

Shirdi Sai Jalaram Mandir

Bylaws

Version 1.0.0

13845 W Bellfort st, sugar Land, Fort Bend, Texas 77498

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Article I

PREAMBLE

1.01 The Shirdi Sai Jalaram Mandir (SSJM) is a non-profit, religious corporation registered in Sugarland and Houston, State of Texas and is being operated since July 2, 2002. Mailing address is 13845 W. Belfort st, sugar Land, TX 77498.

~~1.02 As per the order of the Judge Charles Seymore, the Board of Directors have been duly elected by the newly formed members on August 13th, 2015 using the interim bylaws.~~

~~1.03 As per the Judge Charles Seymore, the current bylaws have been proposed.~~

1.04 We the undersigned Board of Directors, therefore, do adopt these bylaws to administer, promote and the aims and objectives of the SSJM with an affirmative vote of the attended general membership ~~on 12/20/2015~~ 7/16/2022

Names and signatures of the Board of Directors

Name	Title	Signature
Laxmi B.Thakkar	Chairperson	
Kranti Varavadekar	President	
Sreedhar Kanehanakuntla	Vice President	
Padmasri Mutyala	Secretary	
Narender Mondal Reddy	Treasurer	
Ratna Prasad Gummadi	Director	
Chandra S Sirigiri	Director	
Anuradha Gogineni	Director	
Madhu Andanamala	Director	
Satish Tandle	Director	

Article 2

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Article 2

NAME, LOCATION & PURPOSE

2.01 ~~Name:~~

~~The name of the Organization shall be Shirdi Sai Jalaram Mandir. [Referred to as SSJM].~~

~~2.02 Location:~~

~~Sugarland and Houston~~

2.03 Purpose:

- a. This SSJM shall be solely organized for religious, spiritual, religious education and cultural purposes.
- b. To promote the members of the SSJM, who sincerely believe in the teachings of Sai Baba based on 'Santana Dharma' (Ageless Wisdom) of the Hindu religion whose tenets are Truth, Love, Peace, Right Conduct, and Non-violence. The aims and objectives of the SSSJM are:
 1. To maintain and develop the temple and conduct regular worship services of Sri Shirdi Sai Baba and other Hindu Gods in accordance with traditional Hindu rites and customs.
 2. To conduct religious education classes, study circles, lectures, and organize celebration of religious and cultural events.
 3. To engage in various community service activities to serve the needy as part of religious duty.

Article 3 ² MEMBERSHIP

3.01 Eligibility:

- a. Membership in the SSJM shall be open to anyone who believes in the universal teachings of Sri Shirdi Sai Baba **and Sanatan Dharma (ageless wisdom)**
- b. Must be at least 21 years of age
- d. Must reside within 100 mile radius of the SSJM temple located at 13845 West Bellfort Street, Sugar Land, TX 77498. Must provide a valid Government issued photo ID for proof of residence when submitting a completed membership form.
- e. Must abide by the constitution and bylaws of SSJM.

[f.] All issues **must-will** be resolved using the process outlined in the grievances section of the bylaws.

3.02 Categories and dues:

- a. ~~Individual Member: Any person, 21 years of age or older, who pays annual membership dues of \$50.00 shall become an individual member. Individual Member shall have one vote. This membership may be renewed every year by paying an additional \$25.00 in order to be eligible to vote.~~

~~b. Family Member: Any couple or a single parent with dependent, unmarried children up to 25 years of age, who pays annual membership dues of \$100.00 shall become a family member. Both spouses shall be considered voting members. Each spouse shall have one vote. This membership may be renewed every year by paying an additional \$50.00 in order to be eligible to vote.~~

~~[3.03]~~ Life Membership: Any individual shall become a life member by paying \$~~500~~1000.00. Each Life Membership shall not have more than only one eligible vote. The membership dues shall be deposited into the capital projects account for the purpose of developing the SSJM in the long term.

[3.04] Membership Forms:

Completed membership forms along with the necessary dues shall be submitted in SSJM temple. Membership dues shall be paid either by check or cash equivalents such as cashier's check and money order **or credit card**. All payments shall be payable in the name of SSJM or Shirdi Sai Jalaram Mandir.

New membership form must have endorsement of two life members., they can endorse up to 4 individuals per year. Approved membership form must be uploaded on to the website. Membership forms can be revised and modified by the board with 3/4th majority and justification must be recorded in the minutes.

Completed membership forms along with the necessary dues shall be submitted in SSJM temple. The status will be notified after the application is reviewed by the membership committee in accordance with the established procedures. Applicants who are not accepted by the membership committee can appeal to the trustees in writing. SSJM Trustees will acknowledge the appeal in writing within 7 days. The decision of the trustees shall be final, and binding and the reason will be provided in writing and any due paid will be returned in full. The decision of the trustees can only be appealed in the general body meeting.

3.03[3.05] Membership Period:

~~The annual membership period shall be from August 1 to July 31st of the next year.~~

Life membership is valid for the life of the person who has paid the dues.

3.04[3.06] Transfer of Membership:

Membership shall not be transferable or assignable to any other person under any circumstances.

Article 4

EXECUTIVE BOARD AND THE ROLES OF THE EXECUTIVE BOARD

Executive Board consists of President, Vice-President, Secretary, Treasurer and immediate past president. Co-treasurer shall be the members of the executive Board 4.01 President

- a. The President shall be the principal Executive Officer of the Temple. He/she shall preside at all meetings of the Board; shall, ex-officio, be a member of the Advisory /Appeals & Review/disputes Committee and shall be responsible for public relations for the Temple; shall present the report of the Board of Directors at the ~~biennial~~ **annual** assembly of the members.
- b. He/she shall see that the resolutions and directives of the Board are carried, except in those instances in which that responsibility is assigned to some other person by the Board; and, in

general, he/she shall discharge all duties incident to the office of the President and such other duties as may be prescribed by the Board except in those instances in which the

authority to execute is expressly delegated to another officer or an agent of the Temple or a different mode of execution is expressly prescribed by the Board or these Bylaws.

- c. He/she shall execute any **operational** contract, legal, deeds, mortgages, bonds, or other instruments authorized by the Board to be executed. All instruments shall be executed under the seal of the SSJM and with the Secretary and any other Officer thereunto authorized by the Board according to the requirements of the form of the instrument.
- d. He/she may vote all securities which the Temple is entitled to vote except as, and to the extent, such authority is vested in a different Officer or agent of the SSJM by the Board.
- e. President or an appointee of the president shall be the only spokesperson of the temple.

4.02 Vice- President

- a. The Vice-President shall assist the President in discharge of his/her duties as the President may direct or shall perform such other duties as the President may direct or as, from time to time, may be assigned to him/her by the President.

[b.] In the absence of the President or in the event of his inability or refusal to act, the VicePresident shall assume the duties of the President, and when so acting, shall have all the powers of and be subject to ~~all of~~ all the restrictions upon the President.

b.

4.03 Secretary

- a. The Secretary shall record the minutes of the meetings of the Board and general body in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by the Law; be the custodian of the Corporate records and of the Seal of the Corporation; keep a register of the post-office address of each director which shall be furnished to the Secretary by each director; shall perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned to him/her by the President.

[b.] He/she shall cooperate with the Treasurer to publish the annual certified alphabetical list of members by ~~category of the Corporation by~~ August 15th. He /she shall make this list available, when necessary, to the Amendments Committee, Nominations/Elections Committee, and the Membership Committee for use only in official communications. The Secretary shall distribute the approved minutes of Board meetings to all Directors and committee chairpersons following each Board meeting and is responsible for collecting and filing monthly reports submitted by each of the committees. The secretary shall submit the minutes of the officers meeting to the Board in the next Board meeting. In the absence of the secretary, any other Board of director shall be appointed by the president to assume the responsibilities of the Secretary during the meeting.

[b.c.] The Secretary shall take all executive actions in the Board meetings with 2/3 majority of the Board

c. The Secretary will ensure all minutes are published on the website and any information requested by Members is provided in a timely manner as per the Texas 501 (c) laws.

4.04 Treasurer

The Treasurer shall be the principal accounting and financial Officer of ~~the Corporation.~~ SSJM He/she shall:

[a.] Acquire and maintain the required knowledge of ~~general non-profit finance and~~ accounting principles to ~~enable him/her to have charge of and be responsible for the maintenance of adequate books of account for the~~ properly maintain the financial accounts of SSJM.

~~Corporation, as recommended by the Audit Committee;~~

[b.] Will be the Chairperson of the Finance Committee

a. Have charge and custody of all funds and securities of ~~the Corporation~~ SSJM, and be responsible therefor, and for the receipt and disbursement thereof;

b.[c.] Have charge and custody of all gold, silver articles and jewelry of the Temple, and be responsible therefor, and for the receipt and valuation thereof;

The Treasurer will be responsible for maintaining an itemized list and monitoring the inventory of these items.

[d.] Perform all the duties incident to the Office ~~of the~~ of the Treasurer and such other duties as from time to time may be assigned to him/her by the president or by the Board;

[e.] Maintain filing of all accounts in conformance with acceptable filing standards. ~~If required by the Board, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such survey or sureties as the Board shall determine.~~

c.[f.] Issue audited income and expense statements and balance sheets for distribution to the Board on an annual basis.

