

Shirdi Sai Jalaram Mandir

Bylaws **Version 1.0.0**



13845 W Bellfort St, Sugar Land, Fort Bend, Texas 77498

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Article 1
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

Names and signatures of the Board of Directors

Name	Title	Signature
Laxmi B.Thakkar	Chairperson	
Kranti Varavadekar	President	
Sreedhar Kanchanakuntla	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	

	President	
	Vice President	

	Secretary	
	Treasurer	
	Director	
	Director	
	Director	
	Director	
	Director	

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 Society 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

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.
 - b. Must be at least 21 years of age

- c. Must be a Devotee, Believer and Follower of Shirdi Sai and Jalaram Baba
- 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

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.~~
- c. ~~SSJM will no longer offer or continue annual memberships. Members who have already paid for annual membership will not be eligible to vote in upcoming elections unless they upgrade to lifetime membership by paying the difference amount.~~
- d. ~~Life Membership: Any individual shall become a life member by paying \$1116.00. Life membership shall not have more than 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. Members can pay this fee in installments in a calendar year and they are eligible to vote following calendar year but not the current year. The new board has the authority to raise the minimum lifetime membership fee. The board has the authority to raise the minimum lifetime membership fee above \$1116 but never be less than \$1116.~~

3.03 ~~Membership Forms:~~

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

3.04 ~~Life Membership Period:~~

~~The annual membership period shall be from August 1 to July 31st of the next year. Life membership start following calendar year after the payment and valid for the life of the person who has paid the dues.~~

3.05 ~~Transfer of Life Membership:~~

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

3.06 ~~Members who contribute \$50,000 will be designated as advisory members. Advisory members will hold this status for 10 years.~~

1. **General Membership**

- **Fee:** One-time payment of **\$101**.
- **Voting Rights:** None.

2. **Life Membership**

- **Fee:** **\$1,116**, payable in full.

- **Voting Rights:** Eligible to vote starting the **following calendar year**.
- **Note:** The payment must be explicitly labeled as “**Membership Fee**” on the donation receipt.

3. **Advisory Membership**

- **Fee: \$50,000**, payable in full.
- **Benefits:** Lifetime designation as an **Advisory Member**.
- **Activation:** Membership becomes active **only after full payment** is received by SSJM.

3.03 **Membership Forms:**

Completed forms and dues must be submitted at the temple. Payments can be made by check, credit card, or cash equivalents.

3.04 **Life Membership Period:**

Life membership is valid for the lifetime of the member and is non-transferable.

3.05 **Membership Benefits:**

A. Life Membership Benefits

- **Voting rights** in temple elections.
- **Participation** in temple activities and committees.
- **Access** to temple facilities for religious and cultural events.
- **A special archana** performed by the temple priest on the primary member’s birthday.

B. Advisory Membership Benefits

- **Voting rights** in temple elections (extends to primary member and spouse).
- **Participation** in temple activities and committees.
- **Access** to temple facilities for religious and cultural events.
- **A special archana** performed by the temple priest:
 - On **four designated dates per year** (selected by the primary member).
 - During **all major temple events**.

C. General Membership Benefits

- **Participation** in temple activities and committees.
- **Access** to temple facilities for religious and cultural events.
- **A special archana** performed by the temple priest on the primary member’s birthday.

3.06 **Fee Adjustment Policy**

- The Board reserves the right to **increase** the minimum lifetime membership fee.
- The fee may exceed 1116 but shall never be less than 1116

Article 4

Execute 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 Corporation. 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 corporation; shall present the report of the Board of Directors at the biennial assembly of the corporate 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 Corporation or a different mode of execution is expressly prescribed by the Board or these Bylaws.
- c. He/she shall execute any 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 Corporation 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 Vice-President shall assume the duties of the President, and when so acting, shall have all the powers of and be subject to all of the restrictions upon the President.
- c. The Vice President oversees the administrative functions and acts as the chair of the HR Committee by default.

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.

