

MAHESHWARI MAHASABHA OF NORTH AMERICA



GUIDELINES

This guidelines shall serve as a procedural manual for MMNA officials for its organizational purposes.

All procedures must be within the framework of MMNA Bylaws (revised and approved, dated: 12/12/2013).

Guidelines in the following specific areas are described.

- 1. Elections**
- 2. Educational Loans**
- 3. National Conventions**
- 4. Finances**

1 ELECTIONS

1.1 NEC Elections

Follow Article VII, Section 1(B) of the MMNA Bylaws to conduct NEC Elections.

1.1.1 Call for nomination

- a. Call for nominations is the first step in election process. Send out call for nomination (1.1.1-f) via email to all life members as per the recommended timeline (1.1.2).
- b. A life member can nominate another life member or self-nominate using the nomination form (Appendix-I, 1). In the event of nominating another member, nominator must obtain completed nomination form from the perspective candidate and submit it to the Chairperson of Election Committee.
- c. The candidate's nomination MUST be endorsed by a minimum of three MMNA life members, of that two MUST be from the candidate's chapter.
- d. The election committee shall review and validate the nominations. It will then work with the nominees to create a slate that results in all positions being filled and to ensure the diversity in representation of various chapters. However, no validated nominations will be rejected. In cases where multiple valid nominees for a given position are available, election will be held using the sample ballot (1.1.3).
- e. In the event there is only 1 candidate for the each position, than election committee shall prepare a slat and send out to life members for their approval using the ballot form (1.1.3).
- f. Sample notification for "Call for Nomination" is given below.

Dear Life Members,

The Board of Trustees of MMNA are seeking nominations for the positions indicated in Table-1 below for National Executive Committee (NEC). Please refer MMNA Bylaws (<http://www.mmna.org>) to determine the eligibility, requirements, and duties for each position. You can nominate any eligible and interested life member or self-nominate using the nomination form (see attached). Provide your preference for up to 3 positions.

In case you are nominating another life-member, please get the nomination form completed by the candidate and submit to the Chairperson, NEC Election Committee on or before

_____.

Table-1 POSITIONS	
Title	No. of positions
President	1
Vice-president	4
General Secretary	1
Joint Secretary	1
Treasurer	1
Joint Treasurer	1

1.1.2 Timeline

Target date (T) for a newly elected NEC team to take charge of office is January 14 (Makar Sankranti day). Following are the recommended dates for various steps in election process.

- (a) Election committee formed: *T-90 days* (that is, target date minus 90 days).
- (b) Election committee procedures finalized: *T-75 days*.
- (c) Call for nomination: *T-70 days*.
- (d) Election reminder: *T-65 days*.
- (e) Verification of candidates and preparation of slate. *T-45 days*.
- (f) Election ballot/approval distribution: *T-30 days*.
- (g) Reminder: *T-20 to 25 days*.
- (h) Election close: *T-15 days*.
- (i) Announcement of the new NEC team: *T-10 days*.
- (j) NEC takes office on *T-day* (January 14, Makar Sankranti day)

1.1.3 Ballot Form

Electronic or paper ballot form can be used to conduct elections consisting of information shown (Appendix-I, 2). Note that columns can be added or deleted as necessary.

1.1.4 Who can Vote?

Life members in good standing who have become the member on or before 90 days prior to the target date (T) are eligible to vote. Only one vote per family will be counted (see Article IV, Section 5(iv) of MMNA bylaws).

2 EDUCATIONAL LOANS

- Loans for educational purposes shall be disbursed from the education fund account.
- Student loan application (see Appendix-A, 3) shall remain posted at all time on MMNA website (<http://www.mmna.org>).
- Student loan applications shall be addressed to Chairperson, Education Committee (Article VII Section V). Education Committee Chairperson (ECC) shall share all completed applications with Education Committee Members (ECM). Electronic media (example, Google Docs; <http://www.google.com>) can be used to share and discuss applications.
- Applications shall be reviewed twice a year as per dates indicated in Table-2.

Semester	Application due date	Decision date
Fall	June 15	July 15
Spring	Oct. 30	Nov. 30

- Loan amount per applicant cannot exceed \$ 5000 per year. An applicant cannot hold more than \$10,000 in outstanding loans at any given time.
- ECC shall forward ECM's decision to MMNA President for review and final approval. Once approved, MMNA President shall share the final decision with NEC, BOT and authorize Treasurer to issue checks to successful applicants as soon as possible.

2.1 Application Screening

All completed applications shall receive a meritorious consideration based on the criteria described in Table-3.

Criteria	Maximum points	Points earned
Financial need of student	3	
GPA/Earned	3	

Degree/courses undertaken	2	
University/Institution attending	1	
Extra-curricular activities	1	
Total Points	10	

The point-scoring system can be used, whenever necessary assisting ECM in screening process including the amount of loan to be sanctioned. Each ECM shall independently provide score to each applicant based on the given criteria, and forward their score to ECC. ECC then take the average of all scores and make his/her final decision on the loan applications.

2.2 Loan Retrieval

Each ECM can be assigned with a set number of loan recipients as determined by ECC as a liaison. All loans shall be returned to MMNA as per guidelines in the application form. All delinquent loans can be made public on MMNA website, publications, and other social media, as deemed necessary by the NEC and BOT.

3 NATIONAL CONVENTIONS

MMNA National Conventions are biennial event, and held during even numbered years. These conventions are primarily hosted and governed by a regional chapter.

3.1 Call for convention

The NEC President shall send out a "call for convention" letter to all chapter Presidents roughly about 60 days prior to the upcoming national convention. This letter can accompany with a table requesting preliminary information (see Appendix-III).

The Chapter President/BOT member representing the chapter interested in hosting convention then can submit the requested information at least 30 days prior to the convention. The NEC President can share the information with BOT and NEC. The officials from the interested chapter can be then invited to present their proposal to joint BOT/NEC meeting at the convention (see Table-4 below for schedule).

In case no chapter has expressed interest, NEC takes initiative in cajoling and soliciting applications during and post-convention until a venue is finalized.

In the event of two or more applications are received, preference shall be given to a chapter in order that has not conducted a convention during the longest period in the past.

NEC and BOT shall also consider and encourage applications for all future conventions.

3.2 Convention chapter selection

NEC President with the help of NEC members review the information provided by the chapter(s) intending to hold convention and submit its recommendation to BOT chairperson within 30 days of conclusion of the convention. BOT chairperson shall then announce the next convention hosting chapter to all life members by email without any delay.

3.3 Venue Selection

The host chapter President is then requested to provide following pertinent details, but not limited to, within 60 days or as soon as possible to NEC President.

- The final decision on convention city/venue.
- Provide the actual dates of planned convention.
- Convention center, hotel accommodations, room charges, food arrangements.
- Statement describing the networking opportunities, breakout session facilities at the convention site.
- Transportation facilities such as nearby airport and local transportation.
- Financial plan making the convention self-sufficient.
- Proposed plan for keynote speaker, chief guest, guests of honor.

NEC President shall then announce the date, venue, and all other pertinent details through MMNA website and other social media as soon as possible.

Chapter President and Convention organizing team is than requested to keep NEC and BOT apprised of their progress during their quarterly meetings and whenever available.

3.4 Seed money

NEC treasurer with the approval of BOT Chairperson shall loan funds not to exceed \$ 25000 to the Convention Committee Treasurer. Additional amount can be considered depending on the requirements. Such loan shall be disbursed from the general operating money market savings/checking account. The amount of loan for convention’s organizational purposes shall be distributed with the understanding that the amount is returned to MMNA treasury at the conclusion of the convention.

3.5 Committees and sub-committees

A convention advisory and executive committees shall be formed. The composition of these committees are given in Table-5 below. The convention executive committee shall then form several sub-committees to conduct and achieve the goals of national conventions. These sub-committees are listed in Table-5. However, additional sub-committees can be formed by the executive committee as they deem necessary.

Table-5 CONVENTION COMMITTEES	
Advisory Committee BOT Chairperson, NEC President, Treasurer	
Executive Committee Convener, Co-convener, Chapter President, and/or BOT Member representing chapter	
CONVENTION SUB-COMMITTEES	
Accounting and Finance	Advertising, Marketing, and Publicity
Audio-visual (AV) and Technical	Awards, Honors, and Recognition
Breakout Sessions	
Children’s Activities and Child Care	Cultural and Entertainment
Decoration	Directory Update
Food Planning and Management	Fundraising
Games and Sports	Prizes & Trophies
Guests of Honor and Keynote Speaker Selection	Information & Security
Legal and Visa	Opening and closing ceremonies
Photography, Portrait and Video	Registration: Online and Onsite

Sakhi Activities	Souvenir
Transportation and Tour	Venue Selection
Volunteer	Website & Public Relations
Welcome and Hospitality	Youth Activities (RAYS)

3.6 Convention Schedule

Convention shall be planned during a long weekend (preferably during summer months) at a time that is convenient to parents, children, school/college attending students, and non-conflicting with other events of significance to Maheshwari / Rajasthani groups.

Following can be a tentative itinerary for the proposed conventions.

Day 1	Morning/ Afternoon	Welcome
	Evening	Introduction/Recognition, RAYS events
Day 2	Morning	Opening ceremonies
	Afternoon	Breakout sessions
	Evening	Chapters night, cultural events/entertainment
Day 3	Morning	NEC, BOT meetings, General Body Meeting
	Afternoon	Breakout sessions, Kids events
	Evening	Gala night, cultural events/entertainment
Day 4	Morning	Closing ceremonies, departure

3.7 Special Invitations

Special invitations can be extended to individuals as chief guest/keynote speaker, guests of honor, and master of ceremonies. These individuals can be a leading/prominent person in his/her profession with a proven track record of community service. Convention Committee shall encourage MMNA talent to serve as master of ceremonies for various events during the convention. Preference shall be given to a person who is willing to attend MMNA convention at their own expense. These invitees must agree on not to use MMNA convention as a platform to promote their own organization and/or agenda. Although no specific amounts are required, however,

a contribution of \$10,000 or more may be suggested for the chief guest and correspondingly lower amounts for guests of honor.

4 FINANCES

4.1 Donations

Donation policies are governed by Article IX Section 3-B of bylaws. Preference shall be given to charities within North America. Charity organizations seeking donations shall make their request to the NEC President on their official letterhead. This letterhead shall provide name of organization, mailing address and non-profit tax identification number.

MMNA platform including website cannot be used for soliciting donations for any external organization unless authorized by MMNA board.

4.2 Funds Management

Funds shall be kept in separate accounts (MMNA bylaws Article IX) that can generate maximum interest rates available in the market. Funds other than education fund account shall be used for day-to-day MMNA operations. For example, interest generated by membership revenue is used for publication of telephone directory for distribution to members. Proper investment of additional revenues in various financial instruments shall be examined by BOT from time to time.

APPENDIX – I (Elections)

1. NEC – Election Nomination Form



NEC - Election Nomination Form	
Name of the Candidate:	
Preference for the office:	
1 _____	2 _____
3 _____	
City/State, Chapter:	
Profession:	
Attendance in MMNA national events/convention, if any:	
Service work for MMNA at national level, if any:	
Positions held at MMNA national/local levels, if any:	
Service to other communities, if any:	

Your vision for seeking MMNA office (narrate in 5-6 sentences):	
Sponsor 1 (MMNA Life Member from candidate's chapter)	Name _____ email _____ Phone _____
Sponsor 2 (MMNA Life Member from candidate's chapter)	Name _____ email _____ Phone _____
Sponsor 3 (any MMNA Life Member)	Name _____ email _____ Phone _____
<p>I _____ hereby agrees to present my nomination for the positions in order of preference indicated in this form. I certify that I have read and understood the bylaws and guidelines of MMNA. If elected, I agree to fully abide by them.</p> <p>_____ Signature of Candidate</p>	

2. NEC – Election Sample Ballot Form:



Voter Information			
Life Membership ID #		Telephone Number	
Your MMNA Chapter			
Vote by marking "X"			
MMNA NEC Ballot - Term 20__ to 20__			
President	Mark "X" on any 1		
Name 1		Name 2	
Vice-president	Mark "X" on any 4		
Name 1		Name 4	
Name 2		Name 5	
Name 3		Name 6	
Secretary	Mark "X" on any 1		
Name 1		Name 2	
Joint Secretary	Mark "X" on any 1		
Name 1		Name 2	
Treasurer	Mark "X" on any 1		
Name 1		Name 2	
Joint Treasurer	Mark "X" on any 1		
Name 1		Name 2	

APPENDIX – II (Educational Loan)

MAHESHWARI MAHASABHA OF NORTH AMERICA EDUCATION FOUNDATION



EDUCATIONAL LOAN APPLICATION FORM

Guidelines / Criteria:

- MMNA Educational Loan Assistance is for a needy Maheshwari / Rajasthani student pursuing higher education (beyond high school) in North America.
- Student must have admission letter from an accredited public/private University.
- Student must be in North America on a valid visa.
- Student should be able to show other financial arrangement for completing studies.
- Assistance is provided only for face-to-face (NOT online) course work.
- Student should provide two recommendation letters - at least one from MMNA life member residing in North America.
- Student may be granted loan, however, loan amount will be paid only after student has officially joined an institution of higher learning.
- Students must inform MMNA of any changes to their status (such as name, maiden name after marriage, address / relocations, school, etc).
- Application deadline for the fall semester is June 15 and for the spring semester is October 30.
- MMNA Education Committee's decision shall be final.
- Student is expected to take active part in the local MMNA chapter.
- Student is required to keep in touch with the MMNA Education Committee and provide an update on the progress in study after each semester.
- Student should submit application along with required documents to Chairperson, MMNA Education Committee at education@mmna.org
- All loans must be returned as specified in declaration.
- MMNA reserves the right to make delinquent loans public, and take other necessary actions.

Name of the Applicant: _____

Date of Birth (DD/MM/YYYY): ___ / ___ / _____

US Visa Status: _____

Email Address: Primary: _____

Email Address: Secondary: _____

Linkedin Profile: _____

Facebook Profile: _____

Other Social Media Profile _____

Contact Phone Numbers: (Mobile): _____

(Home): _____

Permanent Home Address:

Current Address:

Parent/Guardian information:

Name: _____

Address:

Telephone No: _____ Email: _____

Previous Educational Qualification Details:

School/College/University	Degree/Certificate Major	GPA/Grade

Financial status: Please complete the following table to help us assess your financial needs.

Source of Support	Explanation	Approximate % of your educational expenses
Student Loans¹	<i>What percent of your University expenses have you financed/received through government or financial institutions.</i>	
Employment	<i>If you work, how much does your income contribute towards your University expenses?</i>	
Family	<i>What percent of your University expenses is paid by your family?</i>	
Scholarships	<i>What percent of your University expenses is paid by scholarships you earned?</i>	

¹This shall include your current and past MMNA loans.

Educational details for which loan is requested:

Academic Year: _____ Major: _____

Duration of Course: _____ Months; Are you already in North America?

Yes / No

If No, possible date of your arrival to North America: _____

College / University (Name & Address): _____

Estimated costs² (fee, housing, boarding and books)

²in academic year for which the loan is requested.

Reference # 1	
Name	
Address	
Relationship to applicant if any	
Telephone No:	Email address:

Reference # 2*	
Name	
Address	
Relationship to applicant if any	
Telephone No:	Email address:

*MMNA office bearer/Life Member

Please provide your answer on the following topics, in about 200 words as an attachment to this application.

1. Your academic, extra curriculum and social achievements/ Membership / Experience/ Association with a Maheshwari / Rajasthani Association or a cause.
2. How do you plan to associate with and contribute to MMNA in North America during your studies and in future?
3. Justification for requesting educational loan and how you are planning to finance the education and related expenses?
4. Your future goals and career plans.

Additional Documents required:

1. Resume/Curriculum Vitae
2. A copy of your Passport*
3. A copy of your Visa*
4. Driver License/Govt issued ID**
5. A copy of your College / University Admission letter
6. Reference letters (minimum 2 required)
 - a. From Maheshwari / Rajasthani Organization in India, and/or
 - b. From MMNA office bearer / Life Member in North America.

* required for foreign applicants.

**required for applicants of North American origin.

Declaration:

I, _____ confirm that I have read and understood the guidelines/criteria for obtaining educational loan from MMNA. The information provided in this application and its attachments are true to my knowledge. I also understand that the MMNA educational loan is an interest free loan for pursuing higher education. I shall keep MMNA Education Committee Members informed about the progress of my studies, and stay in touch with the local MMNA Chapter.

I will refund the loan amount in full within 6 months of gainful employment. Failure to do so, will result in fixed interest charge of 8% per annum or as determined by the Board of Trustees of MMNA. This loan shall be considered delinquent if not fully paid within 3 years of course completion and/or gainful employment, whichever comes first.

Signature of applicant

Date: _____

Place: _____

APPENDIX – III (Conventions)



INTENT TO HOLD MMNA'S BIENNIAL CONVENTION

Name of chapter	
Chapter President (Name, telephone, email address)	
BOT member representing chapter (Name, telephone, email address)	
Provide name of upto 5 cities/venues where you want to hold convention:	
1. _____	2. _____
3. _____	4. _____
5. _____	
Discuss recreational opportunities provided by the candidate venue(s):	
Number of Maheshwari / Rajasthani families within 100 mile radius from the convention sites.	
Approximate number of volunteers who can assist in organizing convention	
What is your vision for holding convention? Discuss in 4-5 sentences:	