[g.] ~~Produce all records necessary for internal audit by the Audit Committee quarterly, or more frequently if necessary.~~ Produce monthly financial reports including bank statements, income and expense report.

d.[h.] Be responsible for filing all the required annual tax documents such as issuing 1099's and W2's and W-3's to the Internal Revenue Service He/she shall get all the records audited and surrender the same at the time of leaving office.

[i.] ~~Cooperate with the Secretary to publish the annual certified alphabetical list of members by category of the Corporation by August 1st.~~

a. Obtain a second signature to approve expenses or amounts greater than

\$2000.00. The second signature for any check over \$2,000 must be of the President or in their absence the Vice President. ~~j-~~

k. Set up and implement a regular procedures, ~~in consultation with the Audit Committee,~~ for counting and recording the Hundi and Aarti offerings. These will be reviewed annually by the Board. He/she shall review and maintain on file copies of all contracts, scopes of work and terms of payments under which payments are to be made to vendors for services rendered.

4.05 Co-treasurer

The co-treasurer shall assist the Treasurer in all the duties and responsibilities of the Treasurer, as and when needed. In the absence of the Treasurer, the Co-treasurer shall assume all the duties and responsibilities of the Treasurer. The Co-treasurer shall have signing authority for Treasurer duties and responsibilities only with prior approval from the Treasurer and the President.

Article 5 ADMINISTRATION

5.01 Temple Manager

A Temple Manager can be appointed by the Board of Directors on a salaryed basis. ~~After appointment, the Temple Manager shall not be a Board of Director and must report to the Facilities Management committee. The Temple Manager will reort directly to the President.~~

The Temple Manager organizes and plans for smooth and safe operation of the temple, community center, and its environment. He/She shall submit a written report on his/her activities to the President on a monthly basis including all temple functions. He/she shall be responsible for maintaining all relevant receipts, bills and documentation for all monies received or expenses incurred on forms prescribed by the Treasurer. He/She is accountable to the Treasurer on all monetary matters. His/her responsibilities are as follows:

- [a.] Assure that a responsible person is available in the temple premises at all times to answer the telephones, perform the daily service, look after the utilities, and other routine duties relating to the temple.-
- [b.] Be responsible for reservations of religious functions in the temple and at devotee's home. This includes maintaining a log for Reservation for Pujas at devotee's home and at Temple; and keeping a record of monies received from Devotees for services rendered in a format as prescribed ~~by the Finance and Accounting committee.~~ by the Board.
- a.[c.] Assign the Priest by rotation, for Puja Services requested by Devotees either at Temple or at devotee's house
- b.[d.] Supervise timely completion of all projects for the building and ground as designated by the Board and the building maintenance committee.
- [e.] Be responsible for collecting donations on a daily basis for the temple and the community center functions and maintain a proper record for the same as prescribed ~~by the Finance and Accounting committee and submit the records to the Treasurer.~~ by the Board.
- [f.] Be responsible for distributing mail
- c.[g.] Coordinate all community activities with the Facilities Management.
- [h.] Assist ~~Treasurer and all other committees in data processing and in preparing financial statements.~~ the Board in preparing Reports and providing the information needed in a timely manner

5.02 Priests

The Priests of the temple must be very pleasant in their appearance, demeanor, and personal hygiene. Priests are expected to ~~wear clean and harmonious dress warranted for~~

~~religious services~~dress in an appropriate manner suited for temple activities. Priest's demeanor shall always be appropriate for a House of Worship. Priests are not expected to collect money, count money, or otherwise be involved in the financial function of SSJM. The responsibilities of the Priests include:

a. The Priests shall be ex-officio member of the Puja committee and will assist and advise the committee on all aspects of tradition and the observance of the festivals and daily worship.

[b.] The Priests should be available for religious services in private homes upon request by the devotees. This request shall be made only with the Temple Manager and in his/her absence puja Committee chairperson shall make all necessary arrangements. Priest Services at private homes ~~shall be suggested donation for the temple as decided by SSJM per pooja performance will be paid to SSJM as per the pre-approved schedule approved by the Board.~~ c. Priests are not to perform any personal services for any devotee unless the arrangements and the proper payments have been made and documented by the Temple manager/Puja Committee, the Chairperson, or Vice Chairperson.

- d. The puja Committee and the president will settle any dispute between the Priests or with the priests separately before going to Board.
- e. The employment and termination shall be governed by the formal employment contract and code of conduct agreed to between employee and SSJM, TX.
- f. The Priest shall meet monthly with the Puja Committee Chairperson and/or Puja Committee Members to discuss all Temple activities and Problems.

ARTICLE 6 COMMITTEES

6.01 Designation of Committees

- a. The Board shall create and designate such Committees as it may deem necessary, from time to time, to conduct the affairs of the SSJM, in such instances, such designations shall be by resolutions specifically designating the authority of each Committee.
- b. The designation of such Committees and the delegation thereto of authority shall not operate to relieve the Board of any responsibility imposed by these By-laws and the Certificate of Incorporation. While the Board shall have the power to create additional Committees, the following Committees are hereby created and shall only be eliminated by a change in these By-laws.
- c. Each Director **is required to be a chair of at least one committee and shall be encouraged to be a member of and** actively participate in the functioning of one or more Committees.

[d.] A Committee, for operational reasons and with the approval of the Board, shall designate Subcommittees. Each Sub-committee ~~so designated~~ shall be bound by the same SSJM guidelines, as they apply to any other committee, except that the chairperson of a Sub-committee shall report to the chairperson of the Committee that the Sub-committee is constituted under.

6.02 General Responsibilities of Each Committee

- [a.] Members of all Committees shall be members in good standing of SSJM. Each Committee shall have at least three members. The Committee functions shall be modified by the SSJM Board with an affirmative vote by the Board. In the absence of any such committee, the board of directors are solely responsible for the operations and ~~responsibilities~~responsibilities of these committees.
- [b.] The chairpersons and vice-chairpersons of all Committees shall be approved by Board of Directors. ~~Chairpersons and vice-chairpersons, upon approval by the Board shall be administered an oath of office in front of the Baba. The Committees shall present a report to the Board for their formal approval unless the Board explicitly authorize the committee to act independent of the Board.~~
- [c.] All Committee chairpersons shall submit periodic reports to ~~president~~/the Board, ~~unless prohibited by the statutes.~~

- [d.] Chairperson shall appoint the members of his/her own committee ~~and shall be ratified by the Board.~~ Each Member of the Board of Directors shall serve as a member of at least one Committee. ~~One or two additional non-members may be added to the Committee other than the minimum number of members required, provided such non-member possesses special qualification and/or expertise needed for that Committee. Each committee can have upto 3 non-Board members to enable effective functioning of the committees.~~
- [e.] All Committee chairpersons shall submit monthly reports and written quarterly reports to the ~~Secretary and President.~~Board and more frequently if needed. Chairpersons of the Committees shall maintain the minutes of the Committee meetings and record in SSJM systems with copy to the Secretary. ~~The Secretary shall, in turn, submit all the reports of various Committees to the Board.~~
- [f.] The fiscal year of the Committee will correspond to the calendar year. All chairpersons of various committees shall submit their ~~respective budgets to the Board by a certain date specified by President. All Committee budgets shall be approved by the Board. All Committees shall maintain accurate records of their income and expenses and submit a written report of the same on a monthly basis, to the Treasurer, to fulfill audit requirements.~~plan operational and financial by January 31st of each year as part of the comprehensive plan for SSJM.
- a.[g.] All expenses of the Committees shall be subject to the following: (a) The Committee chairperson can expense up to \$500.00/event with the consent of the president. Such transactions shall be limited to two times in a year. Discrepancies of any transactions shall be promptly informed to the Board for their action.

6.03 Emergency Spending Authorization

- [a.] In case of plumbing, electrical, safety, fire & burglar alarm emergencies, a sum not exceeding \$5,000 shall be authorized by the President or Treasurer or ~~any other officer in the authorized officer in their absence. charge of the President & the Treasurer during their absence.~~ No more than \$10,000 shall be spent in between two consecutive meetings of the Board by the Treasurer and President for all activities. All such expenditure shall be informed to the Board by email immediately and the details of such expenditures shall be presented to the Board in the following meeting for their approval.
- a.[b.] At least two quotations shall be obtained per purchase of materials or services for \$5,000 or more from the list of vendors maintained and approved by the Board.
- [c.] For contracts or services valued at ~~\$10,000~~ **\$5,000** or more, ~~three~~ **or more** quotations shall be obtained. If required quotations are not ~~able to be~~ obtained after reasonable documented efforts, the Board can exempt the minimum requirement for specialized work or services.
- [d.] No ~~chairperson or vice-chairperson of a Committee~~Board Member or Trustee shall ~~enter into~~enter any contracts, agreements or other instruments whether written or oral with any other individual or organization on behalf of ~~the Corporation~~SSJM at any time.

~~[e.] Each Committee shall maintain proper filing of all activities and transactions conducted under its responsibility, auspices. Committees must observe acceptable filing standards and procedures by having a clearly labeled physical or electronic folder and binder structure. Filing must include electronic communications and should be done in a manner which gives the Board of Directors, who is authorized and entrusted with the periodic review of the performance of each Committee, a complete picture~~

~~[f.] of the activities of such Committee. All committee reports and other important documents shall be handed to the secretary on a monthly basis for safekeeping. all relevant communications and the Secretary should be kept apprised.~~

~~6.04 Amendments Committee~~

~~The Amendments Committee shall consist of no more than five members. The Amendments Committee shall have the following functions among others that may from time to time fall within its area, after approval by the Board:-~~

~~[a.] Prepare, review and present any proposed amendments to the Certificate of Incorporation and the By-laws, as deemed necessary from time to time, to the Board.~~

~~[b.] Interpret the Certificate of Incorporation and the By-laws if requested by the Advisory/Appeal & Review Committee.~~

~~[c.] Interpret the Certificate of Incorporation and By-laws if requested by the Board.~~

~~[d.] Set up and implement a procedure for the ratification of amendments to the Certificate of Incorporation and the By-laws.~~

~~6.045 Construction and Engineering Committee (Development)-SSJM Development Committee~~

~~The Construction and Engineering Committee shall consist of representative members experienced in architecture and building construction along with the president as its members. The Committee shall take into consideration recommendations from priests and the Religious Committee regarding applicable traditions also. The function of the Committee shall be to organize, plan and control building activities.~~

~~The Construction and Engineering Committee shall have the following functions among others that may from time to time fall within its area, in consultation with the President:~~

~~This Committee is to plan and implement the growth and Development of the SSJM. The Board President and other members Board/ Non-Board will have experience in planning, facilities construction and development. This committee will seek feedback from Priests regarding -following traditions or practices and also outside experts such as architects or Vaastu experts etc. as needed.~~

~~a. Prepare and recommend plans for the Temple and other facilities to the Board.~~

~~[b.] Review, research and investigate-follow applicable township, county, city, state and federal regulations, building codes and laws.~~

~~[c.] Ensure liaisonLiase with building-contractors, and architeets-architects and any other third party vendors to ensure timely completion and on-budget results.~~

~~[d.] Submit estimated budgets for all construction-related services including, but not limited to, designs, construction, administration & management to the Budget Committee and to the Board of Directors. Submit plans and budgets for Board approval~~

b.~~[e.] Prequalify designers, contractors and vendors. No contracts will be awarded to members of the Board or Trustees or their family affiliates. In circumstances where this cannot be avoided, the terms have to be arm-length and disclosed to Members of SSJM.~~

c.~~[f.] Obtain price proposals for all services, as required by the By-laws, with clearly defined scopes of work.~~

d.~~[g.] Review prepared contracts to ensure that the interests of the Temple are safeguarded at all times.~~

~~[h.] Have all contracts reviewed by the Board of Directors and participate in review sessions with Officers and members of Finance, Planning and Budget Committee.~~

~~[i.] Prepare and maintain construction schedules, schedules of values, billing templates and other documents customary and necessary for effective management and oversight of projects.~~

~~[j.] Provide control and oversight for all projects.~~

~~[k.] Maintain proper filing for all projects.~~

~~[l.] Prepare and present to the Board of Directors, Finance, Planning and Budget Committee and major patrons of the Temple, conceptual plans, feasibility studies, progress reports and other visual and documentary aids, as necessary.~~

e. Provide oversight and control for all Development Projects and maintain proper records and tracking systems for all projects.

f. Provide updates written and oral for the Board at every Board meeting or more frequently if needed and updates for the SSJM members at least once a quarter.

g. -

6.06 Finance, ~~Purchase, Planning and Budget Committee~~

The Finance, ~~Planning and Budget Committee (Budget Committee) Committee~~ shall consist of 5 members who have experience in business and finance along with the Treasurer of SSJM. ~~The function of this Committee shall be to advise the Board on all financial matters of the Temple, priests' residences and other acquisitions of SSJM. The purpose of this committee is to provide financial planning, budgeting, monitoring and reporting of all Finance and Accounting functions of SSJM.~~

The Finance, ~~Planning and Budget Committee~~ shall have the following functions, among others, that may from time to time fall within its area, after approval of the Board: more as deemed necessary by the Board and or Trustees:

~~[a.] Prepare the Annual Budget broken down by month and quarter, and 5-year plan in conjunction with the President and Chairs of all the Committees. Receive and evaluate the construction and annual budgets submitted by various committees and recommend a master budget for consideration by the Board.~~

~~[b.] Recommend investments to the Board for all Temple funds.~~

a. Manage the temple funds as appropriate for a religious non-profit after thorough review and approval by the Board.

b. Monitor expenses and all receipts of funds and ensure they are being allocated per Board approved plan.

~~[e.] Review purchase process of items, verification of vendors. No trustee/ director/ employee or priest has any special interest in Temple purchases/service and shall not be compensated.~~

~~[d.] Recommend allocation of funds to all Committees based on their needs, budgets and priorities established by the Board.~~

~~[e.] Approve monthly or quarterly budgets for purchasing of all materials and articles for routine usage in the Temple by the board of directors in their regular monthly meetings. Annual budgets should be approved by the board in their 1st or 2nd board meeting of the year. Annual budgets include, but are not limited to, the regular maintenance of the temple and regular events include, but are not limited to, Guru Poornima, Vijayadashimi, Diwali, Srirama Navami, Ugadi, Sathyanarayana Vratham, Sankranti, Vinayaka Chavithi and Sivarathri. Board of director's approval is not needed for expenses for routine maintenance of the temple. These expenses include utility bills, mortgage, regular puja and payroll expenses.~~

~~[f.] Present a budget for any other expense that exceeds \$1 ,000.00 for approval by the Board.~~

~~c.[g.] Present a budget for any expense that exceeds \$100,000 shall be approved by the Board and the trustees~~

d. Ensure that donations made for specific purposes are spent accordingly and receipts are provided accordingly.

e.[h.] Set up and maintain a half-yearly systematic inventory of all mobile and immobile assets of the Temple, priests' residences and other acquisitions of the temple. This inventory shall include but not limited to gold, silver articles and jewelry in conjunction with the Treasurer.

f.[i.] Shall be the custodian of all non-cash and non-check items of the Temple, priests' residences and other acquisitions of the temple, except gold, silver articles and jewelry.

g.[j.] The Treasurer (s) shall be the custodian (s) of the gold, silver and other jewelry.

h.[k.] Hundi (Donation Box) counting shall be done on a monthly basis. At least two members of the Board of directors, either treasurer or co-treasurer and volunteers must be present during the Hundi counting process. 5 members must sign witness of Hundi counting. With 5 members minimum 3 volunteers need to be there.

6.07 Cultural Committee

The purpose of the Cultural Committee is to organize events to showcase and promote Indian classical art forms to help further the ~~central religious~~ mission of the temple. ~~The Cultural Committee shall consist of such number of members as the Board of Directors may designate from time to time, but in no event shall the Committee consist of fewer than three (3) members. The Board of Directors shall designate as the Chairperson of the Committee, an individual who has an abiding interest in Indian classical art forms and in the application of those art forms as an extension of Hindu religious practices. The Chairperson, with the~~

~~guidance of the Board of Directors, shall recruit as members of the Committee, individuals with a mixture of skills, including knowledge of classical arts and who are conversant in various Indian ethnic languages. This committee will have a minimum of three members and more can be approved by the Board based on the plan for that year. The Chairperson will recruit member who can bring different cultural perspective through Indian arts, Indian languages etc to develop programs that promote Indian culture.~~

The Cultural Committee shall have the following functions, among others that may from time to time fall within its area, in consultation with the Board:

- a. Arrange and conduct cultural programs to complement the religious events at the temple. Develop yearly cultural calendars in coordination with the Religious committee.
- b. Obtain pre-approval for all programs with an admission fee from the Board of Directors.
- c. With approval by the Board of Directors, join other Indian organizations that have a similar focus in conducting or co-sponsoring cultural events or cultural programs by eminent artists.
- d. Maintain a master list of artists and music & dance schools in Houston and surrounding areas.
- e. Actively promote local and young talent. Conduct competitions in classical art forms, chanting of stotrams, Gita, etc., with the goal of recognizing and developing local talent.
- f. Act as cultural ambassadors of the temple in promoting and explaining the significance of Indian culture. Actively seek and participate in cultural exchanges.
- g. Actively contribute towards fundraising activities of the temple by spearheading the cultural programming.

6.08 Food Committee

The Food Committee shall consist of the devotees of the Temple who choose to volunteer their services for the following purposes:

- a. Preparation of food and its distribution on special occasions by committee volunteers.
- b. Organize volunteers to work in the cafeteria.
- c. Prepare schedule for volunteers for food preparation.

