



STREET CAUSE DIVISION EXPANSION & MAINTENANCE POLICY

Street Cause hereby referred to as 'SC' or 'The Organisation', is a non-profit NGO that is constantly modifying itself to update with the rapidly changing times. Street Cause has certain guidelines, which are to be followed, in order to ensure a smooth functioning Organization.

SCOPE:

The Division Expansion and Maintenance Policy of Street Cause serves as a guideline drafted to maintain a standardized functioning format among all Street Cause Divisions.

These guidelines are to be strictly followed by all the Divisions of Street Cause Hyderabad.

PREFACE:

Street Cause Division Expansion and Maintenance Policy intends to establish a wide variety of rules and regulations associated with establishing a Street Cause Division and maintaining them with utmost diligence with respect to fulfilling the responsibilities attached with it.

This policy shall apply to:

- Chief Executive Board (Chief EB)
- All the Divisions of SC
- SC Units – Gold, EForce, PAW, I&R, Pride and Hyderabad Youth Assembly
- All members and volunteers raising funds for Street Cause

1. Structure of a Division:

A Division is the primary unit of Street Cause in a college, consisting of a Divisional President, Treasurer, Executive Board, Coordinators and Volunteers as its workforce functioning **under** the guidance of the Chief Executive Board of Street Cause. A Street Cause Division is independent in choosing its projects and execution; however, it needs approval from the SC Project Quality Head in order to ensure that the projects are in alignment to the NGO's Project Quality guidelines.

A. Standardized Structure of Street Cause:

Every Division associated with Street Cause follows a standardized structure.

- i) Every Street Cause Division is monitored by a mentor from the SC Chief Executive Board.
- ii) Every year, the SC division conducts recruitments for the upcoming SC Divisional Executive Board which is presided over by the SC Divisional President.

B. The structure of a Street Cause Division is mentioned as follows:

- i) Mentor from the Street Cause Chief Executive Board
- ii) SC Divisional Executive Board presided over by the SC Divisional President. Comprises of Divisional President, Associate President, Vice Presidents for the respective departments, Treasurer; in the order of hierarchy as mentioned
- iii) Coordinators
- iv) Volunteers

2. Recruitments:

- A. The intake of the workforce of a Street Cause Division is done in accordance with the recruitment process held under the guidelines prescribed under clause 1 of Human Resources Policy of Street Cause
- B. Divisional Executive Board recruitment: The respective mentor of the Street Cause Division from the Chief Executive Board in accordance with the Divisional Alumni conducts recruitment process for the Divisional Executive Board of the year. The selection process with respect to the Divisional Executive Board is based on the candidate's performance in the recruitment rounds and their previous Street Cause tenure. The Divisional Executive Board usually comprises the Divisional President, Associate President, Vice President's for the respective departments and Treasurer
- C. Coordinators: The respective Divisional Executive Board of the Street Cause Divisions in accordance with the mentor from the Chief Executive Board shall

conduct recruitment process for the Divisional Coordinators. The selection process with respect to the Coordinators is based on the candidate's performance in the recruitment rounds

- D. Volunteers: Any individual willing to join and participate in any event/project of any SC Division is free to do so with the consent of the concerned SC Divisional President

3. Departments in a Division:

- A. Any Street Cause Division comprises of the following **FIVE DEPARTMENTS:**

- (i) Women Empowerment
- (ii) Education
- (iii) Social Impact
- (iv) Environment Changes
- (v) Old Age Homes & Orphanages.

Any Street Cause Division is independent to choose any number of departments from the above mentioned list to inculcate as a part of the Division's functioning curriculum. The minimum number of departments which could be opted being one to the maximum number of department/s which could be opted being Five.

- B. Each Department in a Street Cause Division is headed over by a Vice President from the Divisional Executive Board
- C. Workforce for each department comprises of Vice President from the Divisional Executive Board, Coordinators (Minimum being 6 Coordinators per department to Maximum being 15 Coordinators per department usually, however the count is left to the response received from the workforce and the Divisional Executive Board-respective Mentor from Chief Executive Board)
- D. In case the Division has more than one department, the workforce has a choice to opt for a department of their choice. In case, the Division comprises of only one department then by default the workforce has to opt to work for the existing department
- E. Each Department is expected to cross check their project ideas with the respective Vice President of the department, Divisional Executive Board, Mentor and the Project Quality Head from the Chief Executive Board of Street Cause

