



Veerashaiva Samaja of North America

ORIENTATION
FOR
VSNA OFFICERS

(A Monthly Activities Calendar)

VEERASHAIVA SAMAJA OF NORTH AMERICA

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FOREWORD

It is a monthly activities calendar for the consideration of the VSNA officers to plan and perform their duties according to the Bylaws of the VSNA Corporation. This monthly planner will remind an officer what to do and when. It also contains several suggestions and comments to help an officer to become more productive and assist him/her in the decision making process.

In the United States, whenever the State Governors get elected for the first time they will attend the Orientation Course. Similarly when the new VSNA officers get elected they should read and follow this orientation document to familiarize themselves. This brochure is intended to help the transition and performance.

Some time we notice that the new VSNA officers do not have the bank accounts in their custody for several months and electing BOD members is delayed for months. Such examples hinder the progress of the VSNA. This orientation course will help the officers in several ways to do their job on time. It is by no means that the author is trying to dictate someone how to do one's job. It is simply a set of suggestions to help the VSNA officers.

This orientation course may be modified any time according to the circumstances and in the light of relevant experiences.

G. Doddamani
Past president of VSNA

AN IDEAL VSNA SCHEDULE OF ACTIVITIES

The following calendar is important to keep VSNA activities on schedule according to Bylaws.

1. Publish Newsletter in 1st week of January
2. Conduct BOD meeting in 2nd week of January
3. Conduct BOR meeting in 3rd week of January
4. Publish Newsletter in 1st week of April
5. Conduct BOD meeting in 2nd week of April
6. Conduct VSNA officers' elections during May and June
7. VSNA Annual Convention during the July 4th weekend
8. Conduct BOD meeting during the Annual Convention
9. Conduct BOR meeting during the Annual Convention
10. Conduct BOD and BOR joint meeting during the Annual Convention
11. Conduct Boot Camp/Brain storming session during the Annual Convention
12. Publish Newsletter in 3rd week July
13. Conduct BOD meeting in 2nd week of October
14. Publish Newsletter in 4th week of October
15. Conduct the special BOD meeting at any time (**Bylaw – Article V, Section 10**)

Comments: If you miss any one of these scheduled activities you will later notice problems cropping up.

IMPORTANT SUGGESTIONS

1. The VSNA president, Vice President, Secretary and Treasurer must be from different chapters. To achieve this, presidential candidate must prepare the slate of officers to contest for election. This way the elected president will have his/her team which will cooperate better and will do good job for the progress of the organization. If all the officers are from different chapters it will encourage more people to participate in running of the organization.
2. Election of the VSNA officers must be conducted before Annual Convention. It is necessary that the new officers must get involved six months in advance to know the things happening inside the organization. So that they will have a good and prompt start. In reality new officer's job starts two months in advance before their term begins. Please see the November and December Calendar.
3. Once the new VSNA officers are elected they should start attending all the BOD and BOR meetings respectively. Up course, they will have no voting power until their term begins on January 1st.
4. Secret ballot voting is the best way to elect officers. The procedure is enclosed at the end of this booklet.
5. The VSNA is a democratic organization. It will always stay independent of similar religious organizations.
6. Each chapter must enroll minimum 5 new families every year. This should be an immediate goal of VSNA.
8. Convention Souvenir must be handed over to the members at the convention. It was done few times in the past. The absentee member's copies may be handed over to the chapter president for distribution. This will save huge mailing cost. The pictures taken during the convention may be posted on the VSNA web or may be printed in the October news letter.
9. VSNA Life members, current members and convention attendees must get the convention souvenir.

JANUARY

FIRST WEEK

Newsletter committee:

The VSNA Newsletter “BANDAVYA” must reach all the members through U.S. mail or on-line. It should have Presidents message including

- Best wishes for the New Year
- Achievements of the previous year
- Agenda / projects for the New Year
- Etc.

The Newsletter must also contain

- VSNA Current Financial Report
- VSNA membership registration form
- Bio-Data of the new officers or the officers who will continue for the second and last term (**Bylaw- Article V section 3**)
- Nomination form for VSNA service and achievement awards with guidelines for these awards.
- Self Nomination form for VSNA officers if the present officers term ends in December
- Accepted minutes of the last BOD and BOR meetings
- Etc.,

Suggestion: The preparation of the Newsletter including the above items will take more than a month and it should be mailed in the last week of December. Please see the November / December schedule.

Comments: Sending the Newsletter to the members in first week of January will give good impression on the administrators.

President:

Form all the committees such as

- Election committee (**Bylaw Article VI Section 7**)
- Funds Investment Committee
- etc.,

Note: These committees have to be approved by the BOD meeting in 2nd week of January (**Bylaw Article V, Section 15**)

Vice President:

- Send the new membership kits called “Introduction to VSNA” to all the chapters.