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

4.04 Treasurer

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

- a. Acquire the required knowledge of general accounting principles to enable him/her to have charge of and be responsible for the maintenance of adequate books of account for the Corporation, as recommended by the Audit Committee;
- b. Have charge and custody of all funds and securities of the Corporation, and be responsible therefor, and for the receipt and disbursement thereof;
- 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;
- d. Perform all the duties incident to the Office 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.
- 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.
- h. Be responsible for filing all the required annual tax documents such as issuing 1099's and W-2'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.
- j. Obtain a second signature to approve expenses or amounts greater than \$500.00.
- k. Set up and implement a regular procedure, in consultation with the Audit Committee, for counting and recording the Hundi and Aarti offerings. 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 signed 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 salary basis. After appointment, the Temple Manager shall not be a Board Member and must report to the Vice 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 Vice 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.
- c. Assign the Priest by rotation, for Puja Services requested by Devotees either at Temple or at devotee's house
- 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
- f. Be responsible for distributing mail
- g. Coordinate all community activities with the Facilities Management.
- h. Assist Treasurer and all other committees in data processing and in preparing financial statements.

5.02 Priest

5.02.1 Priest Eligibility

To serve as a priest at the Saibaba Non-Profit Temple, individuals must meet the following criteria:

- a. Spiritual Qualification: Must have received formal training in Hindu rituals and practices, with specific training in the worship and ceremonies for Saibaba, Ganesha, Vasavi Matha, Jalaram Baba, Shiva, Durga, and Dwarkamai.
- b. Experience: At least 5 years of experience performing rituals and ceremonies in a temple setting, ideally with experience in managing multiple deities.
- c. Veda Pandits: At least two priests should be Veda Pandits with expertise in Vedic rituals and chants.
- d. Language Proficiency: Proficiency in Sanskrit and the local language for conducting rituals and communicating with devotees.
- e. Conduct: Exemplary personal conduct, adhering to ethical and moral standards expected of a spiritual leader.
- f. Health: Good physical and mental health to perform the duties required.

5.02.2 Priest's responsibilities

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. 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.
- 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 President, or Vice President.
- 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 contract 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.
- g. Ensure the sanctity and cleanliness of the temple premises and the sanctum of each deity.
- h. Conduct religious classes and discourses for devotees to deepen their understanding of the teachings and philosophies associated with each deity.
- i. Assist in the administrative functions of the temple, including maintaining records of rituals performed, donations received, and other related activities.

5.02.3 Number of Priests:

- a. To effectively balance the workload within the temple and the demands for external puja services, the following factors should be considered when determining the number of priests:
- b. Number of Deities: The temple has multiple deities, each requiring dedicated rituals and ceremonies.
- c. Volume of Devotees: A high footfall of devotees necessitates more priests to manage the crowd and perform rituals efficiently.
- d. Ritual Schedule: A comprehensive schedule of daily and special rituals requires an adequate number of priests.
- e. External Puja Demands: Regular requests for external puja services require additional priests to manage both temple and external duties.

5.02.4 Optimal Number of Priests:

- a. Base Staff: A minimum of 3-5 priests to cover daily activities for all deities, assuming a moderate volume of devotees and rituals. This ensures each deity's rituals are performed without overburdening individual priests.
- b. 1-2 priests dedicated to Saibaba.
- c. 1 priest each for Ganesha, Vasavi Matha, Jalarama Baba, Shiva, Durga, and Dwarkamai.
- d. 1 or rotate priests who are Rig Veda Pandits for Vedic rituals.
- e. Additional Staff for External Services: Rotate 3 priests dedicated to external puja services to ensure temple activities are not disrupted.

- f. Peak Times: During major festivals and events, temporary priests can be hired to handle the increased workload.
- g. In total, a typical Shirdi Saibaba Jalaram Mandir is non-profit temple with the described deities might require 3-4 full-time priests to balance internal temple duties and external puja demands effectively.

5.02.5 Recruitment and Training

Recruitment Process: Priests can be recruited through referrals from other temples, religious institutions, or through a formal application process.

Training Program: Newly recruited priests should undergo an orientation program to familiarize them with the specific rituals and practices of the Saibaba Temple and other deities housed within the temple.

5.02.6 Evaluation and Conduct:

Performance Evaluation: Priests' performance will be evaluated periodically by the temple management to ensure adherence to standards and fulfillment of duties.

Code of Conduct: Priests must adhere to a strict code of conduct, maintaining integrity, humility, and dedication to their duties. Any violations or misconduct will be addressed promptly by the Puja Chair.

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 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 Sub-committees. Each Sub-committee so designated shall be bound by the same 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
- 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 authorized 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.
- e. All Committee chairpersons shall submit monthly reports and written quarterly reports to the Secretary and President. Chairpersons of the Committees shall maintain the minutes of the Committee meetings. 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.
- g. All expenses of the Committees shall be subject to the following: (a) The Committee chairperson can expense up to \$1000.00/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 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.
- b. At least two quotations shall be obtained per purchase of materials or services for \$1000 or more from the list of vendors maintained and approved by the Board.
- c. For contracts or services valued at \$1000 or more, three quotations shall be obtained. If required quotations are not able to be obtained, the Board can exempt the minimum requirement for specialized work or services.
- d. No chairperson or vice-chairperson of a Committee shall enter into any contracts, agreements or other instruments whether written or oral with any other individual or organization on behalf of the Corporation at any time.
- e. Each Committee shall maintain proper filing of all activities and transactions conducted under its auspices. Committees must observe acceptable filing standards and procedures by having a clearly labeled 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

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.

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.

6.05 Construction and Engineering Committee (Development)

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:

- a. Prepare and recommend plans for the Temple and other facilities to the Board.
- b. Review, research and investigate applicable township, county, city, state and federal regulations, building codes and laws.
- c. Ensure liaison with building contractors, and architects.
- 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.
- e. Prequalify designers, contractors and vendors.
- f. Obtain price proposals for all services, as required by the By-laws, with clearly defined scopes of work.
- 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.

6.06 Finance, Purchase, Planning and Budget Committee

The Finance, Planning and Budget Committee (Budget 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 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:

- a. 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.
- c. Review purchase process of items, verification of vendors. No trustee/ director/ employee or priest has any special interest in Mandir 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 and annual budgets for purchasing of all materials and articles either for usage by the Temple or for selling by the Temple. Annual budgets include, but are not limited to, the regular maintenance of the temple and regular events. Regular events include, but are not limited to, Guru Poornima, Vijayadashimi, Diwali, Srirama Navami, Ugadi, Sathyanarayana Vratham, Sankranti, Vinayaka Chavithi and Sivarathri.
- f. Present a budget for any other expense that exceeds \$1,000.00 for approval by the Board.
- g. Present a budget for any expense that exceeds \$100,000 shall be approved by the Board and the trustees.
- 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.
- 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.
- j. The Treasurer (s) shall be the custodian (s) of the gold, silver and other jewelry.
- k. Hundi counting shall be done on a monthly basis. At least two Board members, 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. 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.

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.~~
- ~~e. Ensure the quality of food served in the Temple.~~
- ~~f. Maintain adequate inventory of perishable items for one week and non-perishable items for not more than two to three weeks.~~
- ~~g. Have purchases approved either by the Board of Director or the Treasurer or the president.~~
- ~~h.—~~

6.08 Kitchen Committee

The Kitchen Committee will coordinate all following kitchen activities with preparation and distribution of food within the temple premises.

- a. minimizing the unnecessary purchase of food and supplies and unnecessary storage,
- b. maintaining clean and sanitary conditions for food preparation and serving,
- c. promoting safe usage of the facility and equipment,
- d. spreading upkeep over several people, and
- e. Organize and coordinate volunteers for cooking and serving.
- f. Plan and prepare daily meals and prasad.
- g. Manage inventory and procurement of kitchen supplies
- h. Inspect the kitchen after each day to be sure it is ready for the next day, and if necessary, discuss issues with the group who used the kitchen last.
- i. Work with janitorial staff on how to clean floors and manage the trash and recycling.
- j. Solicit feedback from those who use the kitchen as to their experience.
- k. Create an inventory and order system; replace supplies or work with volunteers to order needed supplies.
- l. Create instructions on cleaning the various surfaces in the kitchen, advise the kitchen users on how things should be cleaned, arrange a cleaning schedule, and identify those who will clean, and work with volunteers to keep necessary cleaning supplies on hand.

6.09 Fundraising Committee

The Fundraising Committee shall have the members of the Corporation who are effective fundraisers. The Board may also coopt some of the members of the Board of Directors, trustees or Advisory member to serve on this committee. Functions of this committee are:

- a. To raise funds by soliciting contributions.
- b. Arrange fundraising events.

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:~~

~~Make available Hindu religious items such as ornaments, books and media for sale to devotees. Take responsibility to purchase, organize and maintain inventory of articles for sale to devotees. Organize volunteers to work in the gift shop.~~

- ~~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.

- a. Develop and conduct diverse programs to assist individuals in the community who are socially and economically disadvantaged.
- b. Develop and maintain a regular schedule of community projects.
- c. 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.
- d. Conduct fundraising events for humanitarian causes, with approval from the Board of Directors.
- e. Conduct Women's Forum periodically. Arrange support groups to address the needs of women, children and families who live in the community.
- f. 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.
- g. 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.

