



OSA Model Chapter Guideline

Revision History

Revision Date	Revised By	Approved By	Comments
	2007-2009 OSA Officials	Draft	Initial Draft
	2011-2013 OSA Officials	Draft	Full document created
04/09/2021	OSA Officials 2019-2021	OSA BOG 2029-2021	Includes comments from the BOG meeting on 14 th Mar 2021 and comments from BOG members
01/14/2024	OSA Officials 2023-2025	OSA BOG 2023-2025	Article VII, Section 1 (Page 6): To contest for the chapter president role, please refer to Section 3 of Article V instead of IV.
04/12/2025	OSA Officials 2023-2025	OSA BOG 2023-2025	formatting of all sections, is updated, Added Revision History, updated articles IV and V

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PURPOSE OF THE DOCUMENT:

The Model Local Chapter Guideline, as referred to in Section 2 of Article IX in the OSA Constitution, provides guidelines for the conduct of the Chapter once the chapter is formed. If there is a conflict between the OSA Constitution and this document, the former takes the precedence.

ARTICLE I: NAME

The name of the organization shall be [Chapter Name] Chapter, The Odisha Society of the Americas, Inc. (OSA), hereafter abbreviated as _____. All the members residing in the states of the USA [_____ of Canada] will be considered as part of this Chapter.

ARTICLE II: OBJECTIVE OF CHAPTER:

The objective of the regional chapter [Chapter Name] of OSA that will have the same objectives as the parent organization, OSA.

ARTICLE III: ARTICLES OF ORGANIZATION

Section 1: OSA is incorporated under the laws of the United States as a non-profit 501(c)3, organization. [Chapter Name] a chapter of OSA, will use the same EIN.

Section 2: The article of organization of [Chapter Name] Chapter comprises the Articles at its inception and the associated By-Laws as amended from time to time.

Section 3: The default address for communication will be the address of the chapter’s president from time to time, by e-mail or USPS.

ARTICLE IV: MEMBERSHIP

Section 1: OSA members are members of the [Chapter Name] chapter, who are residents of geographic areas as defined in Article I of this document.

Section 2: OSA members may attend any chapter events at their discretion. Members can participate in the election of the chapter that they belong to.

Section 3: The local chapters can set up a category of Local affiliates, who are the community members that participate in the local chapter event but may not be the OSA members yet. Local affiliates will be encouraged to become OSA members. The local affiliates are not eligible to vote or be elected to the chapter offices.

Section 4: OSA Members and Local affiliates will pay event charges as decided by the Chapter EC. The Local affiliates are allowed to attend all chapter events.

Section 5¹: The decision to offer discount to any chapter activity fees to OSA members is at discretion of Chapter EC

Section 6: The local chapter shall use two distribution groups.

- 1) For all OSA chapter members – OSA National should maintain a list of all members in each chapter under the group name OSA_ChapterName_AllMembers. This group will be used to communicate member-specific information, such as election details, sharing of annual financial reports, member-specific award announcements, and other relevant communications.
- 2) For all Odias in the chapter - Chapter should maintain a distribution group to connect with all Odias living in the chapter.

ARTICLE V: CHAPTER EXECUTIVE COMMITTEE / OFFICIALS

Section 1: OSA members under the jurisdiction of the chapter are eligible to participate in the chapter election. To be able to participate in the chapter election, the member must have an updated address that belongs to the chapter jurisdiction for at least 30 days.

Section 2: Local affiliates shall not be eligible for Chapter offices. OSA members, already accepted as chapter members, shall be eligible to seek office.

Section 3: To become chapter President, Vice President, Secretary and Treasurer, the member must be a OSA life member for at least a year [as mentioned by (Article IX, Sec 3 and Article V, Sec 2 of OSA Constitution)] as well as must have been a resident of the chapter for at least a year. The President-elect should have previously served on the chapter's leadership team at any capacity unless it is a newly established chapter.