~~[d.] Supervise the operation of the Temple cafeteria, hygiene, employees and maintenance in accordance with Houston Health Department regulations:-~~

~~d.[e.] Ensure the quality of food served in the Temple.~~

~~[f.] Maintain adequate inventory of perishable items for one week in accordance with recommended expiry dates and non-perishable items for not more than two to three weeks.~~

~~e.[g.] Have purchases approved either by the Board of Director or the Treasurer or the president.~~

6.09 Fundraising Committee

The Fundraising Committee shall have the members ~~of the Corporation SSJM~~ who are effective fundraisers. ~~The Board may also coopt some of the members of the Board of Directors to serve on this committee.~~ Functions of this committee are:

- a. To raise funds by soliciting contributions and cultivating a network of potential donors:-
- b. Arrange fundraising events, with a minimum of one event per quarter:-

~~6.10 Gift Shop Committee~~

~~The Gift Shop Committee shall have the following functions, among others, that may from time to time fall within its area, after approval by the Board:-~~

~~The devotees can donate a suggested amount for Hindu religious items such as ornaments, books and media that are offered to the deities.-~~

~~Take responsibility to purchase, organize and maintain inventory of such articles-~~

~~[a.] Maintain a log for income and expenses and submit the report to the Board once a month, and prepare inventory of gift items to be taken at least quarterly.-~~

~~[b.] Submit monthly or quarterly and annual budgets for purchases of all articles and gift items to the Budget Committee. All purchases must be approved by the President or the Treasurer or the Chairperson of the Budget Committee.-~~

~~[c.] Reconcile consignment inventory every ninety (90) days and ensure that payments for sold consignment articles are made as per the terms of consignment.-~~

~~[d.] Maintain adequate, but only the necessary inventory for sale. The total inventory of the Gift Shop cannot exceed three to six months of the supply needed for sale and at no time shall the total inventory, including the consignment inventory, exceed the supply needed for projected six-month sales.-~~

~~[e.] All consignment agreements shall be signed by the president after the approval by the Board.-~~

~~6.11 Community Services Committee~~

~~The purpose of the Community Services Committee is primarily to develop outreach and service programs to benefit the communities that the temple serves. The Community Services Committee shall consist of such number of members as the Board of Directors may designate from time to time.-~~

~~The Community Services Committee shall have the following functions, among others that may from time to time fall within its area, in consultation with the Board.-~~

~~Develop and conduct diverse programs to assist individuals in the community who are socially and economically disadvantaged.-~~

~~Develop and maintain a regular schedule of community projects.-~~

~~Maintain a current contact list for all service agencies for coordinating response plans which maybe organized by the temple in the event of calamities and natural disasters.-~~

~~Conduct fundraising events for humanitarian causes, with approval from the Board of Directors.-~~

~~Conduct Women's Forum periodically. Arrange support groups to address the needs of women, children and families who live in the community.-~~

~~Establish youth counseling and parent education programs, particularly for newer entrants to the fabric of America, to enable them to cope with the cultural differences.~~

~~Engage with senior citizens in the community not only to extend a helping hand but also to recruit their wisdom and experience in furthering the temple's mission. Conduct Senior Citizen's Forum periodically.~~

~~Conduct events to address health-related issues such as health fairs, flu shot clinics, etc., periodically.~~

~~Represent the temple in local community programs arranged by local groups.~~

~~Conduct Toy & Clothing drives, Soup Kitchens, etc., to assist the needy.~~

~~Assist priests and families of the temple to get settled upon their arrival and help the children to get adjusted to their new school system.~~

6.12 Facilities Management Committee

The Facilities Management Committee shall be responsible for maintaining all the facilities of the organization in good repair and to ensure that proper facilities and preparations are in place during the normal functioning of the temple as well as during special occasions. The Facilities Management Committee shall consist of such number of members as the Board of Directors may designate from time to time, but in no event shall the Committee consist of fewer than five (5) members.

The Board of Directors shall designate as the Chairperson of the Committee, an individual with experience in building trades and maintenance. The Chairperson, with the guidance of the Board of director, shall recruit as members of the Committee, those individuals who possess varied skills in building trades. Facilities Management Committee shall work in close coordination with other committees that depend on facility infrastructure.

The Facilities Management Committee shall have the following functions, among others that may from time to time fall within its area, in consultation with the Board.

- a. Prepare and recommend plans for maintenance of the Temple and other properties of the Corporation to the Board.
- b. Prepare maintenance budgets and submit to the Budget Committee and the Board of Directors for approval.
- c. Arrange decorations, tents and signs as needed for Temple functions and activities.
- d. Assure maintenance and keep in good repair the Temple complex, Community Center, priest's residences and other acquisitions of the Corporation, parking lot and grounds, including landscaping.
- e. Be responsible for cleaning, sanitation, water flow and flood control of the Temple premises, community center, priests' residences and other properties of the Temple.
- f. Maintain a list of vendors and contractors for repairs, including emergency repairs. Ensure the building codes of the city are followed by the contractors.
- g. Negotiate service and maintenance agreements with vendors and submit to the Board of Directors for approval. Maintain filing for agreements and accepted proposals from various vendors for maintenance services rendered at the Temple.
- h. Prepare maintenance and preventive maintenance schedules for all buildings, grounds and equipment. Ensure that established schedules are followed and documented.

- i. Maintain filing for operation manuals and warranty details of all equipment installed on the Temple premises and other properties owned by the Corporation.
- j. Train volunteers and Temple personnel to ensure that devotees of the Temple experience minimal inconveniences and that they have a pleasant experience while at the Temple.
- k. On special holidays and functions, arrange for an orderly and smooth flow of visitors.
- l. Arrange transportation on special occasions, if needed.
- m. Prepare visual aids, seating charts and other necessary implements during religious holidays, other large functions and cultural events.

6.13 Membership Committee

The Membership Committee shall have the following goals among others that may from time to time fall within its area with the approval of the Board: Increase the membership of the Corporation.

- a. Review all membership applications for approval by the Board of Directors on a monthly basis.
- b. Create and maintain a confidential database of members and non-members for all purposes of the Corporation.
- c. Keep an electronic copy of the member and non-member database for storage in the temple vault to be accessed by the treasurer and secretary together as needed.
- d. Actively organize ~~a biennial~~ annual assembly of the members of the Corporation.
- e. Maintain registration of members for voting purposes. Submit the voting members list as of March 3 Ith of each election year to the Secretary and the Treasurer to certify for approval by the Board of Directors.
- f. Maintain the recognition Board of approved members annually as required by the By-Laws and not later than April 1st of the following calendar year.

6.14 Public Relations Committee

The Public Relations Committee shall consist of members experienced in public relations. This Committee shall disseminate information about the Temple and the Community Center, its functions and activities, advertising and fund raising, media releases etc., after approval by the President. The Public Relations Committee shall have the following functions, among others that may from time to time fall within its area with the approval of the Board:

- a. Take responsibility for newspaper, TV, radio and any other media releases and advertisings for all activities of the Temple.
- b. Provide publicity and arrange for receptions of special guests.
- c. Act as consultant to the Publication and Education Committees to assure good public relations.
- d. Research all local, state and federal government relationships that apply to the purposes of the Temple.
- e. Arrange tours through the Religious Committee for all guests visiting the Temple.
- f. Serve as hosts for visiting dignitaries.

6.15 ~~Publications-Communications and Public Outreach~~ Committee

~~The Publications Committee shall consist of members who are interested and experienced in desktop publishing, content management and be able to effectively interface with commercial printing services. The Publications Committee shall have the following functions, among others, that may from time to time fall within its area, after approval by the Board:-~~

- ~~[a.] Ensure that there is thematic consistency among all published material of the temple.~~
- ~~[b.] Ensure that the IT platform templates such as bulk e-mails and website pages are consistent with the established design themes.~~
- ~~[c.] Coordinate activities with the IT Committee to ensure that content dissemination schedules are followed.~~
- ~~[d.] Print prayers, bhajans and other religious material approved by the Board of Directors.~~
- ~~[e.] Print annual and quarterly Hindu religious calendars as prepared in coordination with the Religious Committee.~~
- ~~[f.] Print and/or publish approved announcements, invitations, certificates and any other approved material.~~
- ~~[g.] Ensure that content restrictions are in place before printing and dissemination of published material. These restrictions include obtaining pre-approval from an Editorial Board designated by the Board of Directors or from the President.~~

This committee is responsible for maintaining the consistency and integrity of all temple publications both print and electronic. All templates and content will be reviewed and approved by the Board who will have templates and guidelines that will be refreshed and modified as needed. This Committee is also responsible for public outreach. The Committee will develop outreach programs such as volunteer services for economically underprivileged, cultural education, helping new immigrants, women's issues outreach, support for the elderly, help in weather crises and pandemics etc. The Board will provide guidelines for a plan at the beginning of each calendar year.

6.16 Puja Committee

The Puja Committee shall be responsible for Temple religious activities and shall consist of members conversant with Hindu religion, traditions and values. The priests shall serve as nonvoting members of the Committee to aid the Committee in preparing religious calendars and advise on religious matters.

The Puja Committee shall have a chairperson and two vice-chairpersons to coordinate all religious activities, including supervision of priests, puja schedules and preparation of religious calendars.

The Puja Committee shall have the following functions, among others, that may from time to time fall within its area, after approval by the Board:

- a. Recommend the religious days to be observed and the religious festivals to be celebrated.
- b. Prepare annual and quarterly Hindu religious calendar for publication by the Publications Committee.

- c. Oversee performance of daily services, rituals and religious functions and ensure steady supply of needed materials.
- d. Schedule performance of religious services in the homes of the members of the community through the priests **in the absence of the manager**..
- e. Collect arati offerings and place them into various Hundies **in the absence of the manager**.
- f. Evaluate, at the request of the president, prospective candidates for priests and make recommendation to the Board of Directors for final selection.
- g. Review and make recommendations for any text material to be used within the Temple complex.
- h. Arrange special pujas to be performed by the children and youth of the community.
- i. Submit monthly and annual budgets of the Committee, including budgets for purchasing of materials, religious implements, flowers and vastrams to the Budget Committee for approval by the Board of Directors. All purchases must be approved by any of the following two members out of the president, the treasurer or the Budget Committee Chairperson.
- j. Coordinate the purchasing of all vastrams needed for Temple use, take possession of all vastrams donated to the Temple and take inventory of vastrams on a quarterly basis.
- k. Coordinate the monthly sale of vastrams and the auctioning of vastrams as necessary.
- l. Develop budgets for flowers and vastrams

6.17 Youth Committee

The Youth Committee shall consist of young persons between the ages of fifteen (15) and twenty five (25) years.

