

HINDU JAIN TEMPLE

615 Illini Drive
Monroeville, PA 15146



Constitution
and Bylaws
of
Hindu Jain Temple, Pittsburgh
2020

FOREWORD

We are pleased to present to you the latest version of the Bylaws of Hindu Jain Temple.

These were last revised in 2011 and went through some interim revisions in 2017 by the previous administration. The current Bylaws have gone through a lengthy and thorough review by the Bylaws Committee comprised of past Chairman and Presidents and those well versed with the Bylaws of other local Indian organizations. It took the committee many meetings and hundreds of collective hours to be able to come up with this final version which was approved by the General Body in June of 2020. As further assurance, these Bylaws have also received approval from a lawyer familiar with the laws pertaining to tax-exempt charitable organizations.

Bylaws are simply a set of rules and regulations established and approved by the members of an organization, and who agree to be guided by them in carrying out their duties and responsibilities. It is the hope of the Bylaws Committee that the Officers of the Board of Trustees and the Executive Committee will find them helpful and be able to abide by them. In the end, the Bylaws are only as good and effective as the governing body would want them to be.

The language of the Bylaws is by nature, brief and precise and will need to be translated into more elaborate Policies and Procedures in implementing them into action. In this regard, we hope these Bylaws will serve as a guide in getting the job done right.

Chairman, Board Of Trustees

Manohar Badlani

President Of Executive Committee

Rajeev Agarwal

Bylaws Committee

Subash Ahuja, Co-Chairman

Jamnadas Thakkar, Co-Chairman

Shubha Mullick

Navin Kadakia

Chetan Patel

CONSTITUTION OF

Hindu Jain Temple, Pittsburgh

ARTICLE 1

NAME

The name of the organization shall be Hindu Jain Temple, located at 615 Illini Drive, Monroeville, Pennsylvania.

ARTICLE 2

PURPOSE

The purpose of the organization is to provide a forum for religious worship and celebrations; for the community's religious, cultural, social, educational and spiritual development; and to help meet the humanitarian needs of the community and the society at large.

ARTICLE 3

MEMBERSHIP

Any individual of family unit in agreement with the objectives of the Temple may qualify for membership. Membership shall be subject to the provisions of the Bylaws.

ARTICLE 4

GOVERNING BODIES

All executive powers of the Temple shall be vested in an Executive Committee and a Board of Trustees. The Executive Committee shall conduct the day-to-day affairs of the Temple. The Board of Trustees shall be responsible for all matters of long-term policy and planning.

ARTICLE 5

BYLAWS

The attached Bylaws define the organizational structure of the Temple and outline various procedures for carrying out the intent of this Constitution.

ARTICLE 6

AMENDMENTS

The Constitution may be amended by a two-third majority of the total membership in good standing by mail ballots postmarked within 30 days of the original mailing sent by the Temple.

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BYLAWS OF THE HINDU JAIN TEMPLE

ARTICLE 1

Name and Governance

1.1 Name

The name of the organization shall be Hindu Jain Temple, herein after referred to as the Temple, located at 615 Illini Drive, Monroeville, Pennsylvania, 15146.

1.2 Governance

The Temple shall be organized as a non-profit corporation under the laws of the State of Pennsylvania following the IRS guidelines for the classification 501 (C) (3). The Temple shall be governed by these bylaws and such additions, deletions and/or modifications as may be adopted, as herein provided.

ARTICLE 2

Purpose and Objective

The objective of the Temple shall be to provide a forum for religious worship and celebrations; for the Hindu/Jain community's religious, cultural, social, educational and spiritual development and to help meet the humanitarian needs of the community and the society at large.

ARTICLE 3

Membership and Voting

3.1 Membership

3.1.1 Classes of Membership

- a) There shall be two classes of membership: Trustees and General Members.
- b) A Patron does not have voting privileges unless the Patron pays appropriate dues for the class of membership desired. Any member can become a Patron if he/she pays the Patron dues effective at the time of application and on approval by the Board of Trustees herein after referred to as "Board".
- c) Temple membership is unique in the sense that a married member and the spouse are both considered members and both have separate voting privileges with one paid membership.
- d) Wherever the words Member or Trustee appear in this document they refer to Member or Trustee in good standing.

3.1.2 Membership Eligibility

Any natural person who subscribes to the Hindu/Jain religion, culture and traditions is eligible to become a member of the Hindu Jain Temple. In addition, the person must:

- a) Be at least 18 years old
- b) Be a citizen or a legal resident of USA (must submit proof of status on request)
- c) Pay the prescribed membership dues as provided in article 4. The membership term shall be based on a calendar year (January 1 -

December 31)

3.1.3 General Body

The Trustees and General Members shall constitute the General Body of the Temple. The term 'total membership' or 'total members' shall include both Trustees and General Members.

3.1.4 Membership Application

All persons desiring to become new members shall submit a written application, along with the dues, to the Chairperson of the Membership Committee. The Chairperson shall review the application and present it to the Executive Committee for approval. If the Executive Committee does not approve the membership unanimously then it shall be referred to the Board who shall have the final authority in the matter. The Chairperson shall keep an up-to-date list of members in good standing.

The Temple reserves the right to refuse to accept the membership application if it is not in the best interest of the Temple. Such refusal has to be approved by the Board.

3.1.5 Removal/Revocation and Reinstatement

3.1.5.1 Non-payment of Dues

Any member who fails to pay his/her annual dues by March 31 shall be removed from the membership list for that year. If the dues are paid any time after March 31, the member shall be restored to the membership list for that calendar year, 30 days after the date of payment.

3.1.5.2 Revocation for Cause

Membership of any member of the Temple may be revoked for a cause. The Executive Committee shall present its recommendation to the Board for approval. If the Board approves, the Executive Committee shall start the proceedings and notify the member of the revocation proceedings in writing. The member shall have no less than thirty days from the mailing date of the notice for the opportunity to be heard by the Executive Committee. After the hearing, if the Executive Committee still wants to pursue revocation, it shall present the matter to a special meeting of the Board. A two-thirds majority vote of the attