

GOSUMEC Foundation USA – Succession Plan

Approved by the Board: August 9, 2025
Plan Version: 1.0

1. Purpose and Scope

This Succession Plan ensures organizational continuity, financial stability, and uninterrupted operations in the event of death, incapacitation, resignation, or extended unavailability of key leadership.

It applies to both emergency scenarios and planned transitions.

2. Leadership Succession Framework

2.1 Board Chair Succession

- **Primary:** Dr. Archana Bindra – Co-Founder
- **Secondary:** Dr. Anil Sheth – Current Treasurer
- **Tertiary:** Dr. Heena Rajdeo – Current Senior Board Member

2.2 President Succession

- **Primary:** Dr. Anil Sheth – Current Treasurer
- **Secondary:** Dr. Heena Rajdeo – Current Senior Board Member
- **Tertiary:** Dr. Archana Bindra – Co-Founder

2.3 Other Officer Roles

- Secretary/Treasurer – To be designated by the Board

2.4 Succession Activation Process

1. Notify Board within **24 hours**
 2. Emergency Board Meeting within **72 hours** to formalize leadership transition
 3. Board Resolution documenting leadership changes
 4. External notifications (banks, custodians, donors, key partners) within **5 business days**
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3. Financial Institution Management

3.1 Bank of America – Operating Accounts

- Documentation: Certified Board Resolution, signatory forms, notarized ID, death/incapacitation certificate (if applicable)
- Implementation: **Within 10 business days** of activation

3.2 Charles Schwab – Investment Custodian

- Acts only as custodian; all authorizations revoked and replaced
- Documentation: Board Resolution, notarized appointment verification, updated org chart
- Implementation: **Within 15 business days**

3.3 Additional Accounts

- **PayPal Giving Fund:** Update corporate documentation
 - **Fidelity ETF Account:** May require new account setup under revised leadership
 - **Benevity:** Update administrative contacts
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4. Digital Assets & Operational Continuity

4.1 Centralized Access Repository

- Location: Google Drive → “Succession & Access Documents”
- Access: Board Chair, President, Board Secretary
- Contents: Credential database, transfer procedures, emergency contacts, backup MFA codes

4.2 Critical Digital Platforms

Website (hosting & domain), Givebutter CRM, social media accounts, Canva Pro, MemoryFox, Opus Clip, Animoto, AI tools, CARS portal, PayPal Giving Fund, Dropbox donor archives

4.3 Digital Transition Protocol

- Verify access within **48 hours**
- Update passwords within **7 days**
- Transfer full administrative rights within **14 days**
- Conduct security audit & MFA review within **30 days**

5. Legal and Compliance Framework

5.1 Document Repository

- **Primary:** Google Workspace → “Compliance & Formation Documents”
- **Secondary:** Physical files with Board Secretary

Essential Documents: IRS 501(c)(3) letter, Articles & Bylaws, EIN, CA charity registrations, annual filings, USPTO trademark registrations

5.2 Regulatory Continuity

- **Federal:** Form 990 annually; maintain IRS status
- **California:** Form 199 (annual), RRF-1 (biennial), SI-100 (biennial), CT-1 registration

- **Ongoing:** Beneficial ownership updates, USPTO trademark renewals

5.3 Compliance Milestones

- USPTO Trademark Registration (USA) **achieved in 2025**; Section 8 filing due between 5th–6th year post-registration, combined Section 8 & 9 renewal due every 10 years thereafter

6. Communication & Stakeholder Management

6.1 Internal

- Notify Board within **24 hours**
- Brief staff/volunteers within **48 hours**
- Update internal systems within **1 week**

6.2 External

- Email and website donor updates
- Notify partners and vendors
- Media statement if required

6.3 Key Professional Contacts

Website

- Akash Shah – Sky Info Solutions
Phone: +91 90990 26670 | Email: akash@skyinfosolutions.com

Accounting & Financial Services

- Utsav Panchal – TruAnalyst Solutions
Phone: +91 95103 99949 | Email: utsav.panchal@truanalystsolutions.com

Financial Advisor

- David Graham – FI Physician
Phone: +1 406-697-1518 | Email: david@fiphysician.com

Attorney

- Manohar Reddy
Phone: +1 408-829-2824 | Email: manohar@reddylawusa.com

Trademark Services (USA)

- **Status:** Trademark registration achieved in 2025
- **Maintenance:** Section 8 filing (5–6 years post-registration), then combined Section 8 & 9 renewal every 10 years
- **Trademark Elite Team** – www.trademarkelite.com
Address: 975 E. Dava Dr, Tempe, AZ 85283, USA | Phone: 1-833-TMELITE

Trademark & Copyright Services (India)

- India Filings – www.indiafilings.com | Phone: (080) 68 301 304

Foundation for Excellence (FFE)

- US Founder: Prabhu Goel – prabhugoel@gmail.com
 - US President: Anil Kumar – anil@ffe.org
 - India Managing Trustee: Sudha Kidao – sudha@ffe.org
 - India President: Ram Kolavennu – ram@ffe.org
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7. Implementation & Maintenance

7.1 Activation Triggers

- Death, incapacitation (>90 days), resignation (<30 days' notice), extended unavailability (>90 days)
- Authority: Any two Board members

7.2 Ongoing Maintenance

- Annual review at first Board meeting
- Annual digital access verification
- Semi-annual contact list update
- Annual compliance audit

7.3 Training & Preparedness

- Annual leadership succession drill
- Cross-training for compliance & finance
- Updated emergency calendars

8. Risk Management & Financial Safeguards

8.1 Multiple Incapacitations

- Remaining Board assumes interim leadership within **48 hours**
- Accelerated appointment process

8.2 Financial Safeguards

- Treasurer maintains checkbook

- All transactions require joint Chair/Treasurer approval
 - Quarterly reconciliations and reports
 - External audit during transitions
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9. Legal Authorization & Amendments

- Approval: Majority Board vote with documentation
 - Amendments: 10-day notice; two-thirds Board approval
 - Legal Review: Every 3 years or after major change
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10. Organizational Dissolution Protocol

10.1 Asset Distribution

- Primary: Foundation for Excellence – US (EIN: 77-0474749)
- Secondary: Similar 501(c)(3) by Board vote

10.2 Donor Agreement Transfer

- Stored in Dropbox, Givebutter CRM, and physical archives
- Share agreements with successor organization
- Notify donors post-transfer

10.3 Dissolution Steps

- Board resolution
- Notify IRS, CA Attorney General, Secretary of State

- Liquidate and transfer assets
- Final filings and account closures

11. Effective Date and Signatures

This plan supersedes all prior succession planning documents.

Sanjay Bindra 08 / 09 / 2025
Board Chair: _____ Date: _____
Sanjay Bindra, MD

Sanjay Bindra 08 / 09 / 2025
President: _____ Date: _____
Sanjay Bindra, MD

Anil Sheth 08 / 09 / 2025
Treasurer: _____ Date: _____
Anil Sheth, MD

Next Review Date: 3rd Quarter Board Meeting + 1 Year

Title	Succession Plan
File name	Succession_Plan____undation_USA.docx
Document ID	6b0c8bb82df224fd6bceed66c7c5f131b618d1e1
Audit trail date format	MM / DD / YYYY
Status	● Signed

Document History



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18:20:11 UTC

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