



Convention Guideline

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1.0 Introduction

This document provides overall process, procedure & guidelines for the annual convention held by OSA. Annual Convention is an OSA National event organized with the support and cooperation of a host chapter. The key objective of this document is to provide a standard, general procedure and guidelines so that the convention will be organized by the host chapter in collaboration with OSA executives in a transparent, effective, and consistent manner. The document may be updated, as appropriate, from time to time. It can be modified by the OSA Board of Governors, and will be maintained by the OSA Executive Committee. Following guidelines have been developed for successfully organizing the event. A dedicated section should be created in the OSA repository to house all documents pertaining to the Convention.

2.0 General

2.1 Convention Request

Each year, between November to January, the OSA EC will send an email to the BOG, requesting proposals from local chapters to host the convention for the upcoming three-year period, which has not yet been determined. The chapter president is required to submit a formal request or a Google Form submission containing the following information. The convention request should accompany the following

- The date of a meeting or discussion within the chapter, led by the chapter president, concerning the hosting of a convention.
- The submission form or email should mention the number of people and the name of the members who attended the discussion and agreed to host the convention.
- The request should mention why a chapter should receive the opportunity to host the convention.
- Requests should provide the intended date of the convention. To follow the past tradition and Holiday, Convention date should be on or close to the 4th of July weekend.
- The request should have a sample budget of the proposed convention.
- The host chapter should agree to initiate the convention activity with the initial seed money allocated by OSA. Host chapter should bear responsibility in case additional seed money is required.

- The proposal with a higher percentage of interested members considering the number of chapter members would get preference in case of conflict.
- After the convention is approved for a chapter, the chapter president is responsible for informing the chapter members about the hosting status of the convention within the chapter.
- If chapter president changes after Convention bidding but before decision: New executive committee must consent to the application and re-affirm the interest to host the convention.
- The elected/selected Convener shouldn't be a BOG member or should not be a spouse of a BOG member. Co-conveners are recommended to be elected/selected from different geography area of the chapter for enhance participation & inclusiveness
- It is advised to send an email to the chapter informing the anticipated convention year.

2.2 Convention Approval

- If more than one proposal is received for a year, the president at his/her discretion will appoint a committee to evaluate the merits of the proposals. It will be the Board of Governors' decision to make the site selection final.
- Priority should be given to the following chapter
 - The chapter has not hosted the convention for at least 10 years
 - Preference should be given to a chapter where the convention has not been hosted earlier or for a long time.
 - 2nd generation members need to be encouraged to participate/lead the convention.
 - The chapter has prospective to add more new members
 - The chapter has successfully hosted past conventions without any major financial burden to OSA.
- In case of unforeseen circumstances, OSA EC reserves the right to cancel the convention.

2.3 Operation

Once the site selection is made and communicated to the president of the local chapter, it is encouraged to choose a convener and/or co-convener democratically. A convention leadership team should be established, comprising a Convenor, Co-Convenors, and the

chapter president of the hosting chapter. The convention leadership team will be the primary point of contact for the OSA executives.

1. A convention must appoint a single convenor but has the option to choose multiple Co-convenors, with a maximum limit of four including the OSA's Vice President.
2. The OSA Vice President shall function as First Co-convener of the convention and shall coordinate all of the OSA convention activities including planning, convention opening ceremony, invitation of the OSA guests, and OSA award distributions in consultation with the OSA President and the convention organizers. (By-Law II).
3. Per Board resolution on 7/2/98, the President will appoint a committee to resolve differences, if any, that arise between OSA and host team. The committee's decision will be binding.
4. If the chapter president resigns for some reason during the convention preparation, the host chapter will work with the OSA EC to appoint a new Chapter president within 45 days of his resignation.
5. In case of a change in OSA Chapter Office (Chapter president resigns) the Convention team (Convenor/Co-Convenors/Committee members) should inform the OSA Executive Committee to take necessary actions.

3.0 Cultural

The Host chapter has complete authority over the selection, organization, and presentation of cultural programs in the convention. Nevertheless, the chapter is expected to adhere to the following guidelines

- 1) OSA by definition is a socio-cultural organization. Cultural programs should be reflective of Odia culture as much as possible.
- 2) Classical, folk and contemporary items should be distinctly categorized. Punctuality and adherence to time limits should be followed as much as possible.
- 3) The host chapter should take advantage of local talents, talents from USA/Canada.
- 4) The host chapter may showcase its local talents during inaugurations and closing ceremonies and provide other time slots to other participating chapters.
- 5) Group participation should be preferred over individual participation in all programs.
- 6) If the cultural committee, while working on the assignment, got ideas and created any music, videos, artworks to be exclusively used in OSA convention, then the creation belongs to both OSA and the original creator. OSA has the copyright for obtaining, archiving and mass production and distribution, when applicable, giving due credit to the original creator.

7) OSA encourages cultural creativity and unique productions for its annual event that can be available to its members both benefiting the society in fundraising and the members in archiving the convention memory.

8) OSA owns the “OSA Convention” copyright on all the presentations and activities.

9) There should not be any explicit promotion or commercial associated with cultural events like release of albums etc. to keep the event amateurish and for enjoyment of members.

10) Proposal to invite artists from outside of North America will be received from Chapter members and/or OSANet by a certain date specified by the convention cultural committee.

11) There should be a limit on inviting artists from outside of North America and the limit should be specified by the Cultural Committee with a maximum of not more than 15.

12) This committee should give precedence to the promotion of the old art form of Odisha such as;

a. Goti pua

b. Paala

c. Daskathia

d. Chhau Nacha

e. Ghoda Nacha

f. Any other traditional performing art form from Odisha etc.

13) OSA makes it a mandate for the convention organizing committee to organize a cultural segment completely dedicated to Odia classical music style such as Odissi, Chhanda, and Champu to increase interest among the new generation Odia children in their cultural heritage during the convention.

14) Cultural contribution from other chapters/communities shall be well balanced to the maximum extent possible. Cultural programs in other languages should be limited, and must not exceed 20% of overall programs.

15) Cultural programs in other language should not be allowed in award fetching competitive category like

1. Subrina Biswal Award for Performing Art
2. Champu, Chhanda & Odissi Music Competitions
3. Promode Patnaik Drama Competition
4. Odia Speech & Vocabulary Competition

4.0 Finance

4.1 SEED/ Loan Money

OSA will loan up to US\$25,000 as approved by July 06, 2024 GBM to host chapter's convention account. It should be returned immediately as soon as fund is available in the convention account. The convention treasurer should not wait to refund the loan until convention accounts are finalized.

It is recommended to start the fundraising plan early within the hosting chapter. Based on the convention budget, an initial fundraising plan should be created, aiming to have a certain number of people contribute specific amounts, such as (\$100 x 30, \$500 x 30, or \$1000 x 30).

Requesting additional loan amounts is discouraged since the loan amount has already been increased from the original \$10,000 to \$25,000. In rare/extreme/unexpected scenarios where additional funds are needed, the following procedure must be followed.

In case of additional seed money request the convention hosting team should provide the following supporting documents in an email copying to OSA Executive Committee (OSA EC):

- The elaborate reason for the additional money request with supporting documents like invoice, contract advance/security deposit.
- Provide a proposed budget of the convention outlining the income sources and expenses and the timeline of the transactions.
- Amount of contribution received from the host chapter
- Fundraising plan of the host chapter
- Any other documentation to support the request
- The additional loan amount request must not exceed over \$10,000 in addition to the original seed money of \$25,000 as BOG does not have authority to approve more than \$10,000 as per OSA constitution.

The convention team will be required to present their case in front of the BOG with the above mentioned documents. A discussion session should take place on the need for additional seed money. A vote will be taken in BOG in order to get approval for the funds.

