



NRIVA Chapter Guidelines

Revised and effective: Mar 01, 2023

NRIVA Chapter Guidelines

This document presents guidelines on how Chapters should function and develop.

Chapters are integral part of organization as defined in NRIVA bylaws. This document serves as an extension to section and guidelines covered in bylaws related to Local chapters and chapter leads and should be considered as operational and enforceable by President and NRIVA.

For any further support or guidance, Chapters and Chapter Leads should reach out to:

- Chapter Coordination team at chaptercoordinators@nriva.org OR
- General Secretary at secretary@nriva.org

About NRIVA

- NRI Vasavi Association is a social and cultural non-profit organization for all Vasavi followers across the globe. NRIVA is connecting all Vasavites and serving the community in USA, India and abroad. NRIVA has local chapters across USA and other countries.
- NRIVA Inc USA is 501(3)c IRS approved non-profit entity with **Tax-id 26-1923816**. Donations are tax-deductible.
- **Mission Statement**
 - » To connect all Vasavites globally to serve the community.
 - » Help underprivileged people in the areas of Education, Health, Hunger relief, and empowerment
 - » Preserve and promote our culture and Values
 - » Bring awareness about the History of Vasavi Matha's self-immolation and the sacrifices made by our families of 102 gothras and spread the Vasavi Matha's message "Dharmam, Seelam and Ahimsa".

CHAPTER CONCEPT

- Local Branch of NRIVA Organization in a city / region
- Local Chapters are essential fabric of NRIVA organization
- The Local NRIVA Members together in the city/region will form a NRIVA chapter
- Connects Vasavite families in a city/region together to create an extended family and to weave the cohesiveness and engagement amongst them.
- To connect local city/region teams to Org level Leadership and NRIVA framework.
- To create social bonding, share values, and deliver NRIVA services and benefits to chapter members
- To encourage and indulge chapter members into national events and service activities
- To establish a common decorum across all chapters
- Enables organization wide announcements to all NRIVA members

CHAPTER LEADS Formation

- Chapters can have 1 to 3 chapter leads. NRIVA recommends to include at least one woman as chapter lead to promote diversity and inclusiveness.
- NRIVA Life membership, as defined in bylaws, is eligibility to file nomination for chapter lead role following the procedure set by President.
<https://nriva.org/uploads/files/NRIVAConstitutionBylaws.pdf> (NRIVA By Laws)
- President reviews all received nominations, seeks inputs as needed from local core team, BOTs, RDs, past or/and current chapter leads and finalizes selection.
- All selected chapter Leads info will be published on NRIVA website and in NRIVA communications.
- All chapter leads will need to sign NRIVA Oath Document and send to chapter coordinations committee at chaptercoordinators@nriva.org and copy to NRIVA Secretary at Secretary@nriva.org
- Chapter Leads term is two years in alignment with President's term

Chapter liaison

- BOTs and RD will act as a Liaison to every Chapter in that order.
- If there is no BOT member from a chapter, RD belonging to that region will act as the Chapter Liaison for that chapter. Where present, BOTs have precedence over RD in local chapter.
- Chapter leads should always work in consensus with Chapter Liaison for any organization related activities and decisions in local chapter

CHAPTER LEADS roles & responsibilities

- Promote NRIVA mission, values, programs, and objectives and always put NRIVA's interests at forefront.
- Responsible for coordinating all activities in local chapter in consensus with Chapter Liaison and per NRIVA guidelines and with support from local core team and chapter members.
- Ensure harmony and respect is maintained amongst the chapter members
- Connect chapter members through forums like email group, social media groups like WhatsApp, telegram and manage them.
- Gather inputs, updates and provide content for Vasavi Vani and other newsletter from local chapter
- Responsible to safely maintain and manage NRIVA assets in local chapter
- Fundraising and Finance – Support fundraising for organizational initiatives
- Maintain local chapter page on NRIVA website, and provide the Local Membership list to chapters coordination team so it can be updated in National Database
- Actively conduct membership drives in the chapter, process new membership requests, support NRIVA membership committee.
- Notify all major decisions of the chapter to Chapter Liaison and President of NRIVA. Always acknowledge and provide necessary response to national level communication
- Promote national events/activities organized by NRIVA & Standing Committees. These include but not limited to; Convention, Cruise, NRIVA Days, Vasavi Jayanthi, Seva Days, AAS, Membership, Matrimonial, Women's, Business Interest Group, Youth, Cultural, NBAT and others