Its objective shall be the furtherance of religious and cultural education and instruction among the youth in the community. The Youth Committee shall have the following functions:

- a. a.-Coordinate youth activities.
- b. Organize volunteer activities to develop temple amenities such as outdoor development in the garden, painting inside the premises, organizing and inventorying items for sale.
- c. Planning Youth activities and cultural programs
- d. Fundraising and youth outreach

~~[a.] Organize youth and college annual night; institute scholarships for the needy and the merited students.~~

~~[b.] Plan for youth camps stressing religious education and instruction.~~

~~[c.] Plan fundraising activities to fund youth activities.~~

6. 18 Information Technology (IT) Committee

The purpose of the Information Technology Committee (IT Committee) is to advise and guide the Board of Directors to ensure that the Temple has a sound IT strategy ~~to plan, prioritize, design, implement, deploy and maintain capabilities to effectively utilize information technology, in all its various forms, to support the functioning and the growth of the Temple. The IT Committee shall consist of such number of members as the Board of Directors may designate from time to time, but in no event shall the Committee consist of fewer than five (5) members. The Board of Directors shall designate as the Chairperson of the Committee, an individual with wide-ranging experience in the field of information technology. The Chairperson, with the guidance of the Board of Directors, shall recruit as members of the Committee, those individuals who possess varied IT skills. to have state of the art technology to provide the best services and experience at SSJM. The committee will consist of member that have expertise in IT systems and digital plaforms.~~

The IT Committee shall have the following functions, among others that may from time to time fall within its area, in consultation with the Board:

- a. Review and recommend to the Board, strategies relating to technology and their alignment with the temple's overall strategy and objectives.
- ~~[b.] Actively engage the Officers, administrative staff, Committees and Sub-Committees and ensure that their IT needs and requirements have been considered, analyzed and documented.~~
- [c.] Prioritize the requirements and develop a technology strategy with respect to a 3 to 5 year horizon.
- b.[d.] Appraise and critically review the financial, tactical and strategic benefits of proposed IT projects and technology architecture alternatives.
- c.[e.] Develop and maintain the temple website to be a best-in-class extension of the temple with focus on consistent look, swift content updates, ease of navigation and a high level of user self-provisioning for scheduling services.
- d.[f.] Strictly observe the temple's policy & guidelines in granting access to IT assets (database, servers, routers, e-mail admin, POS, etc.). Ensure that access and content restrictions are in place for electronic dissemination of information including, but not limited to, bulk emails, website postings, updates, etc., these restrictions include obtaining pre-approval from an Editorial Board designated by the Board of Directors or from the president before dissemination of content.
- e.[g.] Ensure that personal information collected is safeguarded with access granted only to authorize individuals.
- f.[h.] Prepare budgets for purchasing of hardware, software licenses and maintenance.
- g.[i.] Ensure the rigor of IT implementations. Appraise and critically review the progress of IT projects and technology architecture decisions.
- h.[j.] Participate in the active engagement of peer groups at other temples and similar non-profit organizations. Perform the strategic benchmarking of IT capability/technology performance against peer groups on a periodic basis.
- i.[k.] Develop a plan to inventory all IT assets periodically and dispose off obsolete hardware and software.

6:19: HR committee: The committee consists of not more than 3 board members including President, vice-president and one sitting board member. The committee is responsible for any and all HR related issues, including but not limited to salary revisions, accepting or rejection of vacation period, set the limits on overtime and the number of hours, paid time off (leave of absences), complaints to and from employees and the devotees. This committee will also be responsible for recruitment of all temple staff. They will also be responsible for the HR policies and procedures for SSJM.

~~6.19 Recruitment Committee~~

~~Recruitment committee shall consist of no more than five members. Committee shall have the following functions among others that may from time to time fall within its area, after approval by the Board of Directors:-~~

~~[a.] Recommend the guidelines for recruiting the temple employees and Priests.-~~

~~[b.] Review the existing guidelines and report the Board of Directors issues if any.-~~

6. 20 Legal, Safety & Security Committee

The purpose of the Safety & Security Committee is to develop, implement and oversee measures to safeguard temple facilities, employees and visitors. The Safety & Security Committee shall consist of such number of members as the Board of Directors ~~may designate from time to time, but in no event shall the Committee consist of fewer than three~~ (3) members. ~~The Board of Directors shall designate as the Chairperson of the Committee, an individual who possesses a combination of skills to advocate, enforce, evangelize as well as liaise effectively. The Chairperson, with the guidance of the Board of Directors, shall recruit as members of the Committee, those individuals who possess varied skills. The Legal, Safety & Security Committee shall have the following functions, among others that may from time to time fall within its area, in consultation with the Board: a- Communicate with appointed legal group will have at least 3 members preferably with backgrounds in legal services and safety experience.~~

- b. Perform risk assessment of temple facilities and build a strategy for information sharing and for initiating emergency response plans.
- c. Develop necessary capabilities to assess possible security threats and to promptly act on any identified threats.
- d. Develop measures to protect temple property and people from threats and hazards.
- e. Develop emergency response measures in coordination with law enforcement agencies and effectively communicate those measures to the management, employees and visitors.
- f. Develop and maintain a close working relationship with the Department of Homeland Security, local law enforcement agencies and other religious organizations, both local and nationwide, to understand evolving threats that may pose a risk to temple facilities and people. Develop a plan, on a timely basis, to effectively address those evolving threats.
- g. Arrange a meeting with the local first responders once a year at the temple to enable them to stay familiar with the safety and security measures then in effect.

- h. Develop a Safety & Security Manual with detailed operating guidelines.
- i. Develop, deploy and keep operational the physical infrastructure, to include fire/burglary systems, video monitoring, panic alarms, access controls and lighting.
- j. Develop and implement training programs to ensure the operational readiness of the systems and the people identified as responsible in the Safety & Security Manual.
- k. Develop and implement an effective communications plan as part of the Safety & Security Manual. Ensure the effectiveness of the plan by periodic testing.
- l. Implement additional security measures in coordination with law enforcement and external security staff, as necessary, during on-site and off-site special events.
- m. Train management, employees and volunteers on security procedures and on identifying suspicious behavior and possible security & safety threats.
- n. Train employees and volunteers periodically in first aid and CPR procedures. Ensure that first aid/trauma kits are available and stocked at all times.
- o. Ensure adequate staffing for continuous video monitoring of the facilities. Ensure that the staff is properly trained to identify suspicious activity and possible security & safety threats.
- p. Review the cyber security plan in coordination with IT Committee and propose safeguards.

6.21 Volunteer Committee

The purpose of the Volunteer Committee is to recruit and motivate ~~volunteers towards making valuable contributions towards the functioning of the temple and to develop recruited volunteers to be the future leaders of the organization. The Volunteer Committee shall consist of such number of members as the Board of Directors may designate from time to time. The Board of Directors shall designate as the Chairperson of the Committee, an individual who is capable of motivating individuals to embrace self-less service as a worthwhile endeavor. The Chairperson, with the guidance of the Board of Directors, shall recruit as members of the Committee, those individuals who are service and goal-oriented.~~ volunteers to help in the smooth functioning of the temple activities. The Volunteer Committee shall have the following functions, among others that may from time to time fall within its area, in consultation with the Board:

- a. Maintain a Master List of all volunteers with their contact information, area of interest, availability as well as any specific skills that they may possess. The Master list must be kept in the temple office at all times. Each member of the Volunteer Committee shall function as a Volunteer Coordinator targeting specific functions at the temple.
- b. Actively recruit volunteers and ensure that enough coverage exists for special events and functions. Ensure indemnification of the temple by having proper application and consent forms on file for each volunteer.
- c. Arrange and prepare schedules for volunteers, in coordination with the Facilities Management Committee, to work at the front desk and other special functions and activities.
- d. Observe fairness and equality in recruiting and assigning of responsibilities.

- e. Train volunteers and Temple personnel to ensure that devotees of the Temple experience minimal inconveniences and that they have a pleasant experience while at the Temple.
- f. Ensure that all new volunteers receive orientation in temple policies, the need to maintain decorum, honesty as well as proper dress code. In duties requiring devotee-interfacing, ensure that assigned volunteers are customer-service focused and display a pleasant attitude.
- g. Take special interest in motivating young individuals towards volunteering. Ensure that young volunteers are assigned to appropriate duties, have competent adult supervision and that they receive credit for the hours that they volunteer at the temple or at temple sponsored events.
- h. Have a fair dispute resolution process. Be open to receiving and acting on feedback received from volunteers.
- i. Coordinate food and drinks for volunteer who provide more than 2 hours of service at a stretch in the same day

~~[6.22] Audit Committee~~

~~The Audit Committee shall consist of at least three members experienced in finance and accounting procedures. CPA, Vice-President and President consists of the internal Audit Committee.~~

~~The Audit Committee shall audit the Corporation accounts before the 30th day of the month following the previous quarter or more frequently, and on a regular basis, to review accounting procedures, review receipts, and disbursements, review disbursement authorization procedures, and report all findings to the Board of Directors at least once every three months.~~

[6.23] Election Committee (EC)

SSJM PRESIDENT shall appoint three (3) members to the Election Committee **by end of June**, who will be ratified by the Board every year by end of July of every year.

