

ARTICLES OF ASSOCIATION

MANDAARA NEW ENGLAND KANNADA KOOKA

Preamble

It was on March 31, 1973 about fifty people hailing from Karnataka, India assembled for a picnic at the Roger Williams Park located in Providence, Rhode Island and took a decision to form an association of Kannadigas of New England region to integrate, coordinate, network and unite the activities of all Kannadigas and to promote and preserve the Kannada language and culture. The Constitution was approved by the General Body of the Voting Members on September 13, 1975.

Article I. Name and Address

Section 1 – The name of the association shall be “**New England Kannada Koota**” hereafter referred to as **Koota**.

Amended at the Special General Body meeting on October 27, 2002 as follows:

To better represent the origin, cultural heritage and traditions of the Koota, for which the Kannada Koota was created and is striving hard, it was resolved to add a prefix name to the existing name of New England Kannada Koota. Based on the unanimous support received at the last annual general body meeting on May 11, 2002 (Ugadi program) and the extended support received at the SGBM (October 27, 2002) it was resolved to add the prefix name “Mandaara”. Henceforth, Kannada Koota will be known as “Mandaara-New England Kannada Koota”.

A new logo reflecting the origin of Kannada culture (from the state of Karnataka, India) and establishment of the Kannada Koota in New England area of United States of America, as proposed at the last general body meeting on May 11, 2002, will henceforth be the official logo of Mandaara-New England Kannada Koota.

Section 2 – Until such a time as a permanent location is established for the Koota, the residential address of the President shall represent the address of the Koota.

Article II – Purpose and Power

Section 1 – The Koota is organized and operated exclusively for pleasure, recreation or other similar non-profitable purposes, essentially as described in 501© of IRS code of 1954, Part I, Chap 1F, Subtitle A.

Section 2 – The Koota shall all powers necessary and/or incidental to carrying out its purpose outlined in Article II, Section 1.

Article III. Membership

Section 1 – The membership in the Koota is limited to those who are interested in the Kannada* heritage and cultural activities.

Section 2 – The Koota is supported mainly by membership fees, donations and other non-profitable assessments.

Section 3 – The power of the Koota, unless otherwise delegated by voting rights of members, rests with the general body of the voting members. Voting members shall be subject to all obligations of membership.

Section 4 – Husband and wife may obtain joint membership with equal voting rights and privileges. Individual and/or student membership with equal voting rights and privileges are also allowed.

Section 5 – The term of the Koota shall be from July 1st to June 30th of the next Calendar year. Members joining the Koota during the middle of the term shall remain members to the end of that term. *Kannada is one of the official languages of the Republic of India. Koota means association.

Article IV – The Executive Committee (EC) – Power and Function

Section 1 – The Executive Committee shall manage the affairs of the Koota and exercise all the powers of the Koota delegated by this constitution and its voting membership. It shall establish membership dues to be approved by the general

body. It shall have power to appoint sub-committees for specific purposes. The Executive Committee shall also have the power to dissolve such committees.

Section 2 – The Executive Committee shall consist of 1. A President, 2. A Secretary, 3. A Treasurer and Three members. Each of these shall have been a voting member of the Koota for atleast six months prior to the election.

Amended at the Special General Body meeting on October 27, 2002 as follows:

To expand the elected members of the Executive Committee by an additional member to a total of 7 members.

Section 3 – Each member of the Executive Committee shall be elected at the annual general body meeting, to be held in the month of April/May*. The term of the Executive Committee shall be one year.

Amended on Ugadhi, 1994 General Body meeting to as follows:

Each member of the Executive Committee will serve for a minimum of 2 years (Two years).

Section 4 – Four members of the Executive Committee shall constitute a quorum. The President at his discretion can invite two additional members of the general body to the Executive Committee as special invitees, without the privilege of voting.

Section 5 – The meetings of the Executive Committee may be called by the President, Secretary or by any two Executive Committee members by notice given seven days in advance.

Section 6 – Ordinarily, the EC shall meet as many times as necessary during the year.

