

Saint Joseph's College Trichy Alumni USA Chapter (SJCTAUSAC) Standard Operating Procedure (SOP)



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Compiled by: SJCTAUSAC Management

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DISCLAIMER: THIS DOCUMENT IS NOT AN EXTENSION OR REPLACEMENT OF THE BY-LAW OF SJCTUSAC. BYLAW IS THE ONLY GOVERNING DOCUMENT FOR THIS ORGANIZATION. THE OBJECTIVE OF THIS NON-BINDING DOCUMENT IS TO PROVIDE A REFERENCE DOCUMENT TO THE BOARD FOR DAY-TO-DAY OPERATIONS. THIS IS A LIVING DOCUMENT SHALL BE UPDATED BY BOARD.

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1. Introduction

The Saint Joseph's College Trichy USA Chapter (SJCTUSAC) is a non-profit organization that was formed by a few alumni friends in Maryland, USA. Over the years it became just a gathering of like minded friends attempting to bring some organizational structure to its existence. Meetings with his excellency late Dr. Abdul Kalam and other noteworthy achievers from our alumnus encouraged us the then team to reach to our alma mater. This led to a collaborative study aided by support and directions from SJC Alumni Association, the parent organization. During the visits of leadership from parent organization and the encouragement provided by them, helped the team standardize the organization and the first overseas chapter of the prestigious institution got stood up. The organization has since grown multifold and is now a registered non profit organization in the state of Maryland, with a solid connection to the parent organization at SJC-Tiruchirapalli. This document is supposed to provide operational guidance to the various roles and responsibilities and will remain a living document going over different versions as the organization grows and develops.

The purpose of the Chapter is to promote the welfare of SJC Alumni's living abroad, especially in the USA; to establish a mutually beneficial relationship between St. Joseph's College and the Alumni Association; to promote literary and scientific pursuits and matters kindred there to. Without in any way limiting the foregoing, but in expansion thereof, the Chapter shall encourage and promote professional guidance through the advice of pre-professional and graduate students at St. Joseph's College through a chapter organization, support, and the leadership.

The Vision

The Alumni Chapter's vision is to assist in the development of SJC and its national alumni association in becoming a world-class institution of higher learning and an outstanding university support organization, respectively. Such entities would sustain and strengthen the lifelong bond between SJC and its growing alumni chapter throughout the United States and the world. This action would also aid in the expansion of the national alumni support base. We focus on chapter membership, student recruitment, scholarship, and community service.

The Mission

The Alumni Chapter's mission is to:

- To promote the interest of the SJC, its students, and University's alumni family.
- Establish mutually beneficial relations among the SJC, its alumni, friends, and the Josephite Community through improved collaborations.
- To promote the presence of SJC as a viable alternative to acquiring a quality university education to other competing institutions.
- To act as a vigilant protector of SJC's long and rich heritage.

2. Board and Regions

For all the functions of Board members, please refer to section 2 of the SJCTAUSAC Bylaw. The Board of Advisors ensures the functions of Policy and Planning, Projects Oversight, Finance Audit and conducting elections.

Currently for the sake of autonomous and easy governance the organization functions under six regions each having its autonomous bodies yet synchronized with the parent body to execute seamless flow of functions. This can be modified based on the need.

The Six Regions of the Chapter:

- 1) **New England** - Connecticut | Maine | Massachusetts | New Hampshire | Rhode Island | Vermont
- 2) **Mid-Atlantic** - Delaware | Maryland | New Jersey | New York | Pennsylvania | Washington D.C
- 3) **The South** - Alabama | Arkansas | Florida | Georgia | Kentucky | Louisiana | Mississippi | North Carolina | South Carolina | Tennessee | Virginia | West Virginia
- 4) **Mid-West** - Illinois | Indiana | Iowa | Kansas | Michigan | Minnesota | Missouri | Nebraska | North Dakota | Ohio | South Dakota | Wisconsin
- 5) **The Southwest** - Arizona | New Mexico | Oklahoma | Texas
- 6) **The West** - Alaska | Colorado | California | Hawaii | Idaho | Montana | Nevada | Oregon | Utah | Washington | Wyoming

The following organization email account has been assigned for each position to carry out the communications to do the day-to-day activities. It is highly recommended to use these email accounts to keep up the good standard and accountability.

Email Addresses:

President - president@josephitesoverseas.org
Vice-President - vicepresident@josephitesoverseas.org
Secretary - secretary@josephitesoverseas.org
Joint Secretary - jointsecretary@josephitesoverseas.org
Treasurer - treasurer@josephitesoverseas.org
Board of Advisor 1 - advisor1@josephitesoverseas.org
Board of Advisor 2 - advisor2@josephitesoverseas.org
Board of Advisor 3 - advisor3@josephitesoverseas.org
Board of Advisor 4 - advisor4@josephitesoverseas.org
Board of Advisor 5 - advisor5@josephitesoverseas.org
Region 1 Director - Region1Director@josephitesoverseas.org
Region 2 Director - Region2Director@josephitesoverseas.org
Region 3 Director - Region3Director@josephitesoverseas.org
Region 4 Director - Region4Director@josephitesoverseas.org
Region 5 Director - Region5Director@josephitesoverseas.org
Region 6 Director - Region6Direcor@josephitesoverseas.org

3. Committees

Currently there are [7 committees](#) and will be modified based on the future need. The emails of the current lead's are as below.