- a. The Election Committee shall be ratified by the Board.
- [b.] The Election Committee members shall be neither members of the Board of Directors nor the trustees or their affiliates and must be independent and fair.
- [c.] The Election Committee shall not be a candidate for ~~the opened position~~ any open position
- b.[d.] The Election Committee shall not nominate or second any candidate running for the election.

c.[e.] The term of the election committee is one year.

d.[f.] Contact information along with the names of the election committee shall be published on the SSJM website and notice board within 15 days of establishing the committee.

The only purpose of the committee is to ensure fair and impartial elections

- d. Establish and enforce election procedures that ensure an impartial, democratic, and nonpartisan manner election with the following requirements established and set forth below.
- h. Ensure that all ballots that are cast are placed in a secured lock box(es). The Election Committee shall possess the only keys to the lock box(es). The lock box(es) containing the cast ballots will not be opened anyone until or unless the Election Directors are present.
- i. Ensure that upon the opening of the lock box(es), the votes cast on the ballots are tabulated accurately.

Declare the election results by displaying on the notice board of the temple on the same day. The said election results shall be published on the website within one week of the election day

6.24 Duties of the Election Committee-

Annual elections: ~~The Election Committee shall be responsible for securing nominations for the Board of Directors, certifying the members eligible to vote and conducting and certifying the election and the Board of directors elected for each term. The Election Committee amongst themselves choose one person as the chairman of the committee. The duties of this committee shall include:-~~

- ~~[a.] Develop election guidelines consistent with the bylaws and invite nominations for the new Board of Directors by announcing in the media, notices posted in the Temples and on the SSJM website.-~~
- ~~[b.] Establish and publish deadlines for acceptance and withdrawal of nominations.-~~

- ~~[e.] Confirm the validity of the nominations.~~
- ~~a. Prepare election ballots. Sample ballots should be posted and transmitted to media. published on temple website.~~
- ~~[d.] Appoint election staff as necessary.~~
- ~~[e.] Prepare roster of eligible voters~~
- ~~[f.] Establish and enforce election procedures that ensure an impartial, democratic, and nonpartisan manner election with the following requirements established and set forth below:~~
- ~~[h.] Ensure that all ballots that are cast are placed in a secured lock box(es). The Election Committee shall possess the only keys to the lock box(es). The lock box(es) containing the cast ballots will not be opened anyone until or unless the Election Directors are present.~~
- ~~[i.] Ensure that upon the opening of the lock box(es), the votes cast on the ballots are tabulated accurately.~~
- ~~[j.] Declare the election results by displaying on the notice board of the temple on the same day. The said election results shall be published on the website within one week of the election day. The election committee shall attend the congregation on one of the following Thursdays after the elections within 30 days after the elections. the results and certify the election results, and publish the election results to the SSJM membership and devotees.~~
- ~~[k.] Chair of the Election Committee shall chair the Board meeting at the Election of Executive committee within a week after the new Board elections are certified and announced.~~
- ~~[l.] Chair the Board meeting to elect the Board of Trustees.~~
- ~~[m.] Election Committee shall be called as needed to help the Board to fill any vacancy created on the Board.~~
- ~~n. Filling up vacancies: Election committee shall be responsible to fill the vacancies on the board of directors or trustee as and when a vacancy is created during their one year tenure.~~

ARTICLE 7

ELECTION PROCEDURES TO ELECT THE BOARD OF DIRECTORS

- ~~[a.] Elections shall be held every year to elect three (3) or more new Board of Directors depending on the vacancies. depends on the number of vacancies on the board. A 4th Board of director shall be elected once every three years (starting from 2016) until Mrs. Thakkar occupies the position of the chairman. This 4th board of director shall resign whenever Mrs. Thakkar's term ends. The 4th board of director is identified based on the (least) number of votes received, amongst the elected board of directors, during the election.~~
- a.[b.] All voting shall be held at the SSJM Temple located 13845 West Bellfort Street, Sugar Land, TX 77498
- b.[c.] All voting shall be done in person during the designated time and there shall be no voting in absentia or by proxy or email or voice vote. Votes shall be cast by a secret ballot.

[d.] ~~At all times during the voting period~~On the election day, electioneering shall be prohibited in the Temple premises. Electioneering ~~including~~includes but shall not be limited to distribution of flyers, display of posters, t-shirts and oral campaigning by any candidate or their representative. Failure to obey the rules shall result in the disqualification of the candidate.

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c.[e.] Any member seeking to vote shall present a valid form of identification. No one person shall vote without providing a valid form of US government issued identification and or the pass port. When there is an issue in with the identification of the eligible voter, the Election Committee shall document the facts and the person may complete a provisional ballot, and such ballot shall be kept separate and apart from all other ballots until the Election Committee reviews and rules on the eligibility of the identity or eligibility of the individual. The Election Committee ruling shall determine if the ballot shall be counted.

d.[f.] The Election Committee shall set-up polling booth(s) on election-day and shall staff and maintain said booth(s) during the prescribed voting hours. If at the end of the prescribed voting hours, there is a lone of individuals seeking to vote, those individuals within the SSJM Temple voting area will be allowed to vote. Any individual who is not within the SSJM Temple voting area shall not be allowed to vote.

e.[g.] Any Board of Director Candidate may designate election observers to monitor voting procedures. At least three (3) days prior to election-day, the candidate must inform the Election Committee in writing who the observers will be. The observers will not interfere with the voting process. If they observe any activity that they believe is questionable or improper, they are to report such conduct to the Election Committee. If there is a question as to the eligibility of any voter, the situation shall be documented as above and the ballot segregated as a provisional ballot until the Election committee rules on the issue.

In case of a tie, winner will be declared by drawing lots.

ARTICLE 8

ELECTION PROCEDURES FOR EXECUTIVE COMMITTEE

- a. The Election Committee chairs the newly elected Board to elect the executive committee following first Thursday after the election results are certified and announced.
- b. Election Committee shall call for the nomination from the floor in the following order: President, Vice President, Treasurer, Co-Treasurer and Secretary.
- c. In order to be eligible to contest for the President and Vice president positions, a Board of director must have served at least one previous year as a Board of director.
- d. An individual shall not hold same executive position for more than one year in their term
- e. Each nomination shall be proposed by a Board of Director, shall be seconded by another Board of Director, and shall be agreed by the nominee.
- f. When more than one nomination is received for any position, the Election Committee shall call for a voting by secret ballot. The Election committee shall count the casted ballots and shall declare the winner based on the majority votes received. When two Board of directors

receive the same number of votes, the Election Committee shall draw lottery to declare the winner. The result cannot be contested as it is conducted by secret ballot

- g. When only one nomination is received for any position, the Election Committee shall declare that person elected for that position.

ARTICLE 9

ELECTION PROCEDURES FOR THE TRUSTEES

- a. ~~In order to establish the trustees for the first time, one trustee shall be elected in year 2016; two trustee positions shall be elected in each of 2017 and 2018. A total of 5 members shall consist of a full quorum of the trustees and such quorum shall be completed by year 2018.~~
- b. The election for the trustee positions shall be held on the first Board meeting of the newly elected Board of directors in their monthly Board meeting for the vacant positions ~~starting from 2016 as outlined above for the first time.~~
- c. The Election Committee shall seek nominations from the floor during the first meeting of the newly elected Board of Directors.
- d. The nomination shall be proposed and seconded by a Board of director.
- e. The Election Committee shall prepare the ballot and seek the voting of Board of directors by a secret ballot, as needed, to elect the trustee.
- f. Trustees cannot be prior Board members. Trustees will be experienced independent members of the community and cannot have any personal and business relationship with any Board Member

ARTICLE 10

TIMELINE FOR ELECTION OF THE BOARD OF DIRECTORS

- a. The Election Committee shall be nominated by the Board by the end of July every year. This Election Committee shall serve for the entire calendar year. This Election Committee shall conduct elections for the Board of directors, executive committee, trustees and any vacancy arises on the Board during the year they are nominated.
- [b.] The secretary shall verify the life members ~~and the annual members with the help of the treasurers, who renewed their membership before July 31th and provide this list to the Election Committee for their certification. as of July 31st. The member must have completed at least one year to be eligible to vote.~~
- b.[c.] Election Committee shall publish the certified list of eligible members, without their contact information, to vote and contest at least 45 days prior to the Election Day on SSJM website.
- [d.] ~~The Election Committee shall prepare and distribute nomination forms at least 30 days prior to the Election Day.~~
- [e.] Election committee shall finalize and publish the list of nominations on SSJM website not later than 7 days prior to the Election Day.
- c.[f.] The Election Committee shall publish the ballot not later than 3 days before the Election Day on SSJM website and also on the temple premises.
- d.[g.] The elections shall be held every year on a Thursday during the Vijay Dashami event at SSJM. When there is no such event on Vijay Dashami day at the temple, the elections shall be held any Thursday, a week before or a week after Vijay Dashami.