Section 7 – The EC shall have the power to fill vacancies in the offices of the President, Secretary, Treasurer or any other EC member. However, if the office of the President becomes vacant, the Secretary shall automatically assume the Presidency, for the remainder of the term of EC.

Section 8 – The EC may, with prior approval of the General Body, acquire, operate, lease or dispose off the real estate and other property for the Koota. However, the EC, with prior approval of the majority of its members can rent halls or meeting places without the approval of the General Body.

Section 9 – Any donation or performance for charitable/enjoyment purposes by the Koota shall be agreed upon in advance by a majority of the members of the EC. Any donation over \$300 should have prior approval of the General Body.

Section 10 – Any expenditure over \$100 must be approved by the EC and any expenditure over \$500 must be approved by the General Body on the recommendation of the Executive Committee*.

Amended at the Special General Body meeting on October 27, 2002 as follows:

To have a two tier system for spending limits for the koota events: a) \$3000 for local programming and, b) \$5000 when external artists are invited for performance.

Changes adopted during General body meeting of Koota on 24th September 2011

Section 5 (proposed changes) – Koota offers flexibility in taking membership – membership can be for 1 year, 5 year or for life. Life membership can be either 'life membership' or 'Patron' membership. Patron membership offers additional benefits to Koota members and it will be guided by the Executive committee for every term. Those who opt for life membership can upgrade to Patron membership by paying the difference in membership fee determined by Executive committee at that point. All membership fees are determined by Executive committee and subject to changes based on Koota needs. 1 year and 5 year membership obtained during major annual event like Ganesha Habba, Ugadi, Children's day will expire during those celebrations in 1 or 5 years. In the event that major event is cancelled, membership will expire at the end of month in 1 or 5 years. If membership is obtained during the year other than major annual event, membership will expire at the end of month in 1 or 5 years. Membership paid is non-refundable.

For long term financial stability of the Koota, only up to 10% of life time membership fee can be used in a year. For 5 year membership fees, only up to 20% of the fee can be used in a year.

Please refer Addendum A – Election and Transition Committee, for Section 2 through 8 for superseded amendments per General Body Ordinance passed on Apr 11, 2015.

Please refer Addendum B – Accounting and Fiscal policies, for Section 9 and 10 for superseded amendments per General Body Ordinance passed on Apr 11, 2015.

Please refer Addendum C – Focus Groups – Administration and Tracking, newly added provision per General Body Ordinance passed on Apr 11, 2015.

ARTICLE II and Section 5:

Koota is a non-profit cultural organization, exclusively for charitable and religious purposes representing people originating from Karnataka State, India or people interested in language, tradition and culture of Karnataka dedicated toward upholding above mentioned objectives.

ARTICLE V – Dissolution

For dissolving the association, all the Executive Committee members should be in agreement. A General Body meeting should be held, with at least four weeks' notice to the present members. The quorum for this meeting shall be fifty percent of the dues paying members. The association can be dissolved only with an approval of sixty six percent of the members present.

In case of dissolution, all assets shall be contributed to any non-profit organization **(within the meaning of section 501 (c)(3) of the Internal Revenue Code)** decided by the Executive Committee at that time.

Addendum A – Election and Transition Committee - ETC
(Per ordinance passed by General Body on Apr 11, 2015)

ETC is an independent panel of 3 to 5 members, formed by the current executive committee in an open, transparent and applicable democratic fashion.

Panel member eligibility:

- Must have held NEKK membership for at least two years prior to the first day of election year
- Must not be a current or upcoming executive committee member
- Experience in a past committee is preferred

ETC panel will have a duration term of six months from January – June of the election year. It is set to dissolve automatically immediately after successful completion of transition process or on June 30 of that year.

ETC is responsible for conducting, coordinating and overseeing the election process and will also be responsible for overseeing the transition of governance to the newly elected executive committee. Additionally, ETC may extend their duties in assisting the newly elected executive committee in auditing of previous committee accounts upon official request by newly elected committee.

ETC will have a small operating budget to conduct election, allocated by current executive committee.

