

AMRAPALI SAPPHIRE PHASE II APARTMENT OWNERS ASSOCIATION

Sector -45, Noida (U.P)

(Registration No. GBN/01083/2019-2020, Under Societies Registration Act 1860)

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Ref. CUL/SOP/PRE-3

Dated 08.09.2024

Standard Operating Procedure (SOP) for Cultural Committee

1. Objective

To assist and recommend actions to the Amrapali Sapphire Phase 2 Apartment Owners Association (AOA) Board of Management (BOM) for organizing events that celebrate diversity, traditions, and the arts, providing opportunities for residents to connect, learn, and engage in meaningful cultural experiences.

2. Scope and Responsibilities

- Organize and host cultural events and activities
- Promote society talent and encourage creative activities
- Gather feedback and continuously improve
- Address any other related issues or affairs with prior written approval from the BOM or as referred by the BOM from time to time

3. Meeting Protocol

- Frequency: At least once a month, with additional meetings as required
- Notice: Convener/Co-convener to inform members of meeting date and time at least 48 hours in advance
- Rescheduling: If more than 25% of members have reservations, reschedule to the earliest possible date/time

- Minutes: Record and share meeting minutes with all committee members and BOM within 3 days
- Quorum: At least 1/3rd of committee's strength (including Convener and Co-convener)
- Quorum not met: Reschedule; if still not met, proceed with discussions and circulate minutes for majority approval
- Advisors: Invite appointed advisors and capture their views in meeting minutes
- BOM Coordinator: Include the designated BOM coordinator in all committee groups and communications

4. Decision-Making Process

- Decisions/recommendations made by majority of the committee strength
- Voting may be conducted in case of split views
- BOM has the deciding vote in case of a tie

5. Budgeting and Financial Management

- Submit annual budget proposal to BOM by the specified deadline
- Obtain pre-approval from BOM for all expenses and document with receipts

6. Reporting and Documentation

- Coordinate with Dr. A. K. Gupta, the designated BOM coordinator, for information or document requests
- Convener to maintain records of all activities, communications, and transactions
- Submit monthly reports to BOM summarizing activities

7. Code of Conduct


- Act in the best interest of the community and maintain transparency
- Disclose conflicts of interest and abstain from voting on related matters
- Maintain respect and professionalism in all interactions
- Refrain from using/transferring resident data to personal possession or unauthorized individuals

- Obtain BOM approval before disclosing information publicly or implementing decisions

8. Conflict Resolution

- Resolve disputes internally through discussion and consensus
- Escalate unresolved issues to BOM for mediation and final decision

Note: "Member/s" includes Convener/Co-convener/s. All committee actions and decisions are subject to BOM approval.


8.9.24
(DPS RAJESH)
PRESIDENT