Newly elected board members shall attend the board meetings as soon as they are declared elected but shall not have voting rights until the new year begins, which is the 1st regular board meeting of the new year. First meeting of the new year shall be conducted no later than 2nd week of January.

ARTICLE 1 1
ELIGIBILITY TO CONTEST AND TERM LIMITS OF THE BOARD OF DIRECTORS

To be elected as provided herein, an otherwise eligible individual

[a.] Must be a fully paid member of SSJM and must complete at least one year two years of membership by July 3-1st of the election year, and

a.[b.] The contesting member should be a resident of Texas and need to live within 100 miles of temple at the time of nomination.

b. Nominations deadline is 30 days prior to election day.

c. Nominations will be sought per the following matrix which may be augmented and modified as the temple grows and develops

<u>Areas</u>	<u>Experience</u>
<u>Non-Profit Experience</u>	<u>Candidates with prior non-profit experience, organizational experience and familiarity with 501(c) and best practices</u>
<u>Event Management</u>	<u>Experience with organizing and managing large events</u>
<u>Development</u>	<u>Experience with facilities planning procurement and project management</u>
<u>Finance</u>	<u>Experience in a Finance Role, bonus non-profit finance experience</u>
<u>Fundraising</u>	<u>Experience in cultivating donors and fundraising</u>
<u>Information Management</u>	<u>Experience with IT and systems management and ability to recruit pro-bono services to develop systems</u>
<u>Operations</u>	<u>Experience with operations and process management to help oversee the temple facility/volunteer coordination/food services.</u>
<u>Traditions and Ceremonies experience/expertise</u>	<u>Prior knowledge of Indian pooja traditions is helpful. This person would help with the Priest to provide an enriching temple experience during normal poojas and special religious ceremonies.</u>
<u>Legal</u>	<u>Experience in the legal and regulatory field</u>

d. Each nominee will submit a resume and a 300 word note on what they bring to the temple and what they want to accomplish serving on the board.

e. The Board will review the applications and provide the list to the election committee. If a nomination is not accepted the Board will provide the applicant the reason

[c.] If a previous Board member is running for re-election they must have attended 50-75% of the meetings of the Board in his/her prior term before the elections. Directors who did not

attend at least ~~50~~75% of the Board of Directors meetings in their prior term are not eligible to contest. They will also be subject to the above matrix and will compete with other candidates.

~~[d.] Must serve as volunteer in one of the committees at least one year time period. Current committee chair shall certify the volunteer activities of the candidate to be eligible to file nomination.~~ No Board of director shall serve on the Board for more than 2 consecutive terms (of 3 years each). The eligibility to contest for an alternate terms of 3 years after skipping a period of ~~1~~3 years in between the terms.

f.[e.] Must be willing to abide by the constitution and the bylaws of SSJM.

g.[f.] Must have sufficient mental and physical capacity to participate.

~~[g.] Exception to the term limits shall not apply to Mrs. Lakshmi Thakkar, who will serve as chair and director of the Board (with full voting rights) for her lifetime. The position of the Chairman shall cease to exist after Mrs. Lakshmi Thakkar's term is completed.~~

~~[h.] Immediate past president shall continue to serve on SSJM Executive Committee for one more year without voting rights irrespective of the term limits. attend the first 2 board meetings for transition purposes if no longer a board member and shall be available to answer questions if needed.~~

ARTICLE 12

BOARD OF DIRECTORS

- a. The Board of Director shall consist of ~~10 (Ten)~~ 9 (nine) elected members.
- b. ~~Mrs. Lakshmi Thakkar shall remain as chairman of the Board for her life term with voting rights. Or, Mrs. Lakshmi Thakkar shall remain as chairman of the Board for her life term as long as she has sufficient mental and physical capacity to participate and fulfill her duties.~~
- c. ~~One director shall withdraw, as mentioned in Article 7a, after Mrs. Lakshmi Thakkar term ends in following elections to make Nine Directors.~~
- d. No paid employee of the SSJM shall be a member of the Board of Director.

ARTICLE 13

BOARD OF TRUSTEES

13.01 Eligibility:

- a. Trustee nominee shall not be a former Board of director of SSJM
- b. The nominee shall be a life time member of the SSJM.
- c. The trustees shall be elected by the Board as per the procedures established in the bylaws.

~~[d.] Vacancy in the trustee position shall be filled within 30 days of the occurrence as per the bylaws similar to filling the Board of Directors.~~

[e.] 13.02 Term limits:

- a. No Trustee shall serve on the Board trustee position for more than 6 (SIX) years under no circumstances.
- b. Board of trustee shall be able to come back to serve on the Board of trustee position for a 3 year period after taking a break for at least 3 years.
- c.

13.02 Duties of the trustees:

~~[a.] The trustees shall be part of development/capital projects.~~

- ~~[b.] The construction/development committee shall take up any long term improvement projects only after the consent of the trustees.~~
- ~~[c.] The trustees shall appoint a 3 member bylaws committee upon the request of the Board to amend the bylaws. Trustees provide fair and impartial feedback for development projects.~~
- [d.] The trustees shall resolve any and all disputes amongst the Board of Directors. Such decisions shall be final and binding on the Board. The Board shall have right to appeal the trustees decision only to the general body ~~at their annual regular~~ at a meeting in writing.
- a.[e.] The trustees shall take over all the responsibilities of the Board as and when the Board becomes nonfunctional. The Board of trustees shall dissolve the Board and call for new elections by keeping the current Board as interim Board under the supervision of the trustees. The instability may be caused by the resignation of four or more Board of Directors in a year (between the elections), or reduction in the number of Board of Directors less than 6 or passage of no confidence motion on any two members of the executive committee.

ARTICLE 14 NOMINATION OF DIRECTORS

- ~~[a.] The Election Committee shall prepare and distribute nomination forms at least 30 days prior to the Election Day.~~
- ~~[b.] The form shall consist of the following-~~
- ~~[a] Certification of the volunteer activities of the candidate by the current respective committee chair.~~
- ~~[b] Any SSJM member sitting director or Trustee shall nominate, in writing, a candidate for the Directors' positions. The nomination must be seconded by any sitting Board of director or any sitting trustee life member of SSJM.~~
- ~~[c.] No one member sitting director or trustee shall nominate more than one candidate for the Board position. When one member director or trustee nominates more than one person, Election Committee shall consider the first nomination form based on the date stamp and disqualify any other nominations. When two or more nominations received on the same day that are proposed by one director or trustee member, the Election Committee shall draw lots to choose one nomination form.~~
- ~~[d.] No family member shall nominate or second other family member. Family member include but not limited to mother, father, spouse, children, siblings, cousins and inlaws with the same or a different last name.~~
- ~~[e.] No candidate shall be related to another candidate. If found to be related, both candidates shall be barred from contesting the election.~~
- ~~[f.] An No SSJM member shall not nominate himself or herself. A SSJM member current year director or trustee can nominate only one (1) person with a Nomination Fee of \$150.00, payable to SSJM. Contestants may withdraw their nomination up to three (3) days prior to Election Day by presenting a written notice to the Election Committee. Nomination fee of \$ 150.00 shall be nonrefundable.~~

~~[g.] Nomination forms: The Election Committee shall receive all the nomination forms. The Election Committee shall keep the names of the contestants confidential until the deadline for nominations has passed.~~

~~[h.] After the elections, nomination forms, ballots and all the other election material shall be returned to the secretary. The secretary shall dispose of the ballots and the nomination forms with the consent of the executive committee within a week after the elections. i.~~

ARTICLE 15

ELECTION IRREGULARITIES AND COMPLAINTS

[a.] Any member shall have the right to file a complaint about the perceived irregularities in the election process to the Election Committee in writing within 24 hours after the elections are completed. Elections Committee shall investigate the complaint and respond within 7 days: The Election Committee decision on all such complaints shall be binding and final.

[b.] The Election Committee decision shall only be appealed to the trustees. The trustees shall have the right to uphold or not uphold the Election Committee's decision with reasons provided in writing within 7 days of the written appeal. There shall be no appeal for the trustees' decision.

ARTICLE 16

FILLING OF VACANCY ON THE BOARD

a. The president shall invite the Election Committee to chair the ~~election of the interim~~ Board meeting of directors to fill the vacancy.

[b.] When a vacancy occurs on the Board of Directors prior to a scheduled election, the president, shall propose a life member of his/her choice and shall be ratified by the remaining Board of directors by a 2/33/4 majority. The process shall continue until the Board finds a replacement to fill such vacancy within 30 days.

b.[c.] The vacancy shall be filled in the next Board meeting or in an emergency Board meeting. The Board shall not take any other proposals in the Board meeting until this vacancy is filled.

c.[d.] When the Board unable to come to a consensus to fill the vacancy the Board shall draw lots to pick one from all the available members.

d.[e.] When the Board unable to find anyone to propose/nominate to fill the vacancy, the trustees shall nominate a any life member to act as an interim Board with or without the input from the remaining Board of directors. The trustees shall elect a any life member to fill this vacancy within 60 days from the date the vacancy is created. The newly elected Board of director serves as an interim director until the next scheduled election.

e. This interim Board member filled using Article 16 a. through e. will only serve for the period of nomination until the next scheduled election.

f.

