



Veerashaiva Samaja of North America

# **ORIENTATION**

**FOR**

# **VSNA CHAPTER OFFICERS**

(VSNA Chapter Hand Book)

# VEERASHAIVA SAMAJA OF NORTH AMERICA

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## FOREWORD

It is a monthly activities calendar for the consideration of the VSNA Chapter 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 Governors get elected for the first time they will attend the Orientation Course. Similarly when the new VSNA Chapter officers get elected they should read and follow this Hand Book to familiarize themselves. This brochure is intended to help the transition and performance.

Some time we notice that the new VSNA Chapter officers do not have the bank accounts in their custody for several months and electing Chapter officers is delayed for months. As a result the organization suffers. 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 Chapter 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 CHAPTER SCHEDULE**

The chapters' monthly activities are based on the following schedule.

1. Update and publish the chapter directory in January of each year.
2. Conduct pooja and prayer meeting on 2<sup>nd</sup> Sunday of each month.
3. Conduct Basava Jayanti and other religious functions during the year
4. Conduct chapter officers' election in April.
5. Attend VSNA convention in July.
6. Attend Boot-Camp each year during the annual convention.
7. Arrange picnic for chapter members in July/August.

## **LOCAL CHAPTER RESPONSIBILITIES**

In order to run the Veerashaiva Samaja of North America in an efficient and effective manner, cooperation between the local chapter and the central VSNA is essential. The following are the responsibilities of the local chapter to achieve this goal.

1. According to VSNA Bylaws Article VIII, Section 5, all VSNA chapters shall scrupulously accept and follow the VSNA corporation Bylaws including the use of its tax ID number.
2. The local chapter secretary shall forward an updated list of members' name, e-mail address and telephone number to the VSNA secretary before January 15<sup>th</sup> of each year.
3. The chapter treasurer shall collect the annual membership dues from the members and forward the amount to the central VSNA treasurer on or before March 15<sup>th</sup> of each year. It should be noted that the unpaid members are not eligible to vote in April for the election of chapter officers and in May/June for central VSNA officers.
4. To meet the IRS requirements the chapter shall submit its annual financial report for the calendar year before March 15<sup>th</sup> to VSNA treasurer.
5. According to the VSNA Bylaws the local chapter shall not serve or act as an agent or legal representative of the VSNA corporation unless such authority shall have been confirmed in writing by the VSNA.
6. The local chapter shall elect its officers in April. The officers-elect will start attending meetings soon after their election to familiarize the administrative policies and procedures.
7. The local chapter shall nominate/elect one of its members as a candidate for election for Board of Regents of VSNA in April. The VSNA's BOD and BOR elections are in May/June.

## **IMORTANT SUGGESTIONS**

1. The secret ballot voting is the best form of electing officers. The procedure is enclosed at the end of this brochure.
2. Each chapter must enroll minimum five new families every year. This should be an immediate goal of the chapter.
3. The VSNA local chapter is a democratic organization. It will always stay independent of similar religious organizations.

## **JANUARY**

1. The chapter president shall send a letter/e-mail to the chapter members in first week of January shall contain:
  - Best wishes for the new year
  - Chapter achievements of the previous year
  - Dates for the Basavasa Jayanti and other religious functions
  - Prayer meeting – 2<sup>nd</sup> Sunday of each month.
  - Etc.
2. The chapter Treasurer shall prepare a previous year financial statement. The necessary form is enclosed herewith.
3. The chapter Secretary shall prepare/update chapter's directory and send a copy to all the members and to the central VSNA.

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## **FEBRUARY**

- President:
1. Conduct chapter prayer meeting on 2<sup>nd</sup> Sunday of February.  
(Each month different person will explain one vachana and distribute the hand-out on it)
  2. Request chapter members to write an article for VSNA Souvenir.
  3. Conduct Shivaratri Function



## **MARCH**

President : Conduct prayer meeting on 2<sup>nd</sup> Sunday of March.

Treasurer: Send financial report of the previous year to the treasurer of the VSNA before 15<sup>th</sup> of March according to the Bylaw Article VIII Section 7.

Secretary : Call for office bearer nominations for the chapter if needed.

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## **APRIL**

President : Conduct prayer meeting on 2<sup>nd</sup> Sunday April.

Secretary : Conduct election, if due, for chapter officers and elect /  
nominate a person as candidate for BOR membership election

## **MAY**

President: Conduct prayer meeting on 2<sup>nd</sup> Sunday of May.  
Conduct Basava Jayanti celebration

Secretary: Request members to register for the VSNA convention  
Prepare cultural activity for the convention.

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## **JUNE**

President: Conduct prayer meeting on 2<sup>nd</sup> Sunday of June.  
Distribute the hand-out on Vachana.

## **JULY**

All chapter members attend VSNA convention.

President: Conduct prayer meeting on 2<sup>nd</sup> Sunday of July.

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## **AUGUST**

President : Conduct prayer meeting on 2<sup>nd</sup> August.

Secretary : Arrange Chapter picnic

## **SEPTEMBER**

President : Conduct prayer meeting on 2<sup>nd</sup> Sunday

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## **OCTOBER**

President : Conduct prayer meeting on 2<sup>nd</sup> Sunday.

## **NOVEMBER**

President : Conduct prayer meeting on 2<sup>nd</sup> Sunday

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## **DECEMBER**

President : Conduct prayer meeting on 2<sup>nd</sup> Sunday.

**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**

<b>Life Membership</b>	<b>\$ 500.00</b>
<b>Annual Family Membership</b>	<b>\$ 35.00</b>
<b>Annual Individual Membership</b>	<b>\$ 20.00</b>
<b>Student Membership</b>	<b>\$ 10.00</b>
<b>Donation</b>	<b>\$</b>
<b>Total Enclosed</b>	<b>\$</b>

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**

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

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 1<sup>st</sup> 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 30<sup>th</sup>.**

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**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.

## **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 -----.

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Name .....

Name .....

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## **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 is the objective of the candidate. Each candidate's profile shall have the same space on the paper for not to discriminate.

## **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. Bel 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). Bel 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. Bel 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
18. **Book of Vachanas** – 2001  
Sulochana and Guruswamy Ayya

## **A List of Individual Brochures**

1. What is VSNA?
2. VSNA Bylaws
3. VSNA Brochure
4. VIRC Brochure
5. WELCOME TO VSNA brochure
6. VSNA Directory
7. List of VSNA Library Books
8. VSNA Convention Manual
9. Orientation for VSNA Chapter Officers
10. Orientation for VSNA Officers