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## Legal Policy

Street Cause, hereby referred to as 'SC' or 'The Organisation', being an organisation that is constantly moulding and updating itself with the rapidly changing times, has certain guidelines, which are to be followed in order to ensure smooth functioning within the Organisation.

### **SCOPE:**

The Legal Policy of Street Cause is the guideline for the functioning of the organisation with regards to all the legalities throughout Street Cause, and to ensure that there are no legal issues, the proceedings of Board Change formalities and the aspect of legal police permissions for conducting certain SC events.

This policy shall apply to:-

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

### **PREFACE:**

As a registered NGO, it is the responsibility of every SC member to abide by the law, and to conduct themselves in a compliant manner while acting in the capacity of a Volunteer of The Organisation. To follow this policy, therefore, would be to comply with the rules of The Organisation, and by large, the law. In a large student run NGO, Legal compliance plays an

important role so as to ensure that the functioning of the Organisation takes place in a systematic and organised fashion. The following guidelines therefore, have been drafted for the same.

**1. Board change formalities:**

- A. By one week post the AGM, the newly appointed board must update their names, and designations, along with the required proofs, at the Office of the District Registrar of Societies by the VP-F&L, without fail, and has to be ensured by the former and current President of Street Cause, this being linked to the issuance of certificates of the former Executive Board
- B. The instructions shall be in line with respect to the board change manual created by the Governance Committee

**2. Official address of the organisation for the year:**

- A. The current President's address shall be accounted as the Official Street Cause address for the year. All the important documents, letterheads, permission letters, and request letters
- B. In all documents related to the Organisation, the address shall be the current President's address
- C. The IT filing and Board Change shall be updated with the IT Department with the President's address mentioned as the office address

**3. Term of the Board:**

- A. One functioning year in SC shall be accounted from one AGM to the Next AGM, which is usually within the first week of June
- B. All the events/particulars carried about by the respective division shall be within this specified time frame
- C. The board, during their tenure shall be liable for any action against Street Cause, and even in the future, shall be answerable and must produce required proofs for any questions arising

**4. Onboarding of New EB:**

- A. President and VP-F&L shall be responsible for change of Bank Address after the recruitment of new board. This is to be done within 1 week without fail, with the responsibility lying with the VP-F&L
- B. The President and VP-F&L shall be responsible for updating the names in all bank accounts, deposits, and any other legal documents
- C. Failure to do so will result in strong action, which may include freezing or non-issuance of certificates
- D. Legal role holders are a few designated Chief EB Alumni who have certain services

## 5. Legal Permissions:

- A. When an event is conducted by the Chief Executive Board of Street Cause, the President should take all the permissions in prior from the Police Department, and other government permissions well in advance
- B. For Division level events, and events conducted by the units of Street Cause, the Divisional President, and the President of the unit respectively is to obtain all required permissions, in advance
- C. All permissions' original and photocopy should be preserved and the softcopy is to be uploaded to Google drive
- D. All the required permissions like Traffic Police, parking, licence for operating music (DJ) etc. should be taken at least a month prior to the event
- E. In case event organisers are to be appointed for an event, appointment of the event organiser shall be done by the respective President, Mentor, or Divisional President, and shall take responsibility for any action arising
- F. **No event in Street Cause is to be conducted without taking due permissions, and any such conduction will result in immediate action. It is mandated to thoroughly research all permissions required, and only then proceed with the conduction of the event**
- G. Any legal action arising during an event conducted by a division of SC or unit of SC, must be against the Divisional President, President of the respective unit, and the liability would not fall on Street Cause, as the DP, or President of the unit is solely responsible

## 6. Legal Action:

Legal Action against the volunteer shall be taken under the following circumstances upon the discretion of the President and BOG/GC:

- A. Defamation of the organisation in any form
- B. Financial mismanagement, misuse of funds, which includes providing false counts (reporting a certain amount of passes or forms sold, when in reality there was no sale of reported number) during fundraisers, misrepresentation of financial figures, providing manipulated/unauthorized bills and other such activities with regard to funds
- C. Sexual harassment

- D. Verbal and Physical abuse/assault, misbehaviour with any other volunteer of Street Cause
- E. Refusal to submit an amount within the stipulated time
- F. Any volunteer who is conducting events without any permission of the authorised person
- G. Insubordination of the Chief Executive Board to an extent of breaching of organization's laws
- H. Violation of the laws of India
- I. Manufacture, distribution of fraudulent certificates will result in strong legal action being taken against the fraudster
- J. If any MOU is manipulated and/or signed by a member without notifying the VP-F&L and President-SC or at the discretion of the Governance Committee and Board of Governors, suspension, termination or legal action can be taken against the member upon the discretion of the President, BOG, and/or GC
- K. Any Legal action in SC will be directed towards the person responsible only and not the organisation. Said person will be held responsible for their respective year only, even if the action arises after their term

#### **7. Memorandum of Understanding:**

- A. All MOUs shall be drafted by the Documentation Head of Street Cause in accordance with the Vice President – Finance and Legal, MoU's stand as a timely legal agreement between Street Cause and other parties. No MoU shall be signed between Street Cause, and/or pertaining to SC without the consent of the VP-F&L
- B. MOUs are to be shared with other parties only in PDF or printed format
- C. Any written changes on printed MOUs are to be accompanied by the signatures of the representative of Street Cause and the representative of the other party with a documented consent of the VP-F&L and President-SC
- D. Date of signing must be mentioned in all MOUs
- E. An MOU is only valid when it is signed by both the representatives, i.e. Street Cause and the other party
- F. The MOUs so drafted shall be saved in the SC Google Drive for future reference
- G. A legally notarized document shall be used for MOUs involving financial transactions above INR 100000 between SC and the other party or in cases of lower amounts, if agreed upon by both the parties
- H. In an event where the President and VP-F&L feel it necessary to notarize an MoU, it can be done so upon their discretion

#### **8. Warnings:**

- A. A warning is issued to division, or, members if found acting against the policies and/or constitution of the organisation
- B. A warning letter can be issued by Divisional President, President of the Unit, Mentor, or President of SC to any member of the Division or Unit

- C. A warning letter to a Divisional President can be issued by the respective Mentor and President of SC
- D. A warning letter to a Chief Executive Board Member can be issued by the President of SC, BOG, GC and Permanent Chair
- E. The Governance Committee of Street Cause can issue a warning to any member of Street Cause, either acting on a complaint raised or by their own discretion in the event of suspicious behaviour of members or any malpractice and non-compliance with respect to finance and legal aspects of Street Cause
- F. The Board of Governors of Street Cause can issue a warning to any member of Street Cause, either acting on a complaint raised or by their own discretion in the event of suspicious behaviour of a member or any malpractice and non-compliance
- G. Continuation of the same behaviour would result in suspension, removal and legal action if needed at the discretion of the respective President – SC, Board of Governors and Governance Committee

## 9. 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 write to [streetcause@gmail.com](mailto:streetcause@gmail.com).

Policy Version	Changes	Created/ Modified	Created/Amended by	Reviewed & Approved by
Legal Policy of Street Cause V1.0	Policy Launch	19/10/2019	S. Lalitaditya (President)	Akhilesh Jukareddy (PC)
Legal Policy of Street Cause V2.0	Streamlined the process for submission of bills	26/04/2020	S. Jhansi Lakshmi (VP-F&L)	Meghana Mojjada, Bhargav Kumar (Board of Governors) and Shravani Konda, Srinivas Teja, Md. Sohail (Governance Committee)