- h. Conduct events to address health-related issues such as health fairs, flu shot clinics, etc., periodically.
- i. Represent the temple in local community programs arranged by local groups.
- j. Conduct Toy & Clothing drives, Soup Kitchens, etc., to assist the needy.
- k. 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 assembly of the members of the Corporation.
- e. Maintain registration of members for voting purposes. Submit the voting members list as of March 31st 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 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.

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 non-voting 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.
- e. Collect arati offerings and place them into various Hundies.
- 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. Coordinate youth activities.

- b. Organize youth and college annual night; institute scholarships for the needy and the merited students.
- c. Plan for youth camps stressing religious education and instruction.
- d. 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 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.

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.
- d. Appraise and critically review the financial, tactical and strategic benefits of proposed IT projects and technology architecture alternatives.
- 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.
- 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 e-mails, 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.
- g. Ensure that personal information collected is safeguarded with access granted only to authorize individuals.
- h. Prepare budgets for purchasing of hardware, software licenses and maintenance.
- i. Ensure the rigor of IT implementations. Appraise and critically review the progress of IT projects and technology architecture decisions.
- 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.
- k. Develop a plan to inventory all IT assets periodically and dispose off obsolete hardware and software.

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
- 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.

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.

6.22 Audit Committee

The Audit Committee shall consist of at least three members experienced in finance and accounting procedures. No member of the Board of Directors shall be a member of the Audit Committee.

The Audit Committee shall audit the Corporation accounts before the 15th 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, who will be ratified by the Board every year by end of January 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.
- c. The Election Committee shall not be a candidate for the opened position.
- d. The Election Committee shall not nominate or second any candidate running for the election.

6.24 Duties of the Election Committee

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 members 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.
- c. Confirm the validity of the nominations.
- d. Prepare election ballots. Sample ballots should be posted and transmitted to media.
- e. Appoint election staff as necessary.
- f. Prepare roster of eligible voters
- g. 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 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.

Human Resources (HR) Committee

HR committees tasked to explore, examine, develop, advise, and/or implement: Vice president will chair the Committee. it will consist of min of three member

- a. performance reviews for priest and other staff;
- b. priest and other staff compensation policies (including obtaining reasonable compensation comparability data, recommending the compensation and/or bonus amount; and following the rebuttable presumption of reasonableness procedures);
- c. Review of pay scales;

- d. Review of benefits (including health insurance, pension plans, and fringe benefits);
- e. Diversity initiatives;
- f. Independent contractor policies;
- g. Volunteer policies;
- h. Internship policies;
- i. Grievance policies;
- j. Retention of HR consultants and/or labor and employment attorneys.

Grievance Process steps

- a. The HR Committee will review and address the grievance.
- b. If the grievance is not resolved by the HR Committee, it will be escalated to the Director.
- c. The Director will review the grievance and take appropriate action to resolve the issue.
- d. If the grievance remains unresolved after the Director's intervention, it will be escalated to the Board of Trustees.
- e. The Board of Trustees will review the matter and make the final decision to ensure the grievance is resolved.

6.25 Additional Committees:

Additional committees can be formed on an as-needed basis with Board approval for specific purposes and durations. These committees will address specific needs or projects that arise and will be disbanded once their objectives are met.

6.26 Formation and Approval Process:

A proposal for a new committee must be submitted to the Board, outlining its purpose, objectives, and duration.

The Board will review and approve the formation of the committee.

The committee will operate under the guidance of the Board and report on its progress and outcomes.

Examples of Potential Additional Committees:

6.27. Event Planning Committee: To organize large-scale events or festivals.

Fundraising Committee: To plan and execute fundraising campaigns and initiatives.

Youth Committee: To engage and involve the youth in temple activities.

Volunteer Committee: To recruit, train, and manage volunteers for various temple functions.

6.28. General Guidelines for All Committees:

Membership: Each committee should have a chairperson and a minimum of [3-5] members.

Meetings: Committees should meet regularly to discuss and plan their activities. Minutes of meetings should be recorded and submitted to the Board.

Reporting: Committees must provide regular updates to the Board on their activities, progress, and any issues that arise.

Collaboration: Committees should collaborate with each other and with the Board to ensure alignment with the overall mission and objectives of SSJM.