- A three member Convention audit committee needs to be finalized before the start of convention by the OSA EC and communicate to convention team
- Convention bank accounts (in the name of OSA by using OSA non-profit id) must be created under OSA as Sub-account by OSA treasurer only for the use of convention. This account must be independent and separate from the host chapter bank account. All convention related income and expense transactions should go through this account.
- In case of a need for a paypal account the convention team of the host chapter should utilize OSA's paypal account. The Convention team should n't open a new paypal account.
- In case of a need for any additional account the host chapter should consult with the Executive team before opening any such account.
- . Seed money from OSA will be transferred to the convention sub-account once convention treasurer is appointed by Convenner and authorised on sub-account

4.2 Convention Budget

4.2.1 Registration

- The Convention hosting team should collaborate with the OSA Vice President/Executive Committee to create the Registration Website.
- Convention registration fee should include a \$25 mandatory OSA Fee.
- Non members should pay at least the annual membership fee to participate in the convention.
- Non-member should go to OSA website at <https://www.odishasociety.org/become-a-member/> and become a member first before registering for the convention
- Registration should be considered incomplete without full registration fee and OSA membership dues (if any) from non-members. Anyone who is 18 or older must register for the convention.
- Initial Registration site should be verified by the OSA EC to make sure it covers the membership fee for non members, mandatory OSA Fee, and contents are not violating the OSA non profit status.
- OSA EC may ask the BOG to review the convention website as well.
- Registration on the website should be public after the review of the OSA EC.
- The Convention team will provide the convention proposed budget and needs to be reviewed by OSA EC.

4.2.2 Sponsorship

- 1) The convention hosting team shall work with the OSA Executive Team to develop a sponsorship packet and spell out the detail package for the various sponsorship categories.
- 2) Sponsorship must be received by May 31st for the convention team to honor all publicity. Soft deadlines must be established (April 30th, May 15th etc.)
- 3) Sponsor name should be very visible in the program. It has to be specified at least in two places however it is encouraged to highlight the sponsors in more than two places.
- 4) Name of the Sponsors has to be mentioned in the Vote of Thanks.
- 5) Name of the sponsors has to be mentioned in prime time on the first day of the convention.
- 6) Sponsors for specific programs will be acknowledged during that program.

4.2.3 Guest Expense

- The Convention team must arrange all expenses of the visiting Guests and Artists Including but not limited to: Visa Processing fees, international/domestic flight tickets, Local transfers, Boarding & Lodging expenses, Insurance, etc.
- OSA will only provide the documentation needed for VISA processing.
- The Convention team is accountable for their activities throughout their stay in the USA/Canada, encompassing both pre and post-convention periods. Their responsibility concludes upon their return to India.

4.2.4 Account Audit

- The Convention hosting team can arrange an internal audit before sending the convention account statements to OSA National executives.
- OSA executives will assign the convention audit committee to review the account statements from the convention team.
- The OSA National audit committee will review the following documents, among others, during the audit:
 - 1- Contract copies
 - 2- Invoices
 - 3- Payment receipts
 - 4- Bank transaction statements
 - 5- Any other document requested by National audit committee

- In case the audit is happening virtually, the convention team is responsible to upload all the documents asked by the National audit committee to a shared location.
- OSA Fee should be a separate line item in the account statement.
- OSA membership fee should be a separate line item in the account statement categorizing type of membership.
- Convention Donation internal / external should have separate line items under donations.

4.2.5 Account Closing

1) After an internal auditing of the account, the convention account should be finalized.

. The Internal Audit Report should be sent to the OSA President and Treasurer along with the finalized convention account.

2) If a profit is made, the report should be accompanied by a check equal to half the profit.

In case of loss, after accepting the audited report OSA will share the burden and pay minimum of the following:

- a. 50% of the convention loss or
- b. 50% OSA Fee collected in the convention or
- c. \$7500 which ever is minimum

3) For the purpose of accountability, the local financial committee should carry out all transactions by means of checks with a bank account opened specifically in the name of OSA convention. All convention related income and expense transactions should go through this account.

4) All Convention accounts should be maintained in an accounting software used by OSA National (Currently QuickBooks) to tally all OSA accounts in single software.

