



ಒಕ್ಕಲಿಗರ ಪರಿಷತ್ತು, ಅಮೇರಿಕ

Vokkaligara Parishat of America (VPA)

www.myvpa.org

(regd: 1988, A not for profit cultural Organization Tax ID: 31-1529941)

Guidelines for VPA (Vokkaligara Parishat of America) Conventions

1. The president in consultation with the other officers of VPA and the president of the local chapter that was selected at the previous convention to host the next convention shall finalize the selection of place for the convention and select the chairperson for the Convention Committee.
2. The president and the chairperson shall work closely with the other officers of VPA and the local chapter in selecting members for various committees to organize the convention.
3. The president shall make it clear to the chairperson and the members of all committees that the sole purpose of forming the convention committees is to organize the convention and are to be dissolved at the conclusion of the convention.
4. The chairperson and all the members of convention committee shall be aware that the convention committee is responsible for collecting sufficient funds through donations, advertisements, and registration fee to meet all the expenses of the convention.
5. The president and the chairperson shall make arrangements to open a bank account to handle the financial transaction related to convention activities. This account shall be jointly controlled by the chairperson and the VPA president.
6. The chairperson shall update the Executive Committee (EC) and the Board of Trustees (BOT) regarding the status of the convention (including the activities, fund status, guest speaker, etc.) on a regular basis either through e-mails or during the scheduled EC and BOT meetings.



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7. The chairperson should get the consent of the president before he or she commits and spends an amount more than \$1000 on any item. Also, the chairperson should not exceed his or her spending more than he or she collected or raised. In case, if the expense exceeds the amount that was collected, it is the responsibility of the chairperson and the president not to bank or borrow from the VPA national funding sources. The chairperson and the president should not hold either VPA national or its chapters or the office bearers as responsible for the deficits.
8. The president and the chairperson shall be responsible to make sure that all the financial matters related to the convention are settled (all the bills be paid in full) within a reasonable time but definitely within 60 days after the convention. Any money left over shall be distributed equally between the local chapter where the convention was held and the National VPA. The bank account that was opened for the convention shall be closed.
9. The president shall call for a BOT meeting within 90 days after the convention. In this meeting the chairperson shall submit the convention financial statement for discussion and approval by the BOT. After the approval by the BOT, all the financial records of the convention shall be transferred to the treasurer of VPA for record keeping purposes and for preparing IRS and State returns.
10. The chairperson shall write a letter to the president about the convention which includes the success and failures, lessons learned, convention related intricacies, etc., to help future conventions.

The End

An Adhoc Committee was appointed by VPA President Amarnath Gowda at the VPA Board of Trustees meeting to provide guidelines for VPA Conventions. This Adhoc Committee was chaired by Vasanthi Gowda and other members were the three VPA Chapter Presidents, Babu Keelara, Prabhu Dev, & Shivamurthy Keelara. The above Guidelines were approved by the Board of Trustees and later on approved by the General Body held at the VPA Convention in Detroit, Michigan, July 2005.