CHAPTER core team

- Chapters can form Core team to promote NRIVA Objectives
- Core team can be formed with following Members
 - Board of Trustees from the chapter
 - Standing Committee chairs and co-chairs from the chapter
 - Regional Director for that chapter
 - Chapter leads
 - Local Committee Leads (Local NRIVA Chapter Committees, if available)
- All Chapter Core team members should be life members of NRIVA.

<http://nriva.org/membership>

CHAPTER Life members TEAM

- Chapters can form Life members group to promote NRIVA Objectives
- Chapter Life members group is only advisory and not authoritative on chapter operations and organizational decisions.
- Chapter Life members group acts as ancillary to Chapter Core team
- A chapter member can become a NRIVA life member by filling the form and paying dues as set forth in bylaws. Details at this link:

<http://nriva.org/membership>

- Chapter leads manage chapter Life members group in consensus with chapter liaison
- Chapter leads can obtain Chapter life members list from nriva.org website or from General Secretary
- Any Life members meetings information should be notified to General Secretary and seek approval before scheduling.
- All life members data should be safe guarded and used for NRIVA purposes

National standing committees

- NRIVA is working towards fulfilling its goals thru many service programs and activities. As part of that Mission, NRIVA has formed 40+ national Standing committees as defined in bylaws.
 - Chapters are expected to actively participate in national committees and in fulfilling **NRIVA Vision**
 - Chapter Leads should coordinate with the national committees and help them promote/assist/help the programs in the chapter
 - Reach out to Secretary's team and/or Chapter Coordination Committee for list of committees and any other information.
 - If there is a chapter member serving in a Standing committee, he/she will act as local coordinator for that Standing committee's programs in chapter and works with chapter leads in executing the program or activity.

Chapter – local committees

- Chapters can form local committees to run the local chapter activities
- Chapters can form following committees
 - Cultural, Finance, Services, Events, Spiritual, health, Women's and Youth
- If chapters need more committees than mentioned above, Chapter leads should seek guidance of chapter's coordination committee.
- The Local committee members can be selected through nomination process by chapter leads and approved by Chapter Liaison with inputs of core team.
- **All the local volunteers willing to serve in local chapter committees should be a life member of NRIVA (<http://nriva.org/membership>)** and work in the interest of NRIVA with commitment and dedication.
- Local committees term coincides with President's term

Chapter activities & events

- Following events should be celebrated by all chapters
 - Vasavi Jayanthi
 - Vasavi Athmarpana day and service activities during Vasavi Athmarapana month
- Other social bonding recommended Events
 - Festivals like Diwali, Sankranthi, Ugadi etc..
 - Social Potlucks.
 - Month of March dedicated for Women. Plan to conduct Women only event(Ladies Nights).
 - Picnics
 - Health, Educational, Spiritual activities (Monthly Vasavi Puja, etc)
- Plan to coordinate the chapter events with all the chapter leads , BOTs(if any from the chapter) or Chapter Liaison, and the core committee
- All activities should be only to promote NRIVA objectives and organized per NRIVA's guidelines.
- Any activity not mentioned above or needs approval from NRIVA, should be brought to Chapter Coordination team's attention for review and to get approval from NRIVA president or General secretary.

