

## **DOGANA Committee's Standard Operating Procedures –SOPs**

The Standard Operating Procedures for DOGANA Committees will remain enforced until revised and approved by the DOGANA Central Council.

### **A. Purpose**

This SOP establishes clear guidelines for committee functioning, communications via **email (e-blasts)** and **social media** to ensure consistency, efficiency, and alignment with DOGANAs mission and policies.

The **Communication Committee** is responsible for drafting all original content for email blasts, social media posts, and the DOGANA newsletter as well as Podcast except the annual magazine which is under the purview of the Publications committee.

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### **B. Enforcement and Compliance**

This SOP will be distributed to all committee chairs for clarity and compliance.

Any exceptions to these policies require written approval via email from the President.

This SOP shall be in alignment with DOGANA CABL and if there is any conflict between the two, the CABL will take precedent over the SOP.

Every committee advisor, chair, co chair or member will have to sign a DOGANA Committees Code of Conduct and Conflict of Interest disclosure as soon as the committees are finalized.

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### **C. Policy Points**

1. DOGANA Central Council will formulate and approve by simple majority, committees for a calendar year on the recommendations of the President for that year. These committees shall carry the vision and mission of DOGANA and further the goals and objectives of the Central Council as envisioned by the President who is the Chair of the Central Council.
2. There are 5 standing committees per DOGANA CABL (NEC, EGC, Membership, CABL and Communications and Publication). Any additional committees approved

by the DOGANA Central Council are adhoc committees for one calendar year duration only.

3. The committee's will be appointed for a one year duration starting on 1st January of that year and ending on 31st December of the same year.
4. The DOGANA Central Council can appoint additional members to a committee later, if space permits, by a majority vote following Roberts Rule. The composition of the committees should ideally be an odd number
5. All committees will follow Roberts Rules and there will be voting electronically or via WhatsApp. Committee agendas will be presented atleast 24 hours beforehand and motions will be passed by simple majority of committee members within a defined time period after adequate discussion.
6. Each committee will have a Chair who will preside over that committee. No more than two Co Chairs and one Advisor will appointed to any Committee.
7. The committee advisor shall be a non voting member of a committee.
8. Every committee must send its charter for that year to the DOGANA Secretary for onward dissemination and approval by the CC within 2nd week of February of that calendar year.
9. The committee's shall meet atleast 4 times a year and may meet frequently if needed virtually except at the Retreat and during APPNA Summer Meeting when a live committee meeting can be held.
10. The committee virtual meetings will happen on the official DOGANA Zoom account only. The Co Chair of the committee will be the recording officer of the committee.
11. Committee members shall adhere to the SOPs and also attend the committee meetings. After two consecutive unexcused absences or any violation of this SOP, the chair shall issue a written notice to the absentee or member in violation, copied to info@dogana.org. A third unexcused absence or second violation of SOP shall result in a written recommendation by the chair to the Central Council for removal and replacement of that member.
12. Committee meeting minutes must be approved by simple majority of the committee members either electronically or via WhatsApp and the approved minutes must be received by the DOGANA Secretary by the Chair of that committee within 2 weeks of the date of the said meeting.
13. The President, Secretary and Executive Director of DOGANA will be notified atleast 3 days before the committee meeting and may attend the meeting if desired as non voting members. This does not apply to the NEC and EGC committees where attendance will be by invitation from the Committee Chair only.
14. Any approved committee project shall be forwarded by the Secretary DOGANA to the central council for approval prior to marketing and implementation by any member.

15. DOGANA logo or name cannot be used on any poster or publication without prior approval by DOGANA Central Council.
16. Any committee project, initiative, report or information shall be disseminated by DOGANA as an official communication by email to membership prior to release to any unofficial or personal social media platforms.
17. All work, materials, communications, records, and outputs produced by committees in the course of their service shall constitute the exclusive property and intellectual property of DOGANA. No committee member shall claim individual ownership, copyright, or proprietary rights over such work. Committee members shall not disclose such work to unauthorized persons or use it for personal, commercial, or non-DOGANA purposes without prior written authorization from the Central Council.
18. Each committee may create one WhatsApp group for internal communication and discussion within the official DOGANA WhatsApp community as approved by the Central Council. Every committee member will be a part of that group. The chair of the committee shall be the admin of that group. The president, secretary and ED may choose to be a part of that group also. No subgroups that are exclusionary of other committee members will be allowed.
19. Committees shall disclose to the President, Secretary and ED any social media groups (e.g., Facebook, WhatsApp) formed or maintained by the committee. Disclosures shall include the group's name, purpose, and standard operating procedures. All such accounts shall remain the sole property of DOGANA and shall be transferred to the incoming chair at the conclusion of the term.
20. The DOGANA Central Council shall be the sole custodian of this SOP. This SOP shall remain enforced and the Central Council may review or amend it by simple majority in January of each subsequent year if needed.

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SOPs approved by DOGANA CC on 22<sup>nd</sup> January 2026.

**Signed: Tariq J. Alam, MD**

**DOGANA Secretary 2026**