1. Executive Committee – EC

The current seven member executive committee structure to continue as suggested below, each member will have equal right and voting power. Actual designation of EC members (other than President, Secretary and Treasurer) may vary depending on the discretion of the current EC.

1. President
2. Secretary
3. Treasurer
4. Cultural Secretary
5. Marketing and PR Lead
6. Food Committee Lead
7. Stage and AV lead

2. Election process and Adopted change

Election process:

The Process Reform Committee for election process presented two options:

Option A:

ETC to conduct election for only 3 positions out of total 7 positions

1. President
2. Secretary
3. Treasurer

Remaining 4 positions to be filled by the 3 elected members, all 7 members would have equal rights.

Option B:

ETC to conduct election for all 7 positions and all 7 members will have equal rights.

During the general body meeting on April 11, 2015 the option B of conducting election for all 7 members was overwhelmingly adopted and reaffirmed Section 3.

3. Hierarchy:

Hierarchy within the executive committee is as below:

- I. President
- II. Secretary
- III. Treasurer
- IV. Rest of EC members

4. President's authority:

- President has power to make changes within executive committee or sub-committees as deemed necessary.
- Including president, any member of the executive committee can be removed from the position at any given time with valid reason. This must have approval of all remaining EC members.

5. Term Limits:

1. Executive Committee (EC)

Current reference - According to Article IV and 1994 amendment, the elected EC will serve for a period of two Years. According to Article III and Section 5, the NEKK year is from July 1st to June 30th of the next calendar year.

2. President

For President Role, one term is of two years, and for one person a maximum of two terms allowed back to back.

In case, if there is no other candidate aspiring for the role of president, ETC can overrule this condition.

3. Executive Committee members other than the President

There is no term limit for these positions.

4. Sub-committee members, adhoc committees and volunteers

There is no term limit for the positions in sub-committees, Ad-hoc committees, and volunteers.

6. EC Election Process and Conduct of Election

1. ETC is solely responsible for the election process and to conduct of EC election.
2. Membership must be notified 30 days in advance about the election date, last date of receipt of nominations and about the filing process of nomination itself.
 - a. (Reference: *According to Article IV and Section 3, the EC election should be held at the annual general body meeting / Yugadi Habba, to be held in the month of April/May. The term of the Executive Committee shall be two years*)
3. Any voting member of NEKK for **at least six months (180 days) prior to the election date** is considered as an eligible member to run for President, General Secretary and Treasurer Positions. It is recommended that the candidate for President shall be a member with good standing in the community, who has taken active participation in NEKK for at least for 2 years and possess working experience in any previous committees.
4. In case of receiving no nominations at all, ETC to make every effort possible to seek and present qualified nominations for President, Treasurer and Secretary. Further, should the situation persist, the ETC must intervene and nominate appropriate candidate for each vacant position.
5. Election process is to elect a President, General Secretary and Treasurer. The ETC member in charge must introduce the contestants without any bias. Each contestant must be given an opportunity and equal amount of time to present his/her case to the electorate
6. All members with minimum of 90 days of membership prior to the election date are eligible to vote. According to the Article III and Section 4, Family membership will have 2 votes and Individual/Student membership will have 1 vote. Voting rights are not transferable to any other relative in the family and Proxy voting shall not be allowed.
7. The election must be conducted through secret ballot system in the general body meeting. A simple majority vote is all that is required for a valid election. The ETC is responsible for conducting the election process to any detail as needed and it must be fully prepared.
8. At the conclusion of voting, an ETC member in-charge must announce results to the electorate. He/she must also announce that the newly elected President and the team have been granted the power to select and appoint the persons of their choice to other committee positions.
9. At the conclusion of EC election process, the ETC must issue a statement of installation of new executive committee to the NEKK general membership, with the official names of all the 7 EC members for the next term.

7. Annulment of election

Upon completion of the election process, and before the official installation of Executive Committee, if it is determined that there was a fraud, serious mistake or other error during the process, the ETC may vote to annul the election and call for new election. In such event, the NEKK general membership must be informed as soon as possible, providing appropriate justification for the annulment.