Section 4: The Executive Committee (EC) of the Chapter is suggested to have four elected positions. Namely - President, Vice President, Secretary and Treasurer of the chapter. The chapter

¹ Optional - Chapter EC discretion to be used

president may select, or the chapter may choose to elect, additional following optional positions depending on the need:

1. Cultural Coordinator
2. Food Coordinator
3. NextGen Coordinator
4. Media Coordinator
5. Decoration Coordinator

Chapter Office bearers may consider the Immediate Past President of the chapter as an additional member of the chapter executive committee in advisory capacity.

Section 5: The elected chapter office bearers must be life members one year prior to running for the election.

Section 6: The office bearers of the chapter shall be elected for a term of two years. No officer shall hold the same role for more than two terms in ten years duration.

Section 7: If the chapters are multistate, it is suggested to have office bearers represented from different states.

Section 8:

1. The chapter president shall chair the chapter meetings. He/ she shall be a member of Board of Governor (BOG) of OSA, and the main liaison with OSA for the chapter.
2. Vice President, Secretary, and Treasurer of the chapter will assist the president in the smooth operation of the chapter. The chapter secretary is responsible for establishing and managing communication with the chapter members and the Treasurer is responsible for managing the finances of the chapter in association with the President.

Section 9:

1. In the event of resignation, or relocation by any member of the EC, the President shall select the replacement role, or the chapter bearers may choose to assume the additional responsibility.
2. In the absence of the president, the vice president assumes the role of the president.

3. In absence of both the president and the vice president, the OSA Executive committee shall work with the chapter members to resolve the issue of the vacancy of the president position or to form an election committee to hold an election to elect new officers for the chapter.

Section 10: Functions of the Treasurer (It is mandated to have a chapter treasurer if Chapter has bank account)

1. The chapter treasurer shall present the annual budget for the next year, income/ expense report for the previous year to the General Body (OSA members of the Chapter) of the Chapter by the end of each year. Treasurer will be the primary bookkeeper & is responsible to maintain chapter a/c.
2. Treasurer shall send the chapter financial records closed on Dec 31 to the treasurer of OSA national by Mar 1st of every year, for tax reporting purposes. The treasurer shall also post a/c in the official chapter mailing list every quarter.
3. Treasurer will be responsible for coordinating the OSA National EC quarterly for receiving any OSA event fund, matching fund or membership refund.
4. A budgeted item of expenditure over \$300, must be approved by the Chapter President.
5. Any Donation amount over \$500 on a single non-budgeted item should be presented to the OSA National Executive committee/BOG for approval.
6. The Chapter Treasurer must ensure that OSA's platform is not used to raise funds for any religious activities or for initiatives that do not align with OSA's vision and mission.

Section 11: Powers and Functions of the Chapter Executive Committee (Chapter Officials)

1. All matters pertaining to Chapter must be discussed in the Chapter Executive Committee (Chapter Officials) and the decisions must be taken by a majority vote of members present in the meeting.
2. The EC shall have the power to appoint committees and subcommittees to conduct various functions as it deems fit for the smooth functioning of the Chapter.

Section 12: Transition of Power upon conclusion of term to new Chapter Executive Committee (Chapter Officials):

The Chapter Executive Committee (Chapter officials) shall transfer chapter assets such as bank accounts, chapter artifacts, meeting notes and all the chapter's official email or web accounts in a reasonable order to the newly elected Executive Committee (Chapter Officials) upon conclusion of the term.

ARTICLE VI: REMOVAL OF ANY MEMBER OF CHAPTER EXECUTIVE COMMITTEE (OFFICIALS)

A no confidence motion may be brought by a petition signed by at least 50% of all Voting Members. The OSA National constitutional guidelines & OSA BOG (Board of Governors) shall be consulted to take the follow up action.

ARTICLE VII: ELECTION

Section 1: Only current members of OSA, under the chapter jurisdiction and 90 days prior to the announcement of the date of election shall participate in the election, and vote for the offices. To contest for the chapter president role please refer to Section 3 of Article-V above.

The election procedure is detailed in By-law II in the following section.