4. Establishment of Street Cause Divisions:

- A. It is strongly advised by Street Cause to have permission of the college management to start a Street Cause Division, it is however not mandatory.
- B. In case a student from a non-Street Cause Division intends to start a Street Cause Division in their college, they are expected to reach out to the Division Expansion Head from the Chief Executive Board, preferably or reach out to the Chief Executive Board of Street Cause through any point of contact or through the social media pages

5. Division Kit:

The Division Kit is a combination of the materials that aid the SC Division's establishment and functioning through the term

- A. Every member of the respective Street Cause Division has an access to the Division Kit which comprises details of the permission letters, induction decks, SC policies, marketing material to name a few
- B. Division Kit also highlights the work culture promotion in the SC Division among its workforce

6. Smooth and Efficient Functioning of the Division:

- A. At Street Cause we believe in giving back our two cents worth to the society while inculcating leadership qualities and a sense of responsibility towards the society in our workforce. We therefore strongly feel that an environment of healthy competition and constant learning help in bringing out the best positive results from the team
- B. Any disturbances within the Division shall be reported to the earliest to the Divisional President/ Mentor- Street Cause Hyderabad
- C. Divisional President is expected to solve the issues arising in the board. In case of grave disturbances, the issue could be reported to the Mentor from the Chief Executive Board

7. Finance Maintenance:

- A. As a student run NGO, financial transparency is of utmost importance and forms the basis of its core integrity. Every single Division and Unit of Street Cause is liable to take up the complete responsibilities of its financials
- B. The income and expenditure transactions are expected to be submitted to the respective Mentor from the Chief Executive Board in the form of soft copy by the 5th of every month. In case any Division fails to do so, the respective Division gets frozen under the discretion of Vice President- Finance & Legal and

President-Street Cause as mentioned in clause **4 of Street Cause Finance Policy** until appropriate transaction proofs are uploaded

- C. Street Cause has a complaint Governance Committee which exclusively deals with any unforeseen financial and legal discrepancies arising in the Organization in a neutral manner. While the Vice President- Finance & Legal of the Chief Executive Board of Street Cause ensures that utmost financial transparency is maintained throughout the Organization
- D. The Chief EB Mentor forms a point of contact between the Governance Committee and the Vice President- Finance & Legal

8. Audit Maintenance:

- A. Usually for any Street Cause Division, the primary source of income happens to be “Commitment Sheets”. Commitment Sheets are used to raise funds by the Coordinators and Volunteers of the Division. Necessary proofs of the commitment sheets shall be maintained by the Divisional Treasurer and Divisional President as mentioned in clause **2 of the Street Cause Finance Policy**
- B. Soft copy of the network sheets shall be uploaded in the respective specified Street Cause Division Google Drive Folder by the respective Mentor from the Chief Executive Board and/or the Divisional President on monthly basis
- C. In case of revenue generation from the profits of any fundraising event organized by a Street Cause Division, the sources of income and necessary soft copies of Govt ID proofs shall be maintained by the Divisional Treasurer and Divisional President of the respective Street Cause Division. Income proofs of fund-raising events shall also be uploaded in the respective specified Street Cause Division Google Drive Folder by the respective Mentor from the Chief Executive Board and/or the Divisional President on monthly basis
- D. Monthly Audit has to be done by all the Street Cause Divisions by the 15th of every month which serves as the deadline
- E. In case any Division is not audited within the deadline, then the respective Street Cause Division’s financials are frozen until further notice under the discretion of the Vice President- Finance & Legal and President- Street Cause

9. Online Maintenance:

- A. Every Street Cause Division has a social media handle in order to promote the projects taken up by the Division and the work done by the workforce. Usually Street Cause Divisions have pages on Facebook and Instagram social media

handles which is maintained by the respective Divisional Presidents of the Street Cause Division's as mentioned in **clause 1 of Street Cause Digital Policy**