Chapter donations and reimbursement guidelines

- NRIVA has a provision to accept donations for chapter specific activities and support chapters
 - Chapters should use NRIVA website or NRIVA Treasurer approved methods to accept donations. Not to use personal accounts for chapter finances or to accept donations for NRIVA activities.
 - Chapter finances coordinator: Chapter finance committee Lead or one chapter lead maintains local accounting books, works with NRIVA treasurer on reimbursements and donations, and reviews chapter finance reports with chapter leads and chapter-liaison(BOTs, RD, etc.). Acts as Liaison (POC) between chapter and NRIVA Treasurer.
 - Reimbursements will be subjected to funds available in chapter's bucket
 - Chapter leads can review received donations on NRIVA portal under their profile as part of role's privileges.
 - Cash transactions are to be avoided and no tax-receipts given for cash donations. Reimbursement Request should be made directly to the vendors where possible.
 - Raise funds ahead of time with pre-planning so there are funds ready for vendors in advance.
 - Plan and budget events and activities with help of chapter finances coordinator to avoid situations of deficit

communication

- Chapter Leads should actively stay involved in chapter activities, and NRIVA initiatives.
- Chapters should seek approval with General Secretary to present organization information to public forums & media
- All chapter leads should attend the mandatory monthly National NRIVA Chapter Leads meetings or organizational meetings scheduled by president or general secretary.
- Chapter leads, Chapter liaison, local committees, core team should meet periodically to review activities and grow chapter.
- Communicate the Local events update in National NRIVA groups (core team, Facebook, telegram, others)
- Chapter Lead team should periodically communicate with any major updates of that Chapter to the attention of Chapter Liaison
- Chapter Lead team should send quarterly report of the chapters activities to the Chapter Liaison and Chapters Coordination team
- Chapters Coordination team/Leadership team may relay communication and important messages to Chapter Leads from time to time (this may be apart from Newsletter Emails to all members) to check and encourage Chapter teams

NRIVA Tools

- Chapters should use NRIVA authorized tools for organizing activities, accepting donations, and maintaining artifacts.
 - NRIVA Portal has provisions to setup event invitations, to accept RSVP's and donations. Not to use third party tools like evite, signup genius, etc.
 - All photos and videos only to be stored on NRIVA official smugmug library in appropriate folders/albums.
<http://nrivaphotos.smugmug.com>
 - Only to use chapter's assigned official **nriva.org** email address ,inbox,drive and not generic like yahoo, gmail, hotmail etc
 - Chapters should not setup separate websites or social media accounts (facebook, youtube, Instagram, linkedin, twitter etc)
 - Should use flyers and templates provided by NRIVA Branding Committee (branding@nriva.org)
- Chapters should seek support and guidance of Chapters Coordination team if further help needed for tools or technology

Nriva artifacts & assets

- Chapter Leads should safeguard all NRIVA's and Chapter's physical, digital, and financial information, artifacts, and assets
- Chapter Leads should transfer all artifacts and assets to next team at end of their term.
- Chapters should maintain any chapter specific events info, updates, communications, Photos, videos on NRIVA website and approved locations only.
- Chapters should only use officially released NRIVA content in public domain, official images & logos, Banners, Event flyers, social media pages etc.
- Creation & Usage of Chapter specific logos and branding is not allowed
- Work with Technology team & Branding Teams for official digital content (logos, images & flyers) for usage by Chapters
- Do not use any third party or publicly available information or digital content that violates any licenses, copyrights, or patents. NRIVA is not responsible for such actions

Chapter grievances

- All Chapter members, Chapter Leads, Chapter Liaison, Core team shall exhibit good behavior and decorum and always put NRIVA's interest at forefront.
- To resolve any local challenges, and issues in an amicable manner, below guidelines should be used;

Step 1: Work with Chapter Liaison and try to resolve. If still not resolved, then go to step 2

Step 2: Work with local core team and try to resolve it. If not resolved, then go to step 3

Step 3: Seek guidance and support from the Chapters Coordination Team and try to resolve. If not resolved, then go to step 4

Step 4: Report to NRIVA Grievances Committee and they will help to resolve the issues

- Once a decision is made and issue/concern is addressed create ATR(Action Taken Report) and submit to the attention of Chapter Liaison and President.