ARTICLE 17

TERMINATION OF DIRECTOR

Any member or an executive member of the Board found negligent in his/her duties may be removed by a 3/4 (three fourths) majority vote of the entire Board. The removed Board of Director shall appeal the Board's decision to the trustees in writing within a week after such removal.

ARTICLE 18

HIRING AND TERMINATION OF EMPLOYEES/PRIEST

Hiring, termination and the pay and benefit package of employees/priest shall be the decision of the Board on recommendation from the Executive committee with 3/4 majority.

ARTICLE 19

POSTPONEMENT OF ELECTION

The Board of Directors with ~~the consent of the~~ 3/4th majority of board members and with the consent of the trustees ~~general body Members~~ shall have the right to postpone elections by not more than more than 30 days, for reasons of emergency, unforeseen circumstances or organizational needs.

ARTICLE 20

BOARD RIGHTS

The Board of Directors shall be the sole and only legitimate authority to negotiate, and enter into agreements with Banks, Financial Institutions, or other Lending agencies or institutions on behalf of SSJM for obtaining loans. The principal amount of the loan, the interest, terms and amortization schedule shall be clearly documented and approved by the SSJM Board of Directors.

ARTICLE: XX

CAPITAL Project/Reserve fund account:

1. The capital project/reserve fund account is set up to fund the capital projects and as well as to help ease any emergency expenses incurred by the temple for which operating account has insufficient funds.
2. The trustees shall operate and maintain this account. There shall be two authorized signatories on the account. Trustees amongst themselves decide on the signatories on the account. One of the signatories shall be replaced once every two years or whenever the trustee's term expires.
3. The board of directors shall approve an expense to be paid by the reserve fund account by the 2/3 majority of the entire board of directors. Then the president of the board shall send the approved request to the board of trustees, with all pertaining documentation, for their approval and issue of the check.
4. The trustees shall not issue a check for any amount without the approval of the 2/3rd majority of the board of directors and by 2/3rd majority of the trustees.
5. The reserve fund account shall be funded by the
 - i. 75% of life membership dues. These funds shall be transferred to the capital projects accounts at least once every 3 months.

- ii. The board shall approve to move the excess money from operating account to reserve fund account at least once every year before their term ends. The board is required to keep 6 months of expenses based on the prior year accounts.
- iii. The board has authority to pass a resolution to transfer the funds from operating account to reserve fund account at any time they chose.

ARTICLE

21 MEETINGS

20.01 Regular Meetings

- a. The Board shall endeavor to conduct one meeting each month, but conduct not less than six meetings in a year. These regular meetings shall be held on every first Saturday of the month. A notice of such regular Board meeting along with the agenda shall be sent to the Board at least 3 days before the Board meeting. Any change in the date for next regular scheduled Board meeting shall be discussed and approved in the current Board meeting. When there is a need to change the date of the Board meeting, an action shall be taken by the Board by consent through email communication. All such communications shall be properly documented by the Board secretary. The President or the 30% of the Board of directors shall call for a special/emergency meetings with 24 hours notice. Notice of such meetings shall be accompanied by a proposed agenda to be discussed at the meeting.
- b. Monthly Board meetings should be open to public once in three months meeting. The general body shall attend in open meeting. The general members shall not speak and or obstruct the proceedings of the Board meetings. The Board shall remove any unruly members from the meeting and also from SSJM premises. The Board shall deny the right of any member to attend the Board meeting, with an affirmative vote of the Board, with or without a cause.
- c. Any life member shall address the Board with a 24 hour, prior written notice to the secretary with a reason. The Board shall grant the permission to the life member to speak for not more than 2 minutes. The Board shall deny the permission by providing a reason for such decision.

ARTICLE 22

ACTION BY CONSENT

Any action which may be taken at a meeting of the Board may be taken without a meeting, if a consent in writing setting forth the action so taken is signed by all the Directors and filed with the Secretary of the Board. Action by consent shall be limited to one decision between the Board meetings.

ARTICLE 23

ELECTRONIC RESOLUTIONS :

In addition to the resolutions passed in regular and special meetings, General Secretary to initiate resolutions electronically. Such approved/denied resolutions are deemed as resolved and approved/denied by the meeting of the Board. A guideline document for implementing this, needs to be published in the following official Board meeting and approved by the Board of Directors.

ARTICLE 24

GENERAL BODY MEETINGS

The General Body Meetings will be held during Guru Purnima weekend of the year. President shall preside over the General Body Meeting to conduct SSJM business. General body meetings shall be convened for the purpose of keeping the members apprised of Temple activities and upcoming decisions, reviewing financials, budgets, operations, and any other business that may come before it. Teo additional general body meetings a year can be called with a request from the lower of 2/3rd of members or at least 50 Members.

ARTICLE 25

QUORUM FOR GENERAL BODY MEETINGS

For General Body Meetings —There is no quorum requirement for the General Body meetings. No decisions will be made at these meetings and these meetings shall be for informational purpose only. 51% of the quorum shall be required to amend the bylaws as described in the bylaws. 51% of the quorum shall be required to consider the voting on appeals of the trustees' decision.

ARTICLE 26

BYLAWS AMENDMENTS

26.01 Considerations: Any Board of director shall submit the proposed corrections and changes to the bylaws to the Board in writing.

26.02 Any general member shall submit the proposals to the Board in writing. Such proposals shall be signed by at least five current members.

26.03 The Board shall review all the proposed bylaws and recommend the trustees to appoint a bylaws committee review, amend as needed.

26.04 Approval process:

~~[a.]~~ Bylaws committee shall review the entire bylaws including the amendments recommended by the Board and general members.

~~[b.]~~ Bylaws committee shall propose the changes as needed to the general body for their approval.

~~[c.]~~ All the changes shall be published online at least 60 days prior to the general body meeting. And make recommendations. The recommendations will be published online 10 days before the general body meeting.

26.05 ~~Final changes shall be published online at least 10 days prior to the general body meeting.~~ 26.06 51% of the total members shall constitutes a quorum to amend the bylaws.

The amendments shall be approved at the regular general body meeting by an affirmative vote by 2/3 of the attending members. For the purpose of the quorum, the Board shall solicit proxies from the general body along with their affirmative vote to approve the bylaws.

26.07 Such proxies shall be mailed/emailed to all the general members with a link to find and review the bylaws.

26.08 Only one proxy or one vote shall be allowed per one person but not both.

26.09 The Election Committee shall assist the Board to conduct the approval process.

26.1 In case of the nonexistence of the quorum, the general body meeting shall be cancelled and called for another general body meeting with 30 day notice by reducing the quorum

requirement to 26% and the amendments shall be approved by 2/3rd of the attending members.

26.11 All the proxies received thus far shall be counted towards the quorum purpose.

26.12 In the absence of the quorum at the second general body meeting, the bylaws committee can try once more for online vote. If this is not successful they can declare the amendments not approved.

26.13 The same or different amendments shall be considered in the later years by following the same quorum requirements.

ARTICLE 27

MAINTENANCE OF DISCIPLINE & DISCIPLINARY ACTION

- a. All members at the temple premises shall maintain strict discipline, order and obedience to rules. Utmost reverence to all the temple deities and cleanliness shall be observed. Members should not violate the code of conduct.
- b. Members disobeying the rules or acting against the best interests of the SSJM or displaying objectionable behavior shall be promptly relieved of their membership and all privileges by the affirmative vote by the Board. Membership of disbarred members shall not be returned for a period of 5 years
- c. The disciplinary action may be initiated by the Board on recommendations of the Executive Committee.
- d. All elected and appointed members to various offices shall sign an oath of Office, Code of Conduct and agree to uphold and foster the high principles of the SSJM and its objectives. The members also agree to observe the code of conduct and discipline.

ARTICLE 28

GRIEVANCES

A dispute amongst the Board of directors shall be referred to the trustees. The trustees shall evaluate, investigate and obtain all the necessary evidence and documentation pertaining to the dispute and RULE within 30 days from the day of the dispute referred to the trustees. Any Board of director shall have the right to file a complaint on any other Board of director to the trustees for their resolution. The trustee's decision shall be final and binding on the Board of directors.

Any good standing member can file a complaint against any board of director and/or about any issue to the board of directors in writing (with wet signature) with all pertaining details regarding the complaint. Board of directors shall acknowledge the complaint in writing within 5 days and review, in their next regularly scheduled monthly meeting, and respond within 60-20 days from the receipt of the complaint. Such decisions can be appealed to the trustees. The trustee's decision is final and binding.

The decision of the trustees shall only be appealed to the general body during their annual meeting or the 2 adhoc meetings. No member or current/past board of director shall file a law suit against SSJM or other current/past board of directors or current/past trustees under any circumstances.

In the case of complete breakdown of the Board and Trustees Fiduciary duties, the Member congregation with 60% written votes (paper or electronic) of the most recent published list of Members can institute an interim committee to take over the temple operations and remove both the Board and Trustees.

ARTICLE 29

BYLAWS

- a. The Bylaws are written and adopted for the smooth running of the SSJM.
- b. The Board stipulates the Bylaws enumerating the duties and responsibilities of the Directors and members of the Working Committees and all other committees. The rules and regulations, code of conduct, and disciplines for everyone to follow will be stated.
- c. All Bylaws formulated should conform to the provisions of the Constitution.
- d. The latest edition of Robert's Rules of Parliamentary Procedures shall be of authority on all questions of Procedure not specifically stated in this Constitution.