ARTICLE VIII: EVENTS/MEETINGS:

Section 1: There shall be at least one Chapter general body meeting within one calendar year. The President of Chapter shall be responsible for organizing such meetings with the help of the EC. This meeting can be a teleconference, though a face-to-face meeting is expected and desirable. Quorum for general body meetings will be considered at least 15 life members or 25% of total life member population within the chapter jurisdiction whichever is greater.

Section 2: The EC shall meet at least once every two months to discuss the future activities, future plans, any current issues and the budget items. They can invite any specific members or all members for consultation or participation. This meeting can be in person or can be done via teleconference.

Section 3: The President shall appoint a moderator from among the attending members. In absence of the President, the Vice President shall do so.

Section 4: The president shall attend OSA BOG monthly meetings. They represent the chapter on other occasions like the OSA convention. In case (s)he is unavailable, (s)he shall appoint another EC member or an OSA member of the chapter to represent the chapter.

Section 5: If and when Chapter takes charge of organizing OSA convention, the OSA National constitution and the OSA Convention Guideline will be followed.

ARTICLE IX: FISCAL YEAR

The Chapter fiscal year shall be Jan 1st to Dec. 31st, as required by IRS.

ARTICLE X: AMENDMENTS AND RULES OF BUSINESS

OSA National constitutional guidelines will be followed.

BY LAWS

BY-LAW I: CHAPTER EVENTS

BY-LAW II: ELECTION PROCEDURE

BY-LAW III: LOCAL CHAPTER: CONNECTION WITH OSA NATIONAL

BY - LAW I: CHAPTER EVENTS

Section 1: The sites and dates of the chapter events shall be selected by the Chapter Executive Committee (Chapter Officials) and is recommended to plan at least two/three (2/3) months in advance for smooth execution. Preferably they will plan in advance for the whole year, booking facilities about four months in advance to get a good location, price and choice.

Section 2: The EC shall plan at least two of the following as chapter events a year possibly:

1. Saraswati Puja (January/Feb)
2. Utkal Divas (April)
3. Annual Raja Picnic (Summer)
4. Ganesh Puja (September)
5. Kumar Poornima (October/Nov)

Each event should have OSA Logo to highlight OSA as one organization.

Section 3: Should the chapter decide to host Regional Drama Festival (RDF), it should be organized in consultation with other regional chapters per OSA constitution. RDF shall be synced with one of the chapter events. Events shall alternate between various cities. Each year's events shall be decided in consultation with the OSA National Drama coordinators.

Section 4: Chapters should have their own distribution groups of all odias residing in the chapter geographical area. All members shall be informed through web page display and google groups of possible event dates with substantial advanced notice.

Section 5: Members of the chapter will be given priority, for event/cultural participation, over chapter affiliates. However, it should be borne in mind that chapter affiliates are all potential future members and should always feel welcomed to be members.

Section 6: For transparency the accounts of the events shall be prepared by the treasurer and communicated to Chapter members within 2 weeks of each event.

Section 7: OSA Chapter executives (Officials) shall commit to protect the OSA logo from being misused.

Section 8: It is recommended that a chapter should promote local talents aligning with the organization vision and mission of the organization.

BY - LAW II: ELECTION PROCEDURE

Section 1:

1. The Chapter President will appoint a three-member Election Committee chosen from the OSA life members of the chapter and inform the OSA National EC about the Committee. This must be done 120 days before the end of the term.
2. It is the responsibility of the Chapter Secretary to prepare a list of Voting Members 120 days prior to the end of terms of the Chapter EC and publish the eligible voter list in the Chapter Google group. The list to be finalized within a month and submitted to the Chairperson of the Election Committee. Upon submission, this list shall serve as the exclusive record of individuals eligible to participate in the chapter election.
3. The Election Committee of the Chapter calls for nomination for Office Bearers 90 days before the end of the term and keep it open for three weeks.
4. For the eligibility criteria of chapter office bearers please refer to Article V of this document.