8. Oversight of adherence to Constitution

1. The ETC is encouraged to hand out copies of the Constitution to each member of the incoming executive committee as soon as possible after the election.
2. Members of the ETC are encouraged to attend a meeting of the Executive Committee soon after election to point out the highlights from the Constitution.
3. It is the responsibility of the ETC to ensure each newly elected member of the executive committee has access to the latest approved version of the Constitution and is fully aware of the content.

9. Transition

- a. ETC will facilitate and oversee the handover of all physical and soft assets to the new committee. The new committee may audit the outgoing committee's financial accounting prior to acceptance of the transition of power.
- b. All transition must be completed on or before June 30th.
- c. Filing tax returns will still be the responsibility of the outgoing committee for that year.

Addendum B - Accounting & Fiscal Policies

(Per ordinance passed by General Body on Apr 11, 2015)

1. Accounting Practices

To establish a set of high level guidelines of what forms and policies need to be followed before and after each event – expenses, book keeping, paper trail, closure, etc. Record every financial transaction and back it up with receipts / proof of payment / reason for expense.

There must be an audit conducted each year, in other words an internal audit be conducted during the non-transition year and audit/verification process by incoming committee during transition year.

1. Inventory Management and Assets for Transition

1. Executive committee to maintain a list of all physical and virtual assets.
2. Create and follow a check list and an operating procedure for the transition.
3. Election and Transition Committee (ETC) to facilitate and oversee the handover of all assets on or before Jun 30th of the transition year

2. Bank Account

Successive committees must maintain the same existing bank account (sub-accounts may be classified for different purposes such as current account, long term account, special events and Seva Mandaara) with DCU. Must maintain records (a paper trail is crucial for every transaction).

3. Accounting software solution

Use of accounting software is recommended for accounts/book keeping

2. Reporting and Taxes

a. Financial Status Reporting

- i. Executive committee must publish financial status / statement periodically. It may be presented at a major event and/or via exclusive email to members
- ii. Each transaction (cash or otherwise) shall be marked by a receipt

b. Tax preparation & Filing

- i. EC is responsible for tax filing and handling all queries / follow up with IRS, as and when necessary. All pertinent account information must be appropriately included in the filing. It is recommended that NEKK may seek a certified tax professional for expert advice on filing taxes.
- ii. During the transition year, outgoing committee is responsible for filing taxes in consultation with the current executive committee.

3. Budget

a. Budgeting process / Approval policy guidelines

- i. Operation budget of the Koota and of each sub-committee budget needs to be approved by the EC (with a simple majority).
- ii. EC may establish an annual budget for overall operational expenses (including all major annual events) and based on the requirement of each sub-committee.
- iii. Each sub-committee must be given a budget to work with for a given event (or for the year).
- iv. Treasurer will work with EC and set the ceiling for each functional area / sub-committee that the teams will adhere to the best possible extent.
- v. Executive Committee must seek general body approval for program expenses above \$15000 (excluding food expenses).

4. Fundraising

- a. Fundraising purpose / objective must be clearly defined and approved by EC by a simple majority. Fundraising must be recorded appropriately for each defined purpose with full accounting information. .
- b. Funds raised for a specific purpose must be used (and recorded) for the same purpose, must not be allocated to anything else.

5. Membership

The new patron membership fees to be \$2500 and life membership fees to be \$1000.

Addendum C – Focus Groups – Administration and Tracking (Per ordinance passed by General Body on Apr 11, 2015)

General

- Focus groups are member driven activity – hobby forums
- Helps grow the community stronger by facilitating networking, interaction and idea exchange – forms a support structure for a chosen field or cause
- Each forum meets at their own pace typically in someone's residence or in a library hall
- Each focus group to have at least one identified coordinator
- Each focus group coordinator is someone who has shown interest, skill and passion in their respective field
- All focus group coordinators report to NEKK president (or another NEKK EC member, if the president delegates the responsibility to)
- Other NEKK EC members do not take an active role in the focus group administration – however, they may volunteer, participate and attend the focus group events in their individual capacity. The idea is to let NEKK EC to focus on the mainstream activities of the Koota and bring in community participation at grassroots level in the focus group activities
- Focus group coordinators do not involve themselves in the general NEKK administration or in running the main NEKK events.
- Generally, focus group events are open to NEKK members only – a nominal charge may apply for non-members to attend or participate

