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**A Primer on
Utsav**

The Bengali Organization of NY Capital Region

Formed : November 2005 | Active since : January 2006

Not-For-Profit 501(c)(3) Charitable Organization

To celebrate Durga-Laxmi-Saraswati puja, foster charitable, educational and literary activities for the Bengali community in the NY Capital Region

No political affiliation and does not take part in any political activity

Identity

Religious : Durga Puja, Laxmi Puja, Saraswati Puja

Heritage : Bengali Heritage Day (Nababarsha/Banga Jayanti)

Educational : Utsav Bangla School

Charitable :

- Donate to relief of the distressed, like Earthquake relief
- Volunteer sweat equity to charitable causes like Regional Food Bank, Heartwalk, Tour de Cure, Equinox, YMCA Camp Chingachgook, Pine Bush Discovery Center etc. through **UTSAV YOUTH GROUP** and Chaperons

Activities (Past & Present)

Utsav : By the Members, Of the Members, For All

Must support Utsav's stated purpose (articles of incorporation)

Must abide by Utsav's bylaws, rules, regulations

Responsibilities

Attend Utsav events

Attend GBMs in-person or get represented by proxy

Volunteer to join Utsav committees

Volunteer to get into the BoD

Timely payment of membership dues

Members

Open to ALL

Needs Application and Payment of Dues

Secretary to Notify Members of Applications Received

Two-week Wait Period

Full refund upon withdrawal/denial

Annual Membership : Jan 1 – Dec 31

Family : \$150
Individual : \$75
Full-time Student : \$35

Joining in Q2 : $\frac{3}{4}$ of Annual Amt
Joining in Q3 : $\frac{1}{2}$ of Annual Amt
Joining in Q4 : $\frac{1}{4}$ of Annual Amt

Membership

Needs Renewal Every Year
No Application Needed, Only Full Payment of Dues

Single full-payment in January
OR
Up to 3 equal monthly payments in January, February, March
(Late fee applicable for payment beyond March)

Pro-rated refund available for termination due to relocation

Free/Reduced-cost attendance at Utsav Events

Free/Reduced-cost attendance **not in lieu of** membership dues
No partial or full refund of membership dues for not attending

Membership (contd.)

Seven in number – Non-remunerative, Voluntary

Elected annually from among nominated members

Custodian of Utsav's Articles of Incorporation and Bylaws

Collectively responsible for managing Utsav consistent with its stated purpose and for making decisions crucial to its well-being

By law has fiduciary duties and responsibilities to Utsav

The NYS handbook for Not-for-Profit BoD

<http://www.charitiesnys.com/pdfs/Right From the Start>

Directors (collectively, BoD)

Organize and conduct GBMs and BoD meetings

Prepare Annual Budget and Allocate Event Budget

Manage and keep record of Income and Expense

Maintain any necessary insurance coverage, mailbox etc.

Seek volunteers for Committees and appoint Committees

Monitor and assist the Committees to achieve objectives

Directors (Primary Tasks)

The executives, works under the BoD's guidance
All non-remunerative positions like the BoD

Principal Officers: President, Vice President, Secretary, Treasurer

BoD can appoint non-principal officers from among willing members to assist the principal officers.

President is elected from among nominated members
Vice President, Secretary and Treasurer are elected from among the six non-President Directors by the full BoD

Principal officers represent Utsav to external entities like Federal and State Govt. and non-Govt. organizations

Officers

The chief executives officer

Supervises and manages the affairs of Utsav and the activities of other Officers, subject to the control of the BoD

Default chairperson at BoD meetings and GBMs

Can execute deeds, mortgages, bonds, contracts etc. in Utsav's name within applicable law

Has Utsav's check writing authority jointly with the Treasurer

Has Tax Compliance responsibility jointly with the Treasurer

Officers (President)

The Backup President

To be kept fully updated of all actions/decisions of the President

Takes over the role of President when the President is incapacitated or refuses to perform the duties of the President

Acquires all powers and authority of the President when takes over the role of President,

Can be assigned additional tasks by the BoD

Officers (Vice President)

Custodian of non-financial corporate records of Utsav and the spokesperson of the BoD

Maintains record of members and member contact info

Notifies members of any new membership application received

Keeps minutes at GBMs and BoD meetings

Distributes meeting notices and minutes to members and any relevant communique to members and general public

Can be assigned additional tasks by the BoD

Officers (Secretary)

Custodian of Utsav finance and financial records and instruments

Maintains income-expense and asset-liability records of Utsav

Responsible for collection, deposit and disbursement of Utsav funds in Utsav's name and issue receipts for collections

Writes Utsav checks (jointly with President for amt over \$100)

Reimburses budgeted expenses, against proper vouchers
(Any expense over \$100 requires BoD approval)