1. Member Outreach - Region3Director@josephitesoverseas.org
2. Newsletter Editor-in-Chief - Region2Director@josephitesoverseas.org
3. Virtual Conferences (Webinar) - jointsecretary@josephitesoverseas.org
4. Website Management - Region4Director@josephitesoverseas.org
5. Fund-Raising (for SJC or General charity) - charity@josephitesoverseas.org
6. Entrepreneurial Liaison - Mr. Joe Johnbosco - el@josephitesoverseas.org
7. SJC Students Mentorship & Endowment Support – me@josephitesoverseas.org

4. Diversity

All Board members to ensure the adoption of diversity amongst the Chapter members as per the bylaw.

5. Election Operating Procedure and Process

The Board of advisors will call for volunteers through the secretary, who are interested to serve as election committee members.

- The Board of advisors will then complete an initial review of all applications and identify a select number of nominees to serve as the election committee members.
- A majority of board of advisors meet and with a 2/3 majority select 4 (3 as active and one as backup) election commission members based on the following criteria:
 - The member is not interested to hold any office in the new team of leaders.
 - The member is a registered/paid member in good standing
 - The member has some experience in a non-profit board in some capacity
 - The commission members are from different classes when they studied at St. Joseph's College
- Upon completing nominee interviews, the Board of advisors will provide the election committee with a copy of the by-laws and enable the election committee to be well versed with the rules of election.
- All nominees will be notified as to the final status of their nomination. Nominees who are not selected for the election slate may resubmit their nomination at another time.

Election Process

The board of advisors recommends the following procedure to be followed for the 2021 election of office bearers for SJC Alumni Association US Chapter

- Election commission will follow the by-law for all details related to the election including the open board positions and the eligibility
- A good standing member can file nomination through e-mail to the election commission members to their (personal) mail ids, copying that to the org mail id
- The election commission will copy the org e-mail on all their communications.
- The election commission will and should preserve all communications for audit purposes.
- Should there be more than one person aspiring for a position an election through ballot system will be followed
- At which stage for the contested positions, the election commission will send out details and format of the ballot as well as the timeline and voting process to all members
- The election process should adhere to the by-law of the Association and every step properly documented for audit purposes.
- The Secretary in office will provide all necessary assistance to execute a fair election process when requested by the election commission members
- Nominations from members for all positions should be solicited by the first week of December and the election process completed in two weeks thereafter.

6. Use of Non-Profit registration by chapter and all regions

The USA Chapter shall use the 501 (c)(3) Non-Profit certification by the IRS to book facilities for the reunions to avail the discounted rates. There are policies and procedures defined by each state or county level facility in which each region and the chapter should abide by those rules. It's each Regional Director's responsibility to ensure to follow those local guidelines and report back to the Chapter leadership on key items. Each Regional director shall keep a policy by themselves to follow for the current and future reunions. The regional directors shall involve the chapter officials for any help. The regional directors must balance the income and expense statements of each such reunion by managing it locally. Based on the prorated basis the Chapter may allocate funds to each regional event annually based on the membership annual membership fee collected from each region.

7. Website Administration

The Website Team Lead shall manage the day-to-day activities of the following.

- a) Update of Member Notice Board and other contents
- b) Send email communication to all members time to time for any website updates
- c) Consolidate the Birthday and Wedding Anniversary wishes and send it to all members once every two months.
- d) Manage evite and Group email list. Add members upon validating their Google form registration info.
- e) Manage publish of content in the social media etc.,
- f) Help broadcast all reunion and charity events on the website.

8. Membership Drive Process Flow

The Treasure shall form a team to reach those unreachable Alumni members in and around the USA and ensure following the below processes.

- a) Send frequent emails and WhatsApp messages to the member and non-member community for getting new membership and reaching the unreachable members.
- b) Document and Archive membership form details
- c) Enter membership data into the Master List and share the info to the website Lead to add them to email group and WhatsApp group
- d) Process the forms and send it to the parent association as a bulk.
- e) Collect and Send membership card to all members
- f) Mark all stamp expenses on the registry and update accounts
- g) Keep informed of membership updates to the Board.

9. Transition Process

- The current office bearers will and should work from the beginning of December to transition out of office, in 4 weeks.
- All documentations and artifacts should be consolidated and be properly filed to transition.
- The newly elected members will have two weeks to assimilate all the information from the current members.
- The current office should remain available for an additional period of 3 weeks from January to assist the new team and answer any questions.