ARTICLE 7

ELECTION PROCEDURES TO ELECT THE BOARD MEMBERS

- a. Elections shall be held every year to elect three (3) new Board of Directors.
- b. All voting shall be held at the SSJM Temple located 13845 West Bellfort Street, Sugar Land, TX 77498
- 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, electioneering shall be prohibited in the Temple premises. Electioneering including 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.
- e. No one person shall vote without providing a valid form of US government issued identification and or the pass port.
- f. 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.
- g. 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.
- h. Any Board of Director Candidate is 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.
- i. 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 member must have served at least one previous year as a Board member.
- d. An individual shall not hold an executive position for more than one year in the a 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 members receive the same number of votes, the Election Committee shall draw lottery to declare the winner.
- 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. One new member shall be elected for the trustee position every year. In order to establish the Trustees for the first time, 3 trustees shall be elected as a staggering term in the first Board meeting after the new bylaws are approved and adopted. One member shall be elected for 3-year term, another one shall be elected for two-year term and the last one shall be elected for a 1-year term.~~
- b. The election for the trustee positions shall be held on the first Board meeting of the newly elected Board members in their monthly Board meeting.
- c. The Election Committee shall prepare and distribute the nomination forms to the newly elected Board of Directors.
- d. The nomination shall be proposed and seconded by a Board member.
- e. The deadline for nominations for trustee position shall be one week prior to the Board meeting.
- f. The Election Committee shall prepare the ballot and seek the voting of Board members by a secret ballot to elect the trustee.
- g. When there are no nominations received for the announced position, the Election Committee shall open the floor for nominations.
- h. If Trustee resign before completing his tenure, then board shall re-elect within a month for his/her remaining term. Board can't go for their election with missing trustee.

ARTICLE 10

TIMELINE FOR ELECTION OF THE BOARD MEMBERS

- a. The Election Committee shall be nominated by the Board by the end of January every year. This Election Committee shall serve for the entire calendar year. This Election Committee shall conduct elections for the Board members, 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.
- 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.
- 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.
- g. The elections shall be held every year on a Thursday during the Vijay Dashami event at SSJM or following Saturday of the week. When there is no such event on Vijay Dashami day at the temple, the elections shall be held any Thursday/Saturday, a week before or a week after Vijay Dashami.
- h. Transition period for the new Board shall be one month from the date of election results. New board will be taking over immediately after transition period

ARTICLE 11

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 Three (3) ~~two~~ years of membership by July 30th of the election year.
- b. The contesting member should be a resident of Texas and need to live within 100 miles of temple at the time of nomination
- c. Must attend 50% of the meetings of the Board in his/her prior term before the elections. Directors who did not attend at least 50% of the Board of Directors meetings in their prior term are not eligible to contest.
- d. Must serve as volunteer in one of the committees at least two ~~one~~ years' time period. No Board of director shall serve on the Board for more than 2 consecutive terms (of 3 years each). ~~The eligible to contest for an alternate term of 3 years after skipping a period of 2 years in between the terms.~~
- e. No Board member may serve more than two (2) terms (each term is 3 years). After serving one term, a member must skip at least one (1) year before becoming eligible again. Maximum service: No member may serve more than two terms (6 years total), whichever is shorter.
- f. Must be willing to abide by the constitution and the bylaws of SSJM.
- g. Must have sufficient mental and physical capacity to participate.
- h. ~~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.~~
- i. Immediate past president shall continue to serve on SSJM Executive Committee for one more year without voting rights irrespective of the term limits.
- j. Board Member has to be served as a member of executive team before contesting as president in his/her current three (3) year term. Previous term executive position is not considered in the present term.

ARTICLE 12

BOARD OF DIRECTORS

- a. The Board of Director shall consist of 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 after Mrs. Lakshmi Thakkar term end in following elections to make Nine Director~~
- d. No paid employee of the SSJM shall be a member of the Board of Director.
- e. Maintain the confidentiality of sensitive information related to SSJM's grievances and deliberations.
Disclose any potential conflicts of interest and abstain from voting on issues where a conflict exists.

ARTICLE 13 BOARD OF TRUSTEES

13.01 Eligibility:

- a. Trustee nominee shall be a former Board member of SSJM and only contest after minimum of two (2) years completing the board member
- b. The nominee shall be a life time member of the SSJM.
- c. Have a good standing within the community and no history of criminal activity or unethical behavior.
- d. The trustees shall be elected by the Board as per the procedures established in the bylaws.
- e. 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.

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 after taking a break for at least 3 years.

