

WORKING GUIDELINES

FOR SEBS AND ITS CHAPTERS

16th November, 2004
Kathmandu, Nepal

Working Guidelines for SEBS and its Chapters

1. Authority of Working Guideline:

The Working Guideline (WG) is promulgated under the SEBS Executive Committee authority contained in Section 4, Article 15 of SEBS Constitution, Goals and Objective to provide service to ALL its members.

2. Purposes of Working Guideline (WG) :

The purpose of this Working Guideline is to provide institutional and working policies to be followed by the SEBS and its chapters to achieve objectives of SEBS.

3. Definition:

The following definitions apply to WG Rules:

3.1 "SEBS" refers to Society of Ex-Budhanilkanttha Students, the alumni association of the former students of Budhanilkanttha School established in 1982 A.D. located in Kathmandu, Nepal.

3.2 "SEBS-Chapters" refers to organizations of SEBS members that has registered itself as an organization with the state jurisdiction where it is located.

3.3 "SEBS Members" refers to ALL members of SEBS regardless of geographic location or geographical affiliations.

3.4 "Chapter Involved Projects" refers to projects initiated by various Chapters of SEBS, or by SEBS in association with the Chapters.

3.5 "BNKS" refers to Budhanilkanttha School, Kathmandu, Nepal.

3.6 "Sub-Chapter" refers to a chapter within the geographical location where a SEBS Chapter has already been formed and recognized by SEBS.

3.7 "Ex-Comm" refers to the Executive Committee of SEBS or the Chapters, as indicated.

4. Applicability of the WG:

Any future chapter or congregation of ex- students of the Budhanilkanttha School who wish to come together in groups and share the vision of SEBS are to follow these guidelines. In the event, where any part of these rules may not be applicable or where current agreements are found to be deficient or due to new events unforeseen before, then separate agreements will be reached between SEBS and the new chapters.

5. Background:

SEBS having entered into its 23rd year in 2004 has approximately 2500 members spread all around the globe. Its members are in various stages of their lives with diverse social, economical, cultural, geographical and educational background. SEBS Membership will continue to grow in different geographic locations of the world. Given the past experiences of SEBS, it is not possible for a single entity to be in touch with all its members even with the aid of the modern technological and innovating techniques. SEBS thus far has depended on volunteer leadership.

Due to changing prospects and in search for higher education and better opportunities, members have spanned various corners of the globe, mainly in North America. Due to limited accommodation of the needs and interest of such members, in July of 2000 members of North America independently formed SEBS-North America, which was granted Not for Profit and a tax exemption status by Internal Revenue Services of the United States of America on January 19, 2001.

Therefore, in light of formation of SEBS-North America and to utilize the growing diverse resources, SEBS decided to form institutional, networking and working guidelines to streamline the business and administrative protocols between SEBS and its Chapters. SEBS also decided to encourage the formation of sub-groups of SEBS members in the form of chapters of SEBS who share and subscribe to common vision of SEBS.

6. Institutional Guidelines Between SEBS and Future Chapters or Sub-Chapters:

6.1 Legal Requirements:

The Chapters of SEBS will have to fulfill the legal requirements of the respective countries and/or legal jurisdiction under which they fall in, to form a group/organization and get them officially registered. Such Chapters within Nepal will have to follow the required legal procedures of Nepal to be legally registered as branches of SEBS. In absence of official registration as a group/organization, SEBS should look into the possibility of informal grouping to implement its activities and to allow the members to interact amongst themselves, in their own geographical location.

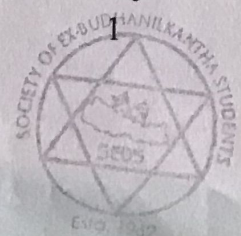
Once a Chapter is registered officially, it will bear a separate legal entity with its own administrative procedures to take care of its day-to-day business. Such chapters will coordinate their activities with SEBS so that common goals and visions are observed and will follow specific institutional and working policies of SEBS as presented in this working guideline.