Focus Group – Publicity and Communication

- Focus groups can maintain their own smaller mailing lists of the interested families
- Focus groups must send out the community wide email via NEKK mass emailing system – this is in coordination with NEKK PR team (facilitated by the president)
- Focus group coordinators must ensure that all flyer / mass email communication content is approved by PR team prior to publishing
- Focus group coordinators may also post their event notice, pictures, reports, etc on NEKK FaceBook group via their own individual account

Focus Group – Banner / Email / Picasa / YouTube accounts

- Each focus group may have one gmail id and use it to communicate with their members and also a Picasa and YouTube account to archive video and photo albums
- All these accounts are the property of NEKK at all time and when focus group coordinators change (or when a need arises), the account credentials must be

shared with the NEKK president (or a chosen representative who will act on behalf of the president)

- Each focus group to have its own logo and banner that is used in their respective communication and events.

Focus Group – Finances

- Any relevant expenses of any focus group must be with prior approval of the EC/treasurer

Focus Group – Event / Activity Scheduling

- All event dates must be coordinated with the president (or his representative) and must have his/her approval before an activity is published.

Seva Mandaara

- This focus group can raise funds for any predefined or worthy cause.
- Seva Mandaara's fundraising activities should not cost NEKK
- Seva Mandaara's fundraising should not impact NEKK's operating baseline or NEKK's regular activities
- Seva Mandaara can take up charity/service projects in the Greater Boston area or in India (Karnataka and elsewhere)
- Seva Mandaara's finances are managed by NEKK treasurer
- Seva Mandaara accounts must be maintained separately and account status must be presented each time NEKK accounts are presented
- Seva Mandaara beneficiaries must be chosen with the sole objective of charity contribution and not with any prejudice.
- All money raised and disbursed via Seva Mandaara must be well documented along with paper trail – and are part of NEKK's general accounting

NEKK Social Media/ FaceBook Group

1. No third party commercial posts without prior approval of executive committee
2. No offending posts of any kind
3. Top pinned post reserved for NEKK event announcements
4. Third party announcements that are useful to membership community are allowed provided they are made available free of charge.
5. Facebook Group account admin and NEKK President to jointly administer the group
6. No new group or page can be introduced with Mandaara NEKK name or logo.

NEKK Member Database Usage Policy

1. Member list is basically for NEKK use only
2. Membership information will never be shared or sold to third parties

Addendum D – Membership fee increase, President’s Award and Inter-Committee transition

(Per ordinance passed by General Body on Apr 09, 2016)

(Addition of D.1.1 and D.3.5 Per ordinance passed by General Body on Nov 09, 2019)

D.1 Membership Fee Increase

- The new annual student, single and family membership fees would be \$25, \$40, and \$60 respectively.
- The new 5 Year family membership would be \$250.
- Life Membership and Life Patron Membership would remain at the current rate of \$1000 and \$2500 respectively.
- These new fees would be effective from 9/1/2016.

D.1.1 Further changes to Membership Fee adopted in 2019

- The 2017-19 committee increased the annual family membership fee to \$65 during their term.
- A new 2-year membership would be introduced at \$120 starting Nov 2019.

D.2 Election of new Committee and Transition

- In addition to the details regarding the formation of ETC and its responsibilities, ETC will oversee that complete transition of both soft and hard assets to the new committee would occur within 30 days of the last Yugadi function conducted by the outgoing committee but not later than June 30th of that year.
- The outgoing committee shall not perform any official activity after the last Yugadi function of that committee without the cognizance of the new committee.
- The outgoing committee shall not make any new changes to the article of association in the last 6 months of its term.