5. The Election Committee will provide a one-week period for withdrawal of the candidatures. In the event that more than one candidate file nomination for Chapter office bearers, due voting process will be followed amongst all the OSA members in the chapter. The voting should start within one week and the voting process will be open for two weeks.
6. After the end of the process, the Election Committee will announce the Chapter Executive (Officials) Elects to the chapter and inform the OSA National EC. This must be completed by Thirty days before the end of the term of the current EC.
7. In case the Chapter's Election Committee cannot resolve any election issues, the Election Committee can solicit help from the National Executive Committee.
8. If there is any issue that the chapter members would like to raise regarding the election process, they should contact the Election Committee. In case they are not satisfied with the Election Committee's action, they can bring the grievance to National Executives.
9. The election-related expenses will be the chapter's responsibility. The Election Committee shall prepare a detailed expense report relating to the election process. This expense report shall be submitted to the Chapter Treasurer no later than fifteen (15) days after submission of the election results to the Chapter President.

Section 2: All elections will be conducted by an electronic ballot using industry standard tools such as electionbuddy, survey monkey and google form etc. Chapter members should receive a maximum of two weeks to cast their votes.

Section 3: The confidentiality and integrity of the election process shall be maintained by the Election committee. A contestant who gets more than 50% of the votes or majority of the vote cast by the poll end date, will be declared elected.

Section 4: No two members of the Chapter Executive Committee (Officials) at any time shall be from the same immediate family (e.g., Husband & wife, parents & children, siblings). Thus, they are ineligible to contest, when another family member is in the fray.

Section 5: In case, a current office bearer decides to run for re-election or wants to contest another position, he/she shall resign from all his/her responsibilities at least a month before the date of filing of the nomination.

Section 6: No member of the Chapter Executive Committee (Officials) is eligible to be a member of the election committee.

BY-LAW III: LOCAL CHAPTER: CONNECTION WITH OSA NATIONAL

Section 1: If there is an election, as soon as the elections are over, the Election committee shall notify the results of the election to the OSA National Secretary within 2 days about the winners.

Section 2: Communication: Communication with members is a very important duty of the Chapter office bearers. He/she should communicate the OSA National message to the chapter members and vice versa. This will be an important responsibility of the chapter officials. In addition, any external communication should be informed to the OSA National Executives.

Section 3: The new chapter President shall replace the old Chapter President in the OSA Board of Governors (BOG) list at the end of the current president's tenure.

Section 4: Fundraising: If a chapter agrees to raise funds for a special cause for any special OSA initiative, then it should post such a request from OSA National in its Chapter google group and publicize widely among all members.

Section 5: Dissolution of Chapter: No part of the earnings of the Chapter shall go to the personal benefit of any member, office bearer or private individual. Should the Chapter disband, after paying or making provisions for payments of all the liabilities, all remaining funds and assets of the chapter shall go to OSA.

Section 6: If any chapter already has their guideline, those chapter are recommended to take steps to align with this model chapter guideline, in concurrence with the Article IX, Sec 2 of OSA Constitution – “Each Local Chapter may have its own chapter guidelines. However, each Local Chapter's guidelines shall in no way conflict with, or receive priority over, this Constitution and Bylaws or the Model Local Chapter Guidelines approved by the Governing Board.”

Section 7: A chapter president must attend the monthly BOG meeting organized by the OSA National executives. In case of failure to attend the monthly BOG meeting, another chapter official like the Vice president should be requested to attend the BOG meeting however National executives should be informed in advance.

Section 8: The chapter president should schedule a monthly call to provide updates to the other chapter officials about the BOG meeting and share any necessary information

Section 9: If a Chapter President fails to attend three consecutive BOG meetings without valid justification, a formal warning shall be issued to the BOG member. Continued absence may prompt OSA National to engage with the respective chapter's members and appoint a coordinator to represent the chapter in BOG meetings.

Section 10: The chapter Secretary should provide quarterly chapter report to the OSA National Utkarsha Team.

Section 11: The chapter treasurer should submit the chapter's financial report to the OSA National Treasurer in a timely manner.

The new structure as adopted by the chapters based on this guideline will be effective from the next term of the EC of the chapter after the end of current term of the chapter.