- B. Usually the respective Divisional President, Mentor and the Digital Head from the Chief Executive Board have access to the respective Division's Facebook and Instagram pages
- C. In case of any recruitments in the Division, social media posts shall be uploaded on the respective Street Cause Division pages- Facebook and Instagram included along with the appropriate content and HD quality pictures approved by the Documentation Head and Digital Head from the Chief Executive Board respectively within a time frame of 24 hours
- D. In case of task reports of the projects taken up by the said Street Cause Division, social media posts shall be uploaded on the respective Street Cause Division pages-Facebook and Instagram included along with the appropriate content and HD quality pictures approved by the Documentation Head and Digital Head from the Chief Executive Board respectively within a time frame of 24 hours
- E. In case of fundraising events organized by a said Street Cause Division, social media posts shall be uploaded on the respective Street Cause Division pages -Facebook and Instagram included along with the appropriate content and HD quality pictures approved by the Documentation Head and Digital Head from the Chief Executive Board respectively within a time frame of 24 hours
- F. No social media posts shall be made without the approval of the Digital Head from the Chief Executive Board on any SC Division's pages- Facebook and Instagram included
- G. No social media posts shall be made without proper content and HD Quality pictures
- H. Since any SC Division's social media pages serve as a key to promote the projects taken up by the Division amongst the common public, therefore it is a crucial responsibility of the Divisional President to ensure that non-objective posts or tags are not shared on the pages
- I. No SC social media handles passwords can be changed with the approval of SC Digital Head and/or SC President.

10. Survey and Task Reports Submission:

- A. Before any Division takes up a project, a detailed survey report specifying the intended changes which the project would bring about, the number of people being impacted, the estimated budget along with necessary pictures and videos to support the survey shall be submitted to the Project Quality Head from the Chief Executive Board through the Divisional President and Mentor as specified under the **clause 1 of Street Cause Documentation Policy**

- B. No project shall be taken up by any SC Division without the approval of the Project Finance Quality Head from the Chief Executive Board
- C. Task reports or any content on the SC Division's social media pages shall be posted only after the approval of Documentation Head from the Chief Executive Board through the Divisional President and Mentor as mentioned **under clause 2 of Street Cause Documentation Policy**

11. Dissolution of a Street Cause Division:

Divisions are the primary and integral part of the Street Cause structure. It falls upon the responsibility of Mentor from the Chief Executive Board to handle grave situations of dissolution of an already established SC Division and to prevent it. However, under extreme situations when such a situation arises, the final call lies with the President – SC under the discretion of BOG. In such cases, the current Divisional Executive Boards shall be liable for the below

- A. Any balance amount left behind with the SC Division shall be submitted to the respective Mentor from the Chief Executive Board
- B. The social media handle of the respective SC Division's Facebook and Instagram pages shall be handed over by the respective Divisional President to the Digital Head of the Chief Executive Board of Street Cause
- C. Logistic materials should be handed over to the mentor, T-shirts and ID cards which represent their presence as a Street Cause member should be collected by the concerned mentor before dissolving the division

12. Amendments :

- A. The Policy has been created by the Chief Executive Board under the guidance of the Permanent Chair of Street Cause
- B. Any change/changes to the policy shall be reviewed by the Portfolio Head, Head-Documentation and Policy Governance, along with the President of Street Cause
- C. If the President is in agreement with the amendments to the Policy, it needs approval from the Board of Governors and Governance Committee
- D. In case of any discrepancies arising, the Street Cause Governance Committee can be approached with the same
- E. **Change of Policy:** The Executive Board of Street Cause, can change the policies, approved by the President of Street Cause, after due consultation with the BOG
- F. **The Board of Governors has the discretionary right to invoke any change in policy based on circumstances**
- G. The Board of Governors has discretionary right to make an exception to the policy based on reasonable circumstances
- H. The Permanent Chair has the discretionary right to override any change in policy made by the Board of Governors and Governance Committee based on circumstances and will have final call over the policies

Note:

- 1. The policy is subject to change and further updates.
- 2. For any queries regarding the policy, please contact streetcause@gmail.com

Policy Version	Changes	Created/Modified	Created by	Reviewed & Approved by
Division Expansion & Maintenance Policy of Street Cause V1.0	Policy Launch	26/04/2019	R.Sreeja Reddy (Div. Expansion Head)	Akhilesh Jukareddy (PC)
Division Expansion & Maintenance Policy of Street Cause V1.1	Minor Updates	10/06/2019	D. Vijayalakshmi (President)	Akhilesh Jukareddy (PC)
Division Expansion & Maintenance Policy of Street Cause V2	Specified guidelines for the volunteer	29/04/2020	Tejo S (VP HR, Division)	Meghana Mojjada, Bhargav

	recruitment, Division kit, Dissolution		Expansion and Maintenance)	Kumar (Board of Governors)
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