

**COLORADO MARATHI
MANDAL
PRESIDENTS TRANSITION
PROCESS DOCUMENT**



President Transition Process document

President Term and Transition Process:

1.1 Term of Office

The President shall serve a term of one year, from **September to August**, with the possibility of serving consecutive two terms determined by the organization's by laws.

1.2 Initiating the Nomination Process

In the second week of **June** each year, the outgoing President shall send an email to all current members inviting nominations and expressions of interest for the new committee members for the upcoming year.

1.3 Nomination

All nominations and expressions of interest must be submitted by end of **June** allowing for adequate review and planning time.

A Nomination and Election Committee shall be appointed by the outgoing Executive committee by July 15th . Board of trustees will oversee the election process and ensure fair and transparent procedures.

To be eligible for election, candidates must meet the criteria and election procedure, and results specified in the organization's bylaws. Voting rights are extended to all current members in good standing.

1.4 Transition Period

The transition from the outgoing committee to the incoming committee shall be completed by the mid of August each year. This transition includes:

- **Communication:** Handover of all relevant communication channels including email accounts, social media accounts, and any other organizational communication tools.
- **Websites:** Transfer of website administration responsibilities and content updates.
- **Social Media:** Transfer of social media account management
- **Bank Transfers:** Bank account signatory changes must be declared during the general meeting held at the Ganapati Festival and actual transfer to be done post event within two weeks unless new committee is not elected by election process and members voting process.



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- **Handover:** The outgoing President and committee members must ensure that all relevant Mandal assets are handed over to the incoming committee by the end of August.
- **1st event – Ganeshtov/Ganpati Event:** Current committee to reserve or submit a request for venue booking on weekend (Saturday or Sunday) falls during 10days of Ganapati festival.

New committee to handle this event independently unless need any guidance from current committees. New Committee will have all communication, website, social media transferred by mid of August.

If new committee seeks current committee's help leading event, then current committee to lead event but background work needs be done by new committee according to current committee's advise.

Any payments to be done by current committee treasurer timely, if new committee treasurer is appointed or bank transfer not done prior to event.

Review of Process

The election and transition processes shall be reviewed by **Board of Trustees** annually to ensure they meet the needs of the organization and comply with best practices.