6.2 Duties, Responsibilities and Rights of Chapters:

6.2.1. The Chapters will have the following duties and responsibilities:

- i) To fulfill the goals and objectives of the members within its jurisdiction.

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- ii) To work towards achieving the common goals and objectives of SEBS as stated in Section 2, Article 5 of SEBS Constitution.
- iii) To work towards strengthening and institutionalization of SEBS and its Chapters.
- iv) To provide its annual report to the SEBS Executive Committee to be presented at SEBS AGM and GM.

6.2.2. The Chapters will have the following rights:

- i) It can enquire, suggest and advise the executive committee of SEBS.
- ii) It can receive pledges and contributions from members on behalf of SEBS.
- iii) It can mobilize the members for various activities as per the objectives of SEBS.
- iv) It can establish its own chapter goals without violating SEBS's goals and objectives.
- v) It has the right to formulate, manage, implement, monitor and audit projects as per its goals.
- vi) It has the right to propose its agenda in the SEBS AGM or GM.
- vii) It has the right to assign its representative to SEBS AGM or GM.

7. Working Guidelines Between SEBS and its Chapters:

7.1 Preamble:

Life is a continuous process of learning and developing. All the members who come to the executive committees will be learning and developing management skills while working for SEBS and this should be the driving force behind the volunteer drive of SEBS.

The proper and systematic network of SEBS and its Chapters would be fruitful in assisting successive Executives Committees perform to their best and maintain continuity and consistency in SEBS objectives and activities. The Working Guidelines presented herein is aimed at helping successive Executive Committees to perform their duty efficiently and effectively as it relates to business protocols between SEBS and its Chapters.

Working Guidelines between SEBS and its future chapters are also directed towards creating an atmosphere that the members participating in SEBS activities should feel that they are equally important for SEBS no matter where they are contributing from and at the same time learn the procedures of running an organization.

7.2 Chapter Involved Projects in Nepal:

Following Working Guidelines shall be adhered for Chapter Involved Projects:

7.2.1 Initiation: SEBS or any Chapter may initiate project in Nepal.

7.2.2 Proposal: SEBS and all involved Chapter shall appoint its representative to write the project proposal.

7.2.3 Project Implementation Team (PIT): SEBS and all involved chapters shall form a Project Implementation Team (PIT) to implement the Chapter Involved Project in Nepal. The PIT shall have the right to form policy and make decisions to implement the project. It shall consist of following personnel, at the minimum. PIT may add additional individuals to implement the project as necessary.

- a) One representative from SEBS
- b) One representative from each involved Chapter
- c) One additional mutually agreeable team member

7.3 Communication Procedures between SEBS and its Chapters:

The SEBS Executive Committee shall appoint an International Chapter Coordinator (ICC) and a National Chapter Coordinator (NCC) who shall be the main contact person for all international and national Chapters. Until the appointment of ICC and NCC, the SEBS President shall bear the responsibilities of the coordinator.

7.4 Rights of SEBS:

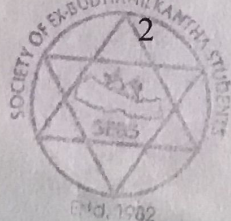
All resources generated explicitly in the name of SEBS shall lie under the jurisdiction of SEBS (vis a vis Sec.2 Funds).

7.5 Financial Guidelines:

The following are the financial guidelines regarding collection, disbursement and transaction of financial resources between SEBS and its Chapters.

- 7.5.1 All financial transactions between SEBS and its Chapters shall be made in accordance to the constitution (SEBS & Chapters) and as stated in its registration rule, in the country/jurisdiction in which it is registered.
- 7.5.2 Financial Contract should be present for all financial transaction between SEBS and its Chapters, and should be signed by the Treasurer of each organization. In their absence delegated Executive Committee member will have the Power of Attorney to sign the contract.
- 7.5.3 All Financial Contract should clearly provide the following information:
 - a. Under what category, as described in section 7.6, the fund is being transferred.
 - b. For what purpose/project the resources will be used.

