

## Pujari Policies

### Asset Management

- All Pujari assets are to be stored in a central location
- All non-perishable assets should be stored in a climate controlled environment to preserve the value of Pujari's assets. This includes but is not limited to idols, puja related items, electronic equipment, etc.
- Pujari's annual insurance needs to cover the replacement value of these assets. Asset should be covered against natural hazards including but not limited to fire, storm, rain, etc. as well as man-made events like theft, vandalism, etc.
- The location should be neutral and should not burden Pujari members.
- Pujari assets should not be used for personal events. Any use of Pujari assets for personal use should be approved by the chairman of the board. In the event of loss or damage of Pujari asset loaned for personal use, Pujari has the right to recover all replacement cost from the individual.
- Upon dissolution of this organization, it's assets free of all debt and liabilities to the organization shall be distributed to other non-profit organizations or donated to charity. No assets shall personally benefit any individual member, officer or director of Pujari.

**Board is working on a transition plan around the logistics related to the above and is planning to implement this in the next 6 months.**

### Website and Social Media Content (includes Pujari website, Facebook, Tweeter, etc.)

- Pujari's online assets including website, Facebook, twitter, etc. are to be governed by the Pujari Board by Directors.
- Pujari's online assets are to be used for Pujari related activities. This includes all events where Pujari is the organizer and/or major contributor.
- Pujari's online assets shall not post any copyrighted material where Pujari doesn't own rights to publish the same.
- No advertisement or banners from any vendor other than sponsors are to be published on Pujari's online assets.
- Only designated Admins can post the content after verifying the content.
- Each year, the executive committee can nominate a webmaster/system administrator to post on the current executive committee's behalf.
- Admin rights for all online assets are to be shared only with current Admin and at least 1 serving Board member at all times.

### External events participation policy

- In the event that Pujari is invited to participate in external events, the decision to participate is at the sole discretion of Pujari's Board of Directors.
- Any request for participation shall be forwarded to the Chairman of the Board or the President of EC. No individual should make any verbal or written commitment to represent Pujari in any external event without the approval of the Board without exceptions.
- The Board shall approach potential individuals or groups who may have successfully organized events in the past and acquired trust from board to hold such events.
- For external participation, Pujari will put up one singular program per event. The program can be a kid's program, dance program, drama or any combination of the same which will uphold the rich cultural heritage of the community, present Pujari in good light and overall promote the interest of Pujari.
- In situations where more than one individual or group expresses their interest to organize a program for any external event, the board will select the program that will represent Pujari on rotation basis; i.e. different individual or group will be chosen to represent Pujari and all members will provide support to make the event a success.
- Board will allocate a lump sum amount depending on the situation to the event organizer towards the entry fee (if any) and/or other expenses for holding the event. This remuneration is for participation at events outside Pujari only and shall not be applicable for internal events. Any cost for internal events shall be decided by the current EC.

**The above policies can be modified and new policies could be added if deemed necessary by the Board. Exceptions will be addressed on a case by case basis solely at the discretion of the board.**