5) OSA Treasurer must be provided the convention budget and financial status from time to time and should have visibility to the financial transactions.

- a) The convention team will provide the bank statement to the OSA National treasurer at closing of the OSA convention account for filing the tax.

6) OSA convention is a gathering of its members (per rules of business motion by the Board of Governors on 7/2/98). So membership fees must be collected from all participants who are not members. The convention hosting team should be discrete in giving guest status to some of the participants. The convention hosting team should promptly forward all membership dues collected along with membership details to OSA National Treasurer.

7) The convention hosting team will collect US\$25 per registrant as OSA Fund Raising Fee (here and after called OSA Fee) and forward it to OSA promptly at the end of the convention.
a.

8) Convention registration team, in consultation with the hosting Chapter's President, should forward the list of new members through the Convention as of May 15th to the OSA Treasurer. The list should accompany a check corresponding to the membership fee collected. Any new member and fees beyond that date will be settled with OSA after the completion of the Convention.

12) In case membership fee could not be collected from any attendees, who were not OSA members, their name and contact details should be sent to the OSA Executives within a week after the convention with an explanation of circumstances why such persons were allowed to attend the convention.

5.0 Publications

5.1 Souvenir

The convention hosting team is responsible for the publishing, printing and distribution of the OSA souvenir and directory.

- 1) OSA Secretary / Treasurer will provide the address database for publication in the directory. No changes should be made without direct approval of the Secretary / Treasurer. The committee is encouraged to gather change and addition of new addresses and pass them to the Secretary/ Treasurer.
- 2) The Convener will ensure the printing and distribution of copies of the OSA souvenir and directory to all the OSA members.
- 3) The Convenor may send an email/form to all members asking them their choice of souvenir type (electronic/hard copy) and may charge a nominal fee for postage and printing to those who are not attending the convention.
- 4) Members will have the option to choose between print and electronic copy by paying a nominal cost for postage and printing.
- 5) Souvenir requests should be collected before 31st of May.
- 6) A reasonable effort will be made to publish the required number of print copies of souvenirs and directory including copies for invited guests, sponsors and benefactor members.

6.0 Convention Programming

The Vice President of OSA will provide a copy of the past year's convention schedules to the hosting chapter once requested.

1) OSA National should be consulted for the overall planning of the convention. In particular, the following activities are the responsibility of OSA National.

a. Inauguration Function 9 am to 12 noon , no parallel programs should be scheduled.

b. Convention team should provide slots for OSA sponsored guests (if any), for ex:

- Slots for OSA award presentation (during cultural etc),
- Host chapter may add a local guest to the inaugural function (e.g. a mayor or a local congressman)

c. Board of Governors Meeting preferably 1st evening before opening ceremony. The Convention hosting team should allocate a room for the BOG meeting.

d. General Body Meeting - 9 am to 12 noon no parallel programs should be scheduled during the General Body Meeting. All members should be encouraged to participate in the GBM to understand the operation of OSA.

e. Closing Ceremony

- The baton should be passed to the next convention team.

2) Designated social hours should be provided.

3) Meetings, forums etc. should be worked together between the OSA and Convention hosting team . Parallel sessions should be encouraged.

4) It is advisable that a separate time slot from Prime Time should be given to the NextGen OSA members.

5) The OSA President at his/her discretion assigns certain OSA funds for nextgen activities in the convention. The nextgen committee lead of the convention should get in touch with the President with definite proposals well ahead of time for the funds and plan to return the same after the convention.

6.1 OSA Programs

6.11 OSA & Odisha Development

OSA BOG proposed that the OSA annual convention be a three day event with the following guidelines/stipulations/Conditions. In OSA GBM 2012, it was passed to make the OSA convention an official 3-day event with the first day of the event dedicated to OSA and Odisha Development related activities. This event will be coordinated by the OSA Development Committee in consultation with OSA Executives and the convention organizing committee. The event has to be a self-sustainable event and it is completely up to the OSA Development Committee to arrange the funding as well as select the theme for the particular year.