Secretary:

- Update the membership directory by contacting all chapter Presidents.

Suggestion: Use only name, e-mail address and phone number in the directory.

Treasurer:

- All VSNA fund accounts must be transferred to the new officers in first week of January.

Suggestion: Treasurer must initiate the procedure of transferring the VSNA accounts in December. Please see the December calendar.

- E-mail Annual Financial Report Form to all chapter Presidents.
- Deadline to receive them back is March 15 (**Bylaw – Article VIII Section 9**).

Note: Failure to comply with Bylaw shall result in disciplinary action by the BOD.

SECOND WEEK:

President: Conduct BOD meeting. The agenda must include

- Approval of VSNA budget
- Approval of the appointment of various committees
- Current Financial Statement
- Designate Two of the Six elected directors as asst. Secretary and asst. Treasurer and remaining Four as Chapter-liaisons (**Bylaw Article X Section 1**)
- Etc.

Secretary:

- Send the approved VSNA budget to BOR immediately so that they can approve the same at their meeting to be held in the following week.

THIRD WEEK:

Chairperson BOR: Conduct the meeting. The agenda must include

- Approval of VSNA budget (**Bylaw – Article VII Section 9**)
- Review and refine the ongoing projects
- Projects for the New Year
- Etc.

FEBRUARY

FIRST WEEK

Convention Chair:

- Prepare the Convention Registration package
- Post the Convention ad on the VSNA web.
- Prepare the tentative list of guest speakers for the Convention

SECOND WEEK:

Newsletter Committee:

- Start preparing for the April Newsletter
- Post Convention ad in the Newsletter

MARCH

FIRST WEEK

President:

- Annual Convention registration package must reach members this week.

Secretary:

- Send notice to BOD members regarding the meeting date and time to be held in 2nd week of April.

Note: 20 days notice is needed (**Bylaw – Article V, Section 9**)

SECOND WEEK:

Treasurer:

- Collect Annual Financial Report from each chapter by 15th March (**Bylaw – Article VIII, Section 9**)

FOURTH WEEK:

Newsletter Committee:

- Mail April Newsletter

APRIL

FIRST WEEK:

President:

- The Newsletter must reach all the members this week.

Secretary:

- Collect the nominations for VSNA awards.
- Collect nominations for new officers if needed

Treasurer:

- Prepare the current Financial Report for the next week's BOD meeting.

SECOND WEEK:

President: Conduct the BOD meeting. Agenda must include

- Current Financial Report
- Host chapter for the next year Convention
- Approve the candidates for VSNA officer's positions if needed.
- Approve the nominations for VSNA awards
- Convention chair person progress report (**Bylaw – Article X, Section 3**)
- Etc.

MAY

FIRST WEEK:

Election Committee:

- If election needed, mail the voting ballots to all the members who paid the membership dues for the year in which election is being conducted and also to the life members (**Bylaw – Article IV, Section 8**).

SECOND WEEK:

Vice President:

- Contact each chapter president to increase the number of members registered for the Convention.

JUNE

FIRST WEEK:

Newsletter Committee:

- Mail the VSNA Newsletter this week.

SECOND WEEK:

Convention Souvenir Committee:

- Give the Souvenir for printing including the speeches of the Guest speakers

THIRD WEEK:

Election Committee:

- If election is conducted for office bearers, collect the election ballots before 20th.
- Announce the elected officers' names in the BOD meeting at the Convention

JULY

FIRST WEEK:

President:

- Conduct BOD meeting during the Convention
- Conduct General membership meeting during the Convention – no voting on any issue (**Bylaw – Article IV, Section 1**)
- Distribute the Current Financial Statement to the general membership before the meeting.
- Collect the survey forms from the members at the end of the Convention.

Chairperson BOR:

- Conduct BOR meeting
- Conduct combined meeting of BOD and BOR (**Bylaw- Article V, Section 11**)

SECOND WEEK:

President:

- Post the Convention survey results on the VSNA web

AUGUST

FIRST WEEK:

President:

- Post Convention pictures on the VSNA web
- Print Convention pictures in the October Newsletter

SECOND WEEK:

Newsletter Committee:

- Start preparing for the next month's Newsletter

THIRD WEEK:

Treasurer:

Collect all the paid invoices of the Convention

SEPTEMBER

FIRST WEEK:

BOR Chairperson:

- Inform the members about BOR meeting to be held in 3rd week of October

VSNA Secretary:

- Inform the BOD members about the time and date of the BOD meeting to be held in 2nd week of October

SECOND WEEK:

Treasurer:

- Ask the host chapter to get the Convention Financial statement audited by the certified account.

FOURTH WEEK:

VSNA Newsletter Committee:

- Publish the certified convention financial statement in the October Newsletter

Mail the October Newsletter this week.