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. Attend at least three board meetings per year as advised by board
- d. The trustees shall appoint a 3 member bylaws committee upon the request of the Board to amend the bylaws.
- e. 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 trustee's decision only to the general body at their annual regular meeting in writing.
- f. 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.
- g. Maintain the confidentiality of sensitive information related to SSJM's grievances and deliberations.
- h. Disclose any potential conflicts of interest and abstain from voting on issues where a conflict exists.

ARTICLE 14 NOMINATION OF DIRECTORS

- a. The Election Committee shall prepare and distribute nomination forms at least six weeks prior to the Election Day.
- b. Any SSJM member shall nominate, in writing, a candidate for the Directors' positions. The nomination must be seconded by any sitting Board member or any sitting trustee of SSJM.
- c. No one member shall nominate more than one candidate for the Board position. When one member 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 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 SSJM member shall not nominate himself or herself. A SSJM member can nominate only one (1) person with a Nomination Fee of \$1000.00, 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 \$1000.00 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.

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. The Election Committee decision on all such complaints shall be binding and final.
- b. The Election Committee decision shall only be appealed the trustees. The trustees shall have the right to upheld or not upheld the Election Committee's decision. 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 member to fill the vacancy.
- b. When a vacancy occurs on the Board of Directors prior to a scheduled election, the president, shall propose a member of his/her choice and shall be ratified by the remaining Board members by a 2/3 majority. The process shall continue until the Board finds a replacement to fill such vacancy within 30 days.
- 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.
- 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.

When the Board unable to find anyone to propose/nominate to fill the vacancy, the trustees shall nominate a member to act as an interim Board with or without the input from the remaining

Board members. The trustees shall elect a member to fill this vacancy within 60 days from the date the vacancy is created. The newly elected Board member serves as an interim director until the next scheduled election.

ARTICLE 17

TERMINATION OF MEMBER/ DIRECTOR / TRUSTEE/ ADVISORY MEMBER

Any member, Trustee, advisory 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. Trustees' decision is final

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 majority of 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 20

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 members shall call for a special/emergency meeting 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 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 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 member to speak for not more than 2 minutes. The Board shall deny the permission by providing a reason for such decision.

ARTICLE 21

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 22

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 23

GENERAL BODY MEETINGS

The General Body Meetings will be held during Guru Purnima month of the year approved by board. 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.

ARTICLE 24

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 25

BYLAWS AMENDMENTS

26.01 Considerations: Any Board member 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.

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 constitute 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.

26.10 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%.

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 declare the amendments not approved.

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

ARTICLE 26

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 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 27

Grievances:

A dispute amongst the Board members 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 member shall have the right to file a complaint on any other Board member to the trustees for their resolution. The trustee's decision shall be final and binding on the Board members.

The decision of the trustees shall only be appealed to the general body during their annual meeting.

ARTICLE 28

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 and Order shall be of authority on all questions of Procedure not specifically stated in this Constitution.

f. ARTICLE 29

Transition Management

Trustees will facilitate and oversee the handover of all documents and responsibilities in the smooth and efficient transition process. .

- a. Trustees shall ensure compliance with the transition timeline, Outgoing Executive and Other Committees:
- b. Outgoing executive committee Prepare and organize all relevant documents and records for handover. Provide a comprehensive briefing to the incoming committee members. Cooperate fully with trustees to ensure a smooth transition.
- c. All documents and responsibilities must be handed over within 14 days after the formation of the new executive committee.
- d. In case of emergency circumstances, the handover period can be extended up to a maximum of 30 days. Requests for extension must be approved by the trustees, with a clear justification for the delay.
- e. These are the minimum required Documents but not limited:
 - 1. Financial records and statements.
 - 2. Meeting minutes and reports.
 - 3. Membership records.
 - 4. Committee reports and documentation.
 - 5. Operational procedures and policies.
 - 6. Any other relevant documents and records.

ARTICLE 30

Advisory Member

- a. Attend at least three board meetings per year as advised by board
- b. Be available for calls from board member, trustees seeking advice but not bind by the advice.
- c. SSJM publish your name as a member of the Advisory Council
- d. Advisory member will be part of fundraise committee
- e. Accepting of invitations to serve in leadership positions and other special assignments, including subcommittees or ad hoc committees.

- f. Willingness to open doors on behalf of the SSJM to secure the financial, and human resources necessary for the unit to accomplish its mission and purposes successfully
- g. Maintenance of the confidentiality of any Advisory Council discussions with board and trustee that involve sensitive matters and of all confidential and/or proprietary information of SSJM
- h. Attend General body meeting board meeting