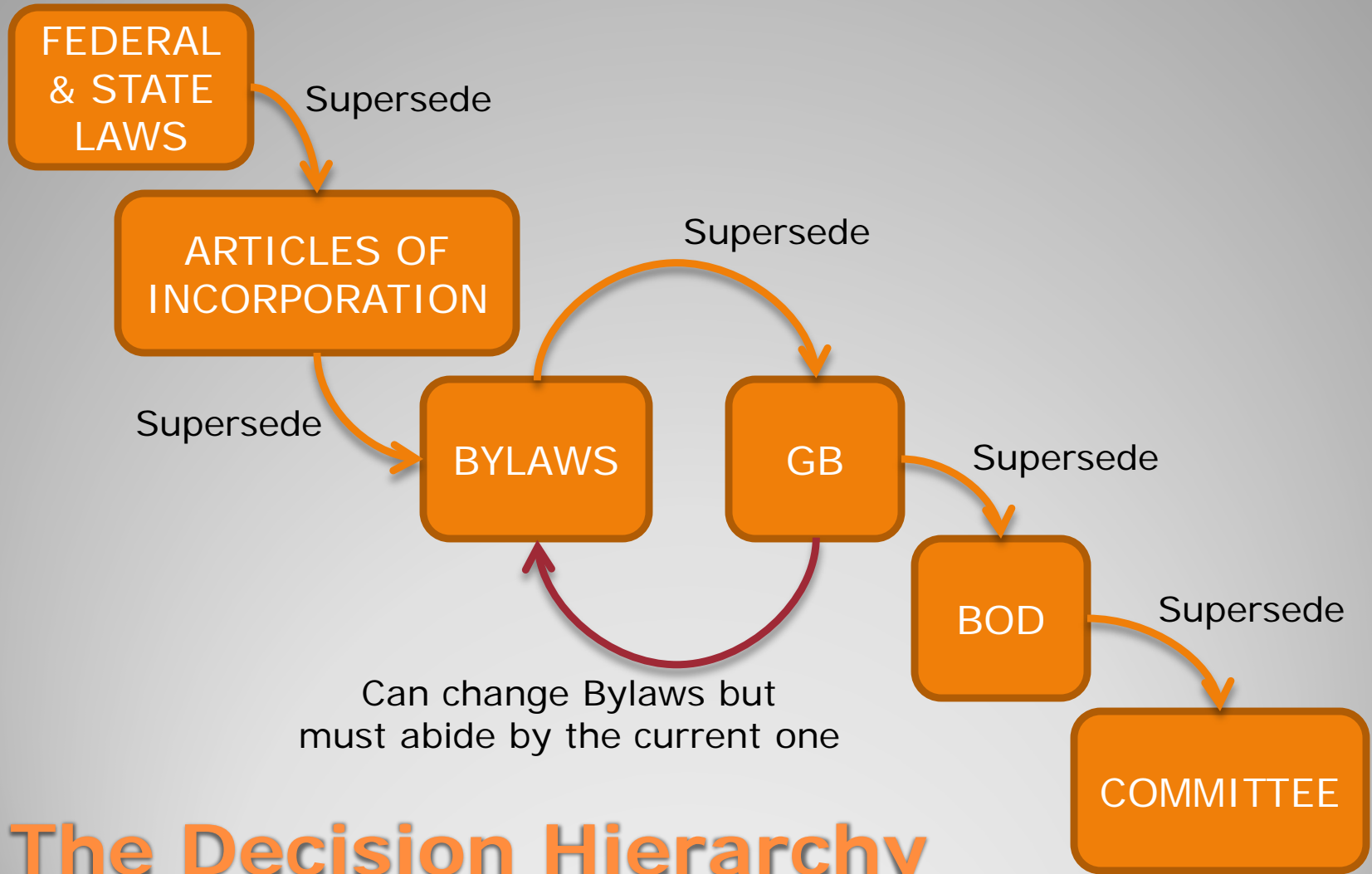
Has Tax Compliance responsibility jointly with the Treasurer

Can be assigned additional tasks by the BoD

Officers (Treasurer)



The People Hierarchy



The Decision Hierarchy

Utsav Certificate of Incorporation

<http://www.utsab.org/joomla25/index.php/documents/certinc>

Utsav Bylaws

<http://www.utsab.org/joomla25/index.php/documents/bylaws>

The NYS handbook for Not-for-Profit BoD

<http://www.charitiesnys.com/pdfs/Right From the Start>

Legal Basis of Not-for-Profit BoD Good Governance

<http://www.nyc.gov/Nonprofit BoD - Legal Basis for Good Governance>

NYS and Federal Laws for Not-for-Profit Corporations

<http://codes.lp.findlaw.com/nycode/NPC>
<http://www.irs.gov/Charities-&-Non-Profits>

Important References