D.3 President’s Award – Process and Guidelines

(As recommended by President’s Award Selection Committee of 2015)

Traditionally, New England Kannada Koota, an esteemed group of Kannada Speaking families and individuals from New England area, has been recognizing one High School Student for the Presidential Award.

D.3.1 Introduction

The guidelines for giving this award are managed since about 10 years. In 2015, the current Executive committee, led by, President Mr. Sudhakara Rao, recognized a need for streamlining the process of selecting the Presidential Award Winner. Reason being, the competition has gradually increased largely and the

youngsters of NEKK are becoming more and more talented. This had made it the selecting of a deserving candidate complicated and cumbersome. Executive committee requested Mr. Rajendra Rao to form a new committee of members of NEKK who would come up with detailed process for the Presidential Award. Mr. Rajendra Rao invited several candidates for being part of the committee and finalized on Guruprasad Samaga, Vani Lingdal, Mamta Basavaraj and Ashok Jakati as the committee members. The judging committee came up with a process and made some suggestions for the subsequent years and subsequent committees to follow.

D.3.2 Guidelines

The award application process:

1. Only Junior students should be allowed to apply.
2. Award should be given only to one absolute winner.
3. Decision of the judges is final. Only applicants who follow this rule should apply for the award. Parents/relatives/friends of applicants should not be discussing/accusing the decision, either directly or indirectly with judges or committee. (Personal attacks on judges will be dealt with sternly).
4. Any grievance should be addressed directly to NEKK President and not the judges.
5. If there is a tie breaker it would be decided by an interview by the Judges panel.
6. A clear application will be posted for the nominees to fill out.
7. All documentation and supporting documentation should be submitted to NEKK by email.
 - a. Certificate copies of extra curricular activities
 - b. Documentation of volunteering work, if any
 - c. Scores for SAT/ACT exams or both
 - d. Scores of PSAT Exams
 - e. Standing in class at school and other organizations (ranking of the student)
 - f. Any other relevant information and recognitions that the student might have. Please note, more the merrier, so, attach everything. All information will be held very confidential and will not be distributed or shared outside of the judges group.
8. No information or data will be solicited by the Judges, unless there is a tie breaker. So, if applicant has not submitted a document or withheld information from the committee, the responsibility of not submitting is on the person filling the application and not the judges committee.
9. Any and all information and documents received by the set last day for application should be used for judging.
10. If any documents / supporting documents / missing information needs to be submitted after the set last day, the judging panel and the President of NEKK should approve such submission.
11. Clear quantitative analysis shall be used for evaluating the candidates.
12. Optionally, Judges shall, by consensus, decide on removing weightage for any categories, in order to create a level playing field.
13. NEKK Participation and Volunteering should be considered separately for weightage from other cultural and volunteering work, as the award is given by NEKK.

14. Judges should not be given the applications till they are ready for final judgement.

D.3.3 Process

With the above guidelines, the committee has created the following process. This process creates a level playing field for candidates and gives an ability to the judges to select the most deserving student as the President Award winner. The executive committee will not be involved in the process of finding the deserving student.

- a. Each year, the President of NEKK will elect a Leader for the Presidential Award Judging Committee.
- b. The Leader of Presidential Award Judging committee will chose 4 other judges to the panel by interview/solicitation etc.
 - a. At least 2 men and 2 women from NEKK will be chosen.
 - b. The members should have been active at least for 5 years and actively participating in NEKK programs and activities prior to being selected for judging.
 - c. The members of the judging committee should not be the current executive committee members or spouses of current executive committee members.
 - d. The members of the judging committee take oath that they will not be influenced by the executive committee in judging deserving candidates.
 - e. Add at least 1 new judge and retire one judge each year. The retired judge is eligible to become a judge the subsequent year.
- c. The President of NEKK or the members and spouses of executive committee will not be involved in the process, until a deserving student is selected by the Judging Committee.
- d. Objective score card, created in 2015, will be used as a baseline by Judging committee.
- e. The objective score card should recognize, Cultural (NEKK/Outside NEKK), Volunteering (NEKK/Outside NEKK), Education, Sports, Educational recognitions, Extra-curricular activities, Competitive scores, Any other recognitions and activities. Please note, more weightage is given to Volunteering and Cultural contribution to NEKK.
- f. Additional categories can be added by the Judges that are involved, as required and by consensus.
- g. Categories that are not going to create level playing field shall be dropped, only for that particular year, by consensus.
- h. Weightage for each category shall be decided by the judges. With higher weightage than other categories to NEKK Volunteering and Cultural contribution.
- i. Each judge shall promise to complete the whole selection process in honesty and integrity, and shall only judge based on the data received and not by prejudice.
- j. Each judge shall complete the process and will not abandon the process, after knowing the candidates, unless there is an emergency.
- k. Judges shall review the resumes, application, different data points, supporting documents in detail before scoring.
- l. Judges shall not discuss with each other, about their thoughts on any and all candidates.