Chapter Leads TRANSITION & Backfilling

- A Chapter Lead may resign from the position by filing a written resignation with the General Secretary, copy also sent to chapter Coordination committee. Recommended to discuss with Chapter Coordination Committee or chapter Liaison if any addressable reasons before resigning.
- To fill any vacant position of chapter Lead(s), the process defined in chapter leads formation is to be followed.
- All outgoing chapter leads should complete obligations before they are relieved
 - Transfer all accounts, credentials, accesses, finances, assets (digital and physical), banners, and/or any other NRIVA property to new Leads or chapter Liaison
 - Complete all pending responsibilities entrusted upon them during their term
 - All transition of responsibilities and assets should be completed within 21 days from day of notice to General secretary
- Chapter Liaison should inform the chaptercoordinators@nriva.org with CC to president@nriva.org and Secretary@nriva.org and all Chapter leads
 - Name of the Chapter
 - Old Chapter Lead details
 - Name
 - Phone
 - Email
 - New Chapter Leads details
 - Name
 - Address
 - Phone
 - Email
 - Life Membership number

Termination process

- Any member of the local chapter lead(s), Standing Committee Members, Local committee members may be removed from office of NRIVA for the following reasons
 - For acting against the interest of NRIVA
 - Forming competitive groups in chapter with similar to NRIVA ideology
 - Any misuse of the position in the organization
 - Flagrant violation of core principles of Vasavi Matha
 - For violating the bylaws and chapter guidelines
 - Mis-representing NRIVA in any forums
 - Spreading negativity about NRIVA in any forums
 - Disrespecting leadership and ignoring the guidelines
- Violations to be brought to the attention of chapter coordination committee or general secretary.
- President will review all findings and will decide to either terminate or take other disciplinary steps as needed.

NRIVA COntacts

- ❖ NRIVA TAX ID: 26-1923816
- ❖ NRIVA Website: www.nriva.org | NRIVA Phone Number: 1-855-WE-NRIVA
- ❖ NRIVA Photo & Video Library: <https://nrivaphotos.smugmug.com>
- ❖ Chapter Coordination Committee: chaptercoordinators@nriva.org
- ❖ General Secretary: secretary@nriva.org
- ❖ President: president@nriva.org
- ❖ Treasurer: treasurer@nriva.org
- ❖ Branding: branding@nriva.org
- ❖ Mailing address: NRIVA Inc, PO Box no 410843, 331 N New Ballas RD, St Louis, MO, 63141
- ❖ NRIVA Standing Committees (like matrimony, AAS, technology, Helpline, Women's, Seva etc.)



NRIVA Oath Document

NRIVA requires all Chapter Leads and Chapter Finance coordinator to sign on below Oath Document and send to chaptercoordinators@nriva.org and CC to NRIVA Secretary at Secretary@nriva.org

I, _____, solemnly swear that I will preserve, protect and uphold the constitution of NRIVA as Chapter Lead of (Chapter Name)_____. I will faithfully discharge my services, duties, and responsibilities of the office for the best of our beloved NRIVA. I pledge my allegiance to Vasavi Matha and her core principles of Dharmam, Seelam and Ahimsa. I will strive to grow our faith and unity in our community.

Signature

Disclaimer & POLICIES

All NRIVA logos, banners, digital accounts, branding are property of NRIVA and only should be used for NRIVA official purposes. **DO NOT** use nriva.org Website or email accounts for personal use or for non-NRIVA purposes on internet/web (like SPAM, subscriptions, etc) or other places. Please always safeguard NRIVA accounts, assets and use strong passwords and follow best practices in ensuring safety and security of NRIVA data, assets, member's privacy and family's information.

Do not use any third party or publicly available information or digital content that violates any licenses, copyrights, or patents. NRIVA is not responsible for such unapproved actions.

NRIVA do not endorse any individual, business entity or political parties. All external communication to press or media should only be done by NRIVA authorized team and chapter teams should always contact General secretary for guidance and approval.

ABBREVIATIONS

- ❖ BOT – Board of Trustee
- ❖ ED – Executive Director
- ❖ RD – Regional Director
- ❖ AAS – Adopt a Student
- ❖ NBaT – NRIVA Become a Tutor
- ❖ PVSA – President’s Volunteer Service Award
- ❖ POC – Point of Contact