- a. The convention organizing chapter is not under any obligation to organize this 1st day developmental event. It is expected that the Convention hosting team and OSA Development Committee can work together for the success of the event to benefit the purpose for the theme.
- b. The event has to be a self-sustainable event (eg, in the minimum) and is expected to generate revenue for OSA treasury and the convention. It will not be a mandatory event that the Convention hosting chapter has to organize and the other 2 day program of the convention is going to be held as usual.
- c. The first day of the event will be focused on showcasing Odisha to encourage people and entities outside of Odisha and India to participate in Odisha development related activities.
- d. This event will be coordinated by both the OSA national executive body through the Odisha Development Committee and the Convention organizing committee.

6.12 Champu Chhanda Competition

- 1) Host chapter should organize a Champu Chhanda Competition for the kids learning Odissi music.
- 2) Convention host chapter should coordinate with the OSA Executives and the award committee to understand more on this.
- 3) Cash awards and certificates should be provided to the participants for this competition.

6.13 Odia Speech & Vocabulary Competition

- 1) Host chapter should organize an Odia Speech & Vocabulary Competition for the kids.
- 2) Awards and/or certificates should be provided to the participants.

6.14 Other Competitions

Host chapter should review the Convention award guideline to find more about the other competitions and awards of the convention.

7.0 Visiting Guests

7.1 Guest Selection Committee

- 1) A 5-member Guest Selection committee will be constituted by the OSA Executive Committee
- 2) The committee consists of 5 people including
 - i. 1 from OSA National (Vice president as coordinator)
 - ii. 1 from Convention (Convener)
 - iii. 3 independent members (such as past conveners or experienced in holding conventions in chapter)
- 3) Other members may be appointed by executives from general membership.
- 4) OSA EC will be part of the Convention Guest Selection Committee.
- 5) This committee will serve for 2 years except the convener may change every year.
- 6) Chief Guest, Chief Speaker and Youth Speaker will be selected by the committee.
The guest selection shall be made early in advance, preferably six months in advance of the convention to
 - a. Facilitate the convention public relation efforts.
 - b. Help with long distance travel arrangements.
- 7) Requests for suggestion of guest names will be sent electronically to members as part of the Convention Announcement / Utkarsa or through OSANet.
- 8) 21 days will be provided to members in OSANet to receive the nomination for the invited guest (October - December).

- 9) The committee should recommend the guests list in order of priority by the end of January.
- 10) The suggestion of names with sponsorship details (if any guest already has a sponsorship) may be sent to the committee before the first week of February.
- 11) The number of invited guests for the convention by OSA National will depend on the available funding.
- 12) Committee will have the authority to qualify/disqualify a suggested guest. Committee's decision is final.
- 13) Committee recommendations will be sent to OSA Officials for final execution.

7.2 Artist Selection Process

- 1) Convention teams may solicit nominations from their chapter to invite artists for the convention.
- 2) It is advisable to limit the number of the invited artists as much as possible and provide opportunity to the budding artist from the North American Odia community.
- 3) Preference should be given to new and renowned artists, particularly those who have not previously visited the USA, when selecting invited artists.
- 4) The Convention Team should inform OSA executives of their artists selection and come up with the final list.

7.3 LifeTime Achievement Award (LTA)

- 1) Life Time Achievement (LTA) award given by OSA is optional.
- 2) There should be a maximum of one LTA per year.
- 3) LTA sponsor may suggest / nominate a name to the selection committee for LTA but would not be involved in the selection process of the awardee.

7.4 Visiting Guest / Artist's responsibility

- 1) The convention team should discuss with OSA executives regarding the artist visa sponsorship and finalize the sponsoring party.
- 2) The Convention team is tasked with managing the arrangements for the artists and other visiting guests, overseeing their journey from India to their return including all expenses like travel, airfare, local transportation, lodging, food and Insurance or any additional expense. Compensation must be decided before.

- 3) OSA Executives or OSA local chapters are not responsible/obliged for hosting artists before and after the convention. Flight tickets must be booked accordingly.