- m. Judges shall not disclose any information that they read about candidates to anybody outside of the judges committee.
- n. Judges shall not receive the resumes or applications of candidates till the scorecard is finalized and agreed upon.
- o. After agreement to the objective score card, the judges shall receive the resumes of all candidates along with application, attachments and any other documents.
- p. Each judge shall, independently and individually, score each candidate under all categories with weightage of more than 0, with a scale of 0-10 where 10 is the best performance.
- q. During the course of valuation, the judges should not contact any of the candidates directly or indirectly. If at all any information is required, the solicitation for the same should be made through the Leader of the Judging committee.
- r. All the judges' scores will be accumulated by one judge and will be tabulated.
- s. After the tabulation and consolidation of the scores, all judges will receive a copy of the final tabulation.
- t. Each judge shall approve the scores and the tabulation before a winner is chosen.
- u. If there is a tie breaker, the lead Judge has the ability to call for an interview of the candidates.

D.3.4 Recommendations for 2016 and forward

1. Announcement for applications should be made during Ugadi program and followed up immediately after the program via email and facebook post.
2. Only Junior candidates should be eligible for applying
3. Applicants should apply by 08/31 (August 31st) of each year
4. Each application should contain two essays of one page each explaining, "Why I should be given the NEKK Presidential Award" and "Why I should be admitted to an elite University"
5. Judges should be chosen by June of each year
6. Judges should meet and go through the preparatory activities in the above process, prior to applications are submitted
7. Judges should declare a winner and recommend the winner to the President of NEKK before the Ganeshotsava function
8. Winners will be declared during Ganeshotsava
9. Winners will be given the prizes, by the President of NEKK, during the Children's day / Rajyotsava celebration
10. The winner should be given the master shield with name inscribed and can be kept with the winner for 9 months. After that it should be returned.
11. The winner should also be given a personal replica of master shield, of smaller size.
12. The number of participants or the identity of the participants should be kept confidential.
13. Only winners should be announced.

D.3.5 Renaming the award

In memory and honor of Mr. Rajendra Rao, founder of the "President's Award", the EC decided, in consultation with Rao's family, that the President's Award would be

renamed as “Rajendra Rao Memorial President’s Award”. The EC further decided to increase the award amount to \$500 based on the funds received from Rao’s friends and family. This amount of the award is contingent to funds availability. During those years when sufficient funds are not available, the Award will default to the original amount of \$100.

Addendum E - DCU Account & Subaccounts

(Per ordinance passed by General Body on November 12, 2016)

E.1 NEKK's Main bank account

- NEKK currently maintains its bank account in DCU. The DCU Member # is 5449943

E.2 Creation of subaccounts

- 5-Year, Life & Patron-memberships were introduced in the fiscal year 2011-12. However, until now there has not been a well-defined procedure to keep a tab on these membership amounts.
- To address these as well as to have a fiscal discipline in using these long-term membership dues, two separate subaccounts are created. Steps are defined as to how money can be deposited/withdrawn to/from these accounts.
- Additional subaccounts are created for easy, transparent accountability of NEKK's other activities such as Charity, Awards & Scholarships.

The table below, lists all the subaccounts with their purposes and associated guidelines as to how money can be deposited/withdrawn to/from these accounts.