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- c. Rules governing the transaction e.g. timeline, conditions for staged disbursement of funds (if necessary), requirement of receipts, progress report, auditing plans etc.
- 7.5.4 At the end of the fiscal year, SEBS and its Chapters should submit an Annual Audited Financial Report to each other and progress statement of each Contract. Such a document should also clarify balance and related issues.

7.6 Fund Categorization:

7.6.1 SECTION 1 FUNDS: Fund transfer FROM Chapters TO SEBS.

a. SEBS Admin Fund:

Chapters shall create a permanent SEBS Admin Fund for members to contribute to SEBS administrative expenses. The fund shall be transferred at least a month before the SEBS AGM.

b. Project Fund:

Chapters are allowed to create specific Project Fund for its implementation in Nepal. All Project Funds shall include 10% overhead to be equally transferred to SEBS and all involved Chapters. Chapters shall transfer the fund to the project account in Nepal as established by the PIT, and as needed depending upon the schedule of the project. Chapters have the right to ask for proof of expenditure. Funding for such projects may also be allocated from other available funds in Chapter's budget as allowed by adopted guidelines of the Chapters.

c. BNKS Development Fund:

Chapters shall create BNKS Fund for the specific project of the school or club as outlined in the project proposal. Chapters shall transfer the fund to the School Club, as needed depending upon the schedule for the project. Funding for such project may also be allocated from other fund in Chapter's budget as allowed by adopted guidelines of the Chapters.

The Chapters have the right to nullify and close any fund under Section 1 Fund if the Chapter Executive Committee decides that the fund has not been properly utilized as outlined in the project proposal or if the Chapter Executive Committee decides that the recipient of the fund has not followed the guidelines outlined in this Working Guideline. Such nullification of fund is subject to appeal and will be judged as per guidelines outlined in 8.0 Conflict Resolution.

7.6.2 SECTION 2 FUNDS: Fund transfer FROM SEBS TO Chapters

In such a situation that funds are to be transferred from SEBS to specific Chapters, various categories can be formulated as required to facilitate and correctly document the transaction. In absence of such categorization, all fund transfers from SEBS to Chapters will be made under SECTION 2 FUNDS. All fund transferred under SECTION 2 FUNDS MUST be accompanied by DETAILED Financial Transaction Contract giving in-depth documentation as required under Working Guideline 7.5 at the minimum. Further documentation may be requested as needed.

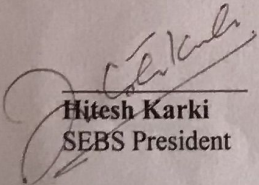
8. Conflict Resolution:

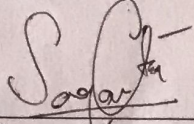
- i) In such a situation that SEBS and its Chapter cannot resolve a conflict in reasonable time period, both SEBS and the Chapter concerned has the right to request formation of Conflict Resolution Committee comprising of three members: two members nominated by each disputing body and one neutral professional mediator acceptable to disputing two partners.
- ii) The committee should adopt impartial procedure and rules according to guidelines set by this working guideline. The committee may also use statues and laws prevailing in the country (ies).
- iii) In such a situation that the conflict cannot be resolved by such a committee or such that either of the disagreeing body is not satisfied with fairness or working procedure of the committee, both SEBS and its Chapters have right to demand resolution through a third party arbitrator.
- iv) Such arbitrator should be neutral individual or organization acceptable to both conflicting parties.
- v) Such arbitrator should use impartial procedure and rules according to guidelines set by this working guideline. Such arbitrator may also use the statues and laws of the prevailing country (ies).

9. Amendments of Working Guideline:

Any amendments to any section of this Working Guideline should be approved by the General Meeting or Annual General Meeting of SEBS and by the Chapter's AGM (Annual Reunion). No amendment shall be effective until and unless approved by both AGMs.

We, the under signed, hereby agree to abide by this Working Guidelines (WG) presented herein, effective as of the Sixteenth Day of November year Two Thousand and Four at SEBS office, Putalisadak, Kathmandu, Nepal.


Hitesh Karki
SEBS President


Sagar Onta
SEBS-NA President

Date: November 16, 2004

