams, provide learning opportunities, organize cultural performances and social activities related to CMS. For example, performance of students at MMC events, Indian Independence Day celebration, Dhol-Taasha Pathak, Marathi Natak, Dance and other similar activities.
- Create supportive education material such as textbooks, visual aids, audio learning material etc.

D: Structure of CMS

a) Operational Structure

1. CMS Shaala Director

1a. Eligibility Criteria

- Must be a member of MMC in the current year and at least one prior year.
- Must have minimum combined three years of experience working with CMS.
- May serve within CMS on other positions concurrently (except CMS EC).
- May be reappointed as Shaala Director after 10 years.
- Preferred to be conversant with conducting school Children programs.
- Proficient in Marathi language, culture, and Indian traditions.

1b. Responsibilities

- Making sure the operations of CMS are consistent with MMCSOP-004 and adhere to the objectives of MMC as stated in MMC Constitution.
- Provide guidance and support to Shaala Branch Director at each CMS Branch.
- Conduct regular meetings with CMS EC, Teachers and Parent Volunteers.

- Provide regular communication related with CMS activities to MMC BOD and MMC BOT (at least quarterly).
- Provide a financial, inventory assets, current possessors of assets and progress report related to CMS at the MMC AGM.
- Shaala Director shall not take unilateral decision regarding the class assignment without discussion with the concerned Teacher.

2. CMS Shaala Branch Director

2a. Eligibility Criteria

- Must be a member of MMC in the current year and at least one prior year.
- Minimum 2 years of direct working experience at CMS as a teacher, teacher helper, committee member, trustee, or a parent volunteer.
- May apply for a candidacy for the same position after 4 years.
- May serve within CMS on other positions concurrently (except CMS EC).

2b. Responsibilities

- Ensuring seamless functioning of Branch as per CMS objectives.
- Ensuring the operations of CMS are consistent with MMCSOP-004 and adhere to the objectives of MMC as stated in MMC Constitution.
- Appointing Branch specific teachers in consultation with Shaala Director
- Conducting monthly meetings with teachers/parent volunteers
- Responding to emails, phone calls, addressing issues and concerns pertaining to CMS activities.
- Shall not take unilateral decisions regarding the class assignment without discussion with the concerned Teacher.
- Shall report immediately on the discovery of lost or damaged CMS asset to Shaala Director and MMC EC.

3. CMS IT Director

3a. Eligibility Criteria

- CMS IT Director shall be appointed by Shala Director.
- Must be a member of MMC in the current year.
- Tenure is 2 years and can be re-appointed as CMS EC deems fit.

3b. Responsibilities

- Maintain CMS website and Social Media platform.
- Send email communication to CMS community.
- Implement teaching modules online as needed.
- Maintain CMS digital documents and electronic material.

4. CMS Treasurer

4a. Eligibility Criteria

- Must be a member of MMC in the current year and at least one prior year.
- Proficient in accounting and bookkeeping.
- Familiar with applicable laws for not-for-profit organizations and related tax regulations
- May apply for candidacy for the same position after 4 years.

4b. Responsibilities

- Maintain CMS bank account as per MMC SOPs.
- Prepare a year-end financial report and review with the Shaala Director and present it at MMC AGM.

5. CMS Board of Trustees (CMS BOT) – Two new members + Former CMS Shaala Director + MMC President + MMC Treasurer (Total 5 members)

5a. Eligibility Criteria

- Must be a member of MMC in the current year and at least one prior year.
- Working experience with MMC or CMS activities.
- Members of CMS BOT shall be elected at AGM (like MMC BOD and Shaala Director) for 2-year tenure.
- In case of departure of a member from the CMS BOT, for any reason other than expiration of the term, the vacant position shall be filled by election at the MMC AGM/SGM and the elected Trustee shall serve for remaining term of the departing Trustee.

5b. Responsibilities

- The CMS BOT shall advise the CMS EC about the policy matters. They shall not be involved in day-to-day operations of the CMS.
- The CMS BOT shall conduct at least one official meeting of the Trustees with Shaala Director during every quarter, to discuss CMS relevant matters. The CMS BOT chairperson shall submit a report of such meeting to the CMS EC and the President of the Mandal.

6. Teachers/Co-Teachers

6a. Eligibility Criteria

- Must be a MMC member in good standing for the current year.
- Must be fluent with Marathi culture, history and traditions.
- Must be proficient in Marathi language in terms of speaking, reading, and writing.
- Tenure requirements as the CMS EC and CMS BOT may deem fit.

6b. Responsibilities

- Implement curriculum as established.
- Prepare instructional as well as cultural calendar.
- Start and end class on time.
- Ensure complete cultural growth of each student.

7. Volunteers

7a. Eligibility Criteria

- Must be a MMC member in good standing for the current year.
- Tenure requirements as the CMS EC and CMS BOT may deem fit.

7b. Responsibilities

- Assist teachers in the class such as checking homework, distributing teaching material, helping move chairs in the class etc.
- Address academic needs of students during the class
- Help in developing cultural programs, prepare calendar

E: Admission Criteria, Code of Conduct

- Family of the student must be a member of MMC for the current year.
- Student must be minimum 5 years old.
- A proper social behavior is expected from each student.
- Student will comply with the instructional and behavioral expectations established by CMS Code of Conduct.
- Attendance is highly encouraged.

- Regardless of the attendance, fees are due for the entire year
- A fee schedule, of payment due every 3 months can be established with prior permission.

F: General Operating Procedures

- Academic year of CMS will begin on the Sunday after Labor Day and will end in month of May/June of the following year.
- CMS will have a summer and winter break as published in CMS calendar.
- CMS will receive funding from fees and voluntary donations.
- All funds will be utilized to carry out activities for CMS only and may support cultural activities for educational purposes.
- Donations/contributions received will be reported to the MMC president for issuing the donation receipts.
- CMS shall follow MMCSOPs.
- CMS Shaala Director/Treasurer shall seek approval from MMC EC for buying Shaala Assests exceeding $500.

G. Conflict Resolutions

- The CMS BOT shall be responsible for resolving the issues, concerns, and conflicts among constituents of CMS.