OCTOBER

FIRST WEEK:

Newsletter Committee:

- All the VSNA members should receive the VSNA Newsletter this week.

SECOND WEEK:

President: Conduct BOD meeting. The agenda must include

- Approval of host Chapter audited financial statement of the Convention (**Bylaw – Article IX, Section 4**)
- Current financial statement of VSNA
- Dispersal of convention surplus money equally to Host chapter, Convention Trust Fund and VIRC (**bylaw – Article X, section 8**)
- Hand over most of the files to the new Officers whose term starts from January 1st.
- Approve the chair and co-chair for the next year convention (**Bylaw-Article X, Section 1**)
- Etc.,

THIRD WEEK:

BOR Chairperson:
Conduct BOR meeting

NOVEMBER

FIRST WEEK:

President Elect:

- Appoint Newsletter committee.
- Newsletter committee should start working this week
- Request members to send articles to the January Newsletter
- Prepare the list of Committees with participating members
- Request Bio-Data from the new officers
- Update the new membership kit

SECOND WEEK:

President/Treasurer:

Permit host chapter to start operating VSNA Convention Account

DECEMBER

FIRST WEEK:

President:

- Transfer all the VSNA documents to the new officers if they are starting their term on January 1st.

Secretary:

- Inform BOD members about the date and time of the January 2nd week meeting

Treasurer Elect:

- Start paper work to transfer VSNA accounts to the new officers if their term starts on January 1st.

FOURTH WEEK:

Newsletter Committee:

Mail the January newsletter to all the members who are current on the membership dues.

ATTACHMENTS LIST

The following attachments may be changed or modified at any time according to the needs of the organization.

- 1. VSNA membership form.....21
- 2. Chapters' Annual Financial Statement form.....22
- 3. VSNA awards - criteria and nominating form.....23
- 4. The list of books published by VSNA.....24
- 5. The election procedure – Secret ballot voting25-26

VEERASHAIVA SAMAJA OF NORT AMERICA

(Non profit organization with U.S. tax ID # 51-0245255)

VSNA MEMBERSHIP FORM

Name: _____			
Last	First	MI	
Spouse: _____			
Address: _____			
City: _____		State: _____	Zip: _____
Telephone: _____		E-mail: _____	

	Children	Gender	Age
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Membership Fees

Life Membership	\$ 500.00
Annual Family Membership	\$ 35.00
Annual Individual Membership	\$ 20.00
Student Membership	\$ 10.00
Donation	\$
Total Enclosed	\$

Please make checks payable to VSNA and return this completed form to:
Lata Mallikarjuna 214 Leaside Drive Monroeville, PA 15146

Please be advised that the above Annual Membership and Life Membership fees are in US dollars and non-refundable.

VEERASHAIVA SAMAJA OF NORTH AMERICA

Chapter name: _____

Treasurer Name and Phone #: _____

ANNUAL FINANCIAL STATEMENT FOR THE YEAR 2006

REVENUES	
Balance forwarded	
Membership dues	
Donations	
Interest income	
Total	
EXPENSES	
VSNA membership dues	
Religious Functions	
Celebrations	
picnic	
Total	
BALANCE	

Comments:

Chapter Treasurer Signature: _____ Date: _____

Chapter President Signature: _____ Date: _____

VSNA AWARDS
Nomination Form

Before completing this form, please read the guidelines below for the VSNA awards. The last date to receive this form is April 1st of each year.

I wish to nominate the following person for the award indicated. All supporting documents are enclosed herewith.

Nominated for : ----- Out standing Service Award
----- Professional Achievement Award

Full Name of Nominee: -----

His or Her Address : -----

Your Name: -----

Your Address: -----

Date: ----- Signature: -----

Please forward this completed form to the VSNA secretary before April 30th.

General Policy for VSNA awards

1. The VSNA secretary will call for nominations in the April News Letter.
2. The primary nominator must provide pertinent data about the candidate.
3. The affirmative vote of 2/3 by the BOD shall be required to award the candidate.
4. No more than two awards for each category shall be given each year.
5. Both awards may be bestowed posthumously.
6. The award plaque will be presented to the individual at the annual convention.
7. If the nominee(s) do not meet the criteria, no such awards shall be given that year.

A. Criteria for VSNA “OUTSTANDING SERVICE AWARD”

1. He/She should be a Life member or a member in good standing for at least five consecutive years
2. The nominee should have a keen interest in the activities of the VSNA and have served in the chapter or national office.
3. The recipient should have committed to the primary goal of the VSNA and have rendered selfless service to the veerashaiva community of North America.
4. The nominee must not have held any office in the VSNA/chapter in the past five years.