Subaccounts		Description
DCU Name	Display Name	
Checking 2	Current Checking	<ul style="list-style-type: none"> • Main checking account for external transactions • All the checks are deposited here and payments are made from here • Internally money can be transferred to/from this account to other subaccounts based on the specific credit/debit that pertains to a certain subaccount
Checking 4	LONG TERM CHECKING	<ul style="list-style-type: none"> • An additional checking account that can be used for temporary purposes. • Currently this is named as Ranga Sambhrama to keep the balances related to Ranga Sambhrama event held on 11/5/2016.
Savings 1	Primary Savings	<ul style="list-style-type: none"> • General savings account that is associated with the "Current Checking" account. Any amount in excess of the needs of running the organization would be kept here.
Savings 5	5YearMemberships	<ul style="list-style-type: none"> • All 5-Year membership dues paid would be deposited/transferred to this account as and when the dues are received • Once in a fiscal year, upto to a certain percentage^s of the existing balance in this

		account may be transferred to CurrentChecking account for the operational expenses
Savings 8	LifeMemberships	<ul style="list-style-type: none"> All life/patron membership dues paid would be deposited/transferred to this account as and when the dues are received. Once in a fiscal year, upto 4% of the existing balance in this account may be transferred to CurrentChecking account for the operational expenses
Savings 6	Awards	<ul style="list-style-type: none"> All award and scholarship related amounts are credited/debited to/from here
Savings 7	CharitySevaMandaara	<ul style="list-style-type: none"> All charity and SevaMandaara related amounts are credited/debited to/from here

E.3 Further notes on money movement between the sub-accounts

- All new 5yr renewal/membership amounts would be deposited/transferred to 5YearMemberships account as and when they are received.
- All new Life/Patron membership amounts would be deposited/transferred to LifeMemberships account as and when they are received.
- Once in a fiscal year, upto 4% of the existing amount in the LifeMemberships account may be transferred to CurrentChecking account for operational purposes. It is recommended that this transfer is skipped if there is no operational need.
- Once in a fiscal year, upto a certain percentage[§] of the existing amount in the 5YearMemberships account may be transferred to CurrentChecking account for operational purposes. It is recommended that this transfer is skipped if there is no operational need.

[§]The percentage for this purpose is calculated using the formula

$$\sum_{i=1}^5 n_i / \sum_{i=1}^5 n_i * i$$

Where n is the number of memberships expiring within i^{th} year from the date of calculation (the proposed date of transfer from 5YearMemberships account to CurrentChecking account). Numerator is the total number of active 5Yr memberships and the denominator is the sum of years remaining before expiration for all the active 5Yr memberships.

For example, as of Nov 2016, there are 6, 6, 1, 6 and 25 5Yr-memberships expiring in 2017, 2018, 2019, 2020 and 2021 respectively. So, the calculated percentage would be

$$(6+6+1+6+25) / (6*1+6*2+1*3+6*4+25*5) = 44 / 170 = 0.2588 = 25.88\%$$

- If there is surplus money in the CurrentChecking or PrimarySavings accounts in any fiscal year, optionally “some appropriate” amount can be transferred to any or all of

the special subaccounts: 5YrMemberships, LifeMemberships, Awards & CharitySevaMandara.

- **As of Nov 2016, the committee in charge would be fully funding the long-term subaccounts:**
 - 5YearMemberships at a rate of \$50 per member per year remaining in the membership – 44 memberships with an aggregate of 170 member years – for a total of \$8500 (currently there are 44 5yr memberships with 170 aggregate member years).
 - LifeMembership – 25 at a rate of \$1000 per membership for a total of \$25000 (currently there are 18 life memberships and 7 patron-memberships).

E.4 Status update requirements

- It is expected that the committee would update the financial status of the Koota including the major transactions to/from the long-term accounts and their account balances to members at least once in a fiscal year, preferably at the end of the fiscal year.
- The committee would publish the list of all long-term members (5Year, Life and Patron) periodically to the general membership.
- All the financial statement documents shall be archived to be available in the future if needed.