RULES
OF
PROCEDURE

Gitanjali Foundation

F.C.R.A. Registration no. - 146930075

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Gitanjali Foundation
Rules of Procedure

Overview:

The Rules of Procedure for Gitanjali Foundation establish a comprehensive, transparent framework for the organization's operations, governance, and decision-making processes. These rules ensure accountability, efficiency, and compliance with legal and regulatory requirements. The document encompasses procedures for governance, delegation of authority, financial management, program implementation, and compliance.

1. Governance:

1.1 Board of Trustees:

➤ Composition: The Board of Trustees shall consist of a minimum of five and a maximum of twelve members. Key positions include the Chairperson, Vice-Chairperson, Secretary, Treasurer, and additional members.

➤ Tenure: Trustees are appointed for a three-year term, which may be renewed based on performance evaluations and organizational needs.

➤ Meetings: The Board shall convene at least four times annually. Special meetings can be called as needed.

➤ Quorum: A quorum for Board meetings is defined as a simple majority of the members.

➤ Decision-Making: Decisions are made by majority vote of the members present. In the event of a tie, the Chairperson holds the deciding vote.

1.2 Executive Committee:

➤ Composition: The Executive Committee comprises the Chairperson, Secretary, Treasurer, and up to three additional Board members.

➤ Responsibilities: The Executive Committee oversees daily operations, implements Board decisions, and addresses urgent matters between Board meetings.

➤ Meetings: The Committee meets monthly or as required.

➤ Quorum: A quorum for Executive Committee meetings is three members.

➤ Decision-Making: Decisions are made by majority vote of the members present.

2. Delegation of Authority:

2.1 Authority Levels:

➤ Board of Trustees: Responsible for overall governance, strategic direction, and major financial decisions.

- Executive Committee: Oversees daily operations, implements Board policies, and makes decisions within the scope delegated by the Board.
- Chief Executive Officer (CEO): Manages the organization's operations, implements Board and Executive Committee decisions, and has authority over routine financial and administrative matters.

2.2 Delegation Process:
- Written Delegation: All delegation of authority shall be documented in writing, specifying the scope, limits, and duration of the delegation.
- Review and Revocation: Delegations are reviewed annually and may be revoked or amended by the Board or Executive Committee as necessary.

3. Financial Management:

3.1 Financial Planning:
- Budget Preparation: The Treasurer, in consultation with the CEO and program managers, prepares an annual budget for Board approval.
- Budget Approval: The Board reviews and approves the annual budget before the start of the financial year.

3.2 Financial Controls:
- Bank Accounts: All bank accounts require the signatures of two authorized signatories for transactions.
- Expenditure Approval: Expenditures above a specified threshold require prior approval from the Executive Committee.
- Audits: The organization's accounts are audited annually by a certified external auditor.

3.3 Financial Reporting:
- Monthly Reports: The Treasurer presents monthly financial reports to the Executive Committee.
- Annual Reports: The Treasurer prepares and presents an annual financial report to the Board and stakeholders.

4. Program Implementation:

4.1 Project Planning:
- Proposal Development: Program managers develop project proposals aligned with the organization's strategic objectives.
- Approval Process: Project proposals are reviewed and approved by the Executive Committee.

4.2 Monitoring and Evaluation:

➢ Monitoring: Program managers monitor project implementation and report progress to the CEO and Executive Committee.
➢ Evaluation: Projects are evaluated annually to assess impact, identify lessons learned, and inform future planning.

4.3 Reporting:

➢ Quarterly Reports: Program managers submit quarterly progress reports to the Executive Committee.
➢ Annual Impact Reports: An annual impact report is prepared and shared with the Board, donors, and other stakeholders.

5. Compliance:

5.1 Legal and Regulatory Compliance:

➢ Registration: The organization maintains valid registration with relevant authorities and complies with all legal requirements.
➢ Reporting: The organization submits all required reports to regulatory bodies, including financial statements, annual reports, and program updates.

5.2 Policies and Procedures:

➢ Policy Development: The Board develops and approves policies on key areas such as human resources, finance, procurement, and ethics.
➢ Policy Review: All policies are reviewed biennially and updated as necessary.

5.3 Code of Conduct:

➢ Ethical Standards: All staff, volunteers, and Board members adhere to the organization's Code of Conduct, which outlines expected behaviors and ethical standards.
➢ Whistleblower Protection: The organization has a whistleblower policy to protect individuals who report unethical or illegal activities.

6. Risk Management:

6.1 Risk Identification and Assessment:

➢ Regular Assessment: The organization conducts regular risk assessments to identify potential risks in its operations and programs.
➢ Risk Register: A risk register is maintained, documenting identified risks, their likelihood, impact, and mitigation strategies.

6.2 Risk Mitigation:
- ➢ Strategies: Risk mitigation strategies are developed and implemented for identified risks.
- ➢ Responsibility: The Executive Committee oversees the implementation of risk mitigation measures.

6.3 Monitoring and Review:
- ➢ Continuous Monitoring: Risks are continuously monitored, and mitigation strategies adjusted as necessary.
- ➢ Annual Review: An annual risk review is conducted, and findings reported to the Board.

7. Human Resources:

7.1 Recruitment and Hiring:
- ➢ Equal Opportunity: The organization ensures equal opportunity in recruitment and hiring practices.
- ➢ Job Descriptions: Clear job descriptions are developed for all positions, outlining roles, responsibilities, and qualifications.

7.2 Staff Development:
- ➢ Training: The organization provides ongoing training and professional development opportunities for staff.
- ➢ Performance Appraisal: Regular performance appraisals are conducted to assess staff performance and identify development needs.

7.3 Staff Welfare:
- ➢ Work Environment: The organization maintains a safe, healthy, and supportive work environment.
- ➢ Grievance Mechanism: A grievance mechanism is in place to address staff concerns and complaints.

8. Communication and Stakeholder Engagement:

8.1 Internal Communication:
- ➢ Meetings: Regular staff meetings are held to ensure effective communication and coordination.
- ➢ Newsletters: Internal newsletters are circulated to keep staff informed of organizational updates and developments.

8.2 External Communication:
- ➢ Public Relations: The organization maintains positive relationships with media and other external stakeholders.

> Reporting: Regular updates and reports are shared with donors, partners, and the community.

8.3 Stakeholder Engagement:
> Consultation: The organization engages stakeholders in the planning, implementation, and evaluation of programs.
> Feedback Mechanism: A feedback mechanism is established to gather input and suggestions from stakeholders.

9. Transparency and Accountability:

9.1 Transparency:
> Disclosure: The organization discloses relevant information to stakeholders, including financial statements, annual reports, and program outcomes.
> Open Meetings: Board and Executive Committee meetings, where appropriate, are open to stakeholders.

9.2 Accountability:
> Responsiveness: The organization is responsive to stakeholder concerns and inquiries.
> Reporting: Regular reports on the organization's activities and performance are provided to stakeholders.

Conclusion:

The Rules of Procedure for Gitanjali Foundation provide a comprehensive framework for the organization's governance, operations, and decision-making processes. By adhering to these rules, the organization ensures accountability, transparency, and efficiency in achieving its mission and objectives. These procedures support the foundation's commitment to ethical practices, compliance with legal requirements, and effective management of resources and programs.