8.0 Awards

Some of the main objectives of having various awards and recognizing person(s)/group(s) during OSA annual convention in various categories are:

1. Appreciate, encourage & recognize person(s)/group(s) distinctive/significant contribution to community, society, arts, culture and humanity at large.
2. To provide a forum and platform for healthy competition in various areas such as culture, entrepreneurship etc. among OSA community members (young and adults alike) and recognizing him/her/group.
3. Encourage others to achieve distinction in their areas of interest and contribute for betterment of community, society and humanity.
4. The announcement for nominations, appointment of screening committees / judges, award announcement, preparation of certificate/plaques/checks are the responsibilities of OSA for the following awards. The awards/competitions are grouped as follows:

· Nomination based awards

- i. Distinguished Odia Award
- ii. Utakalmani Gopabanddhush Dash Memorial Award
- iii. Youth Volunteer Award
- iv. Subrina Biswal Award for Academic Excellence
- v. Arun Das Memorial Kalashree award
- vi. Yuva Kala Vikas Award

· Convention Submission & Presentation based Competitions

1. Meghna Memorial Award for Creative Writing
2. Subrina Biswal Award for Performing Art
3. Samik Singh Kalinga Youth Entrepreneurship Award
4. Champu, Chhanda & Odissi Music Competitions
5. Odia Speech & Vocabulary Competition
6. Promode Patnaik Drama Competition

8.1 Responsibilities of OSA National in Awards

- 1) The vice president should work with the OSA Executive team to appoint a Award Committee for the convention.
- 2) The Vice President of OSA should work with the Award committee to post the initial convention award announcement to all the members in OSANet, all members and in the quarterly journal of OSA.
- 3) The award committee should work with the Vice President to send the nomination announcement to all members and to OSANet.
- 4) Preparation of certificate/plaques/checks : The Vice president of OSA should work with the Award Committee along with the award coordinator of the convention to prepare/arrange the necessary artifacts.
- 5) For more details about OSA Awards please see the OSA Award Guideline.

8.2 Awards Presentation

- 1) OSA will consult with the host chapter convention team for suitable venues/timings to present these awards.
- 2) Preferably Awards should be spread out and presented during prime time.
- 3) It is advisable that the on stage competition awards should be given on the same day of the competition.
- 4) For more information please see OSA Award Guideline.

9.0 Post Convention Activities

The Convention hosting team should execute the following tasks immediately after the convention.

1. Return seed money from OSA before 15th July
2. Send new membership listings to OSA Secretary
3. Send Convention Attendance listings to OSA Secretary (this will be used for convention account auditing)
4. Conduct internal account auditing
5. Send the entire bank account statement to OSA Treasurer
6. Close Convention account and any other account if opened for convention

7. Create a lesson learned document (dos/don'ts) for the convention and send it to OSA EC along with the convention account statement
8. Circulate souvenir to members those requested for it
9. Release any resources like convention website, bank account and any other

10.0 Suggested Timeline

The following timeline is suggested for better planning and execution of convention events, for **example 2024 convention**.

No	Task	Suggested Timeline (On or before)	Comments
1	Convenor / Co-Convenor Selection	15th Aug 2023	
2	OSA Convention Treasurer/ other convention related team appointments	15th Sep 2023	All respective team appointments should be finalized.
3	Venue Selection	31 Oct 2023	
4	Website	15th Nov 2023	Should be ready for registration
5	Initial Cultural planning	31st Jan 2024	Initial schedule should be the output
6	Artist & Guest selection	31st Jan 2024	
7	Invite Articles for Souvenir	1st April 2024	
8	Accept cultural entries	1st of April 2024	
9	Seminar entries	1st of April 2024	
10	Introduction of OSA Convention Audit committee to convention hosting team	30th April 2024	

11	Finalize Program Schedule	15th May 2024	
12	Return OSA Seed/loan Full Amount	15th July, 2024	
13	Send list of new members to OSA Secretary	31st Oct 2024	
14	Convention account closing	30th Nov 2024	