B. Criteria for VSNA “PROFESSIONAL ACHIEVEMENT AWARD”

1. The nominee need not be a VSNA member but must be a Veerashaiva.

2. The recipient should have been recognized in his/her professional field at the state, national or international level.
3. The nominee should have made meaningful contributions to the Veerashaiva religion through research, publication etc.
4. He/She must have rendered selfless service to the Veerashaiva society in any part of the World.

VSNA PUBLICATIONS

1. **Veerashaivism and Bhakti** - 1988
Dr. Somashekar Munavalli (Ed). Bel Air, Maryland
2. **Veerashaiva Religion** - An Introduction - 1989
Dr. S. Munavalli (Ed).
3. **Veerashaivism** - A Collection of Essays - 1990
Dr. S. Munavalli (Ed).
4. **Veerashaivism** - History and fundamental concepts - 1991
Dr. Somashekar Munavalli. Bel Air, Maryland
5. **Veerashaiva Religion** - Questions and Answers - 1991
Dr. Somashekar Munavalli. Bell Air, Maryland
6. **Veerashaivism** - Comparative Study of Allamaprabhu, Basava
Sunya Sampadane and Vachana Literature - 1993
Sri Kumar Swamiji. Dr. S. Munavalli (Ed).
7. **Lingadharana** - 1993
Smt. Vimala Channabasappa
8. **Veerashaiva Sharaneyaru** - 1994
Dr. S. Munavalli and Siddayya Puranik
9. **In Search of Shiva** - 1995
Dr. Saroja Ullagaddi. Clifton, Virginia
10. **VSNA Brochure** - Questions and Answers - 1996
Dr. Saroja Ullagaddi and others
11. **Life, Legacy and Lyrics of Devara Dasimayya** - 1998
Professor C. S. Bennur. (Translator) Dr. S. Munavalli (Ed). Bell Air, MD
12. **Commemorative Volume** - First World Veerashaiva Conference -2000
VSNA Toronto Chapter. Dr. Somashekar Munavalli (Ed.)
13. **The Veerashaiva Religion** – its practices and principles - 2002
Dr. S. Munavalli. JSS sponsored.
14. **A Study of VSNA History** – 2007
15. **The Lingayat Dharma** – 2007
Dr. Somashekar Munavalli. Bell Air, Maryland
16. **Veerashaivism made simple** – 2007
Sateesh Kavi. Farmington Hills, Michigan
17. **Veerashaiva Religion for Pre-Schoolers** – 2007
Dr. Somashekar Munavalli. Bel Air, Maryland

VEERASHAIVA SAMAJA OF NOTH AMERICA

OFFICIAL SECRET BALLOT

Election of VSNA Officer

Instructions for voting:

1. Mark the ballot in the box which expresses your choice. **Mark only one (1) Otherwise your ballot will be invalid.**
2. Place your ballot inside the small white envelope and seal the envelope.
3. Put the sealed secret ballot envelope inside the envelope addressed to the Election committee. Make sure that there is your name and address on the top left corner of the mailing envelope. **Otherwise your ballot will be invalid.**
4. The secret ballot envelopes will be separated from the reply envelopes and shuffled before they are opened and counted. This way the secrecy of your vote will be protected.
4. Canadian life/regular members affix the postage for mailing envelope.
5. Your envelope must be received no later than -----.

Name

Name

SECRET BALLOT VOTING PROCEDURE

1. There are three standard size envelopes available in the market. They are Called # 9, #10 and # 11 envelopes.
2. **# 9 Envelope:** It fits 8 1/2 X 11-size ballot paper with two folds. You may have the big letters printed on this envelope like SECRET BALLOT or VSNA etc.
No
hand writing or any other kind of marking on this envelope.
3. **# 10 Envelope:** This will bring the # 9 envelope back to the election committee.
So it must have **from address**. Otherwise inside ballot is invalid.
4. **# 11 Envelope:** This envelope goes out to the members with Covering letter, Ballot paper, Candidates profile, #10 and #9 envelopes inside.
5. Keeping a record of to whom you mailed and from whom you received the

Ballots are most important. So it is necessary that the election committee must stick **from address** on the # 10 envelope.
6. Election Committee must check # 10 envelopes to record who voted before they
open them. Once #9 envelopes are separated from # 10 they will be reshuffled and opened to count votes. That makes it **secret ballot**.
7. Signing or numbering on the ballot by the election committee is not necessary. I
never saw something like that.
8. All the candidates must be provided with the eligible voter's list in advance.
9. It is most appropriate for the election committee to mail a profile of each

Candidate along with ballot. The profile must cover who is he/she and what the objective of the candidate is. Each candidate's profile shall have the same space on the paper for not to discriminate.

List of Individual Brochures

1. VSNA Bylaws
2. VSNA Brochure
3. VIRC Brochure
4. VSNA Chapter Hand Book
5. VSNA Directory
6. Welcome to VSNA brochure
7. The list of VSNA library books
8. VSNA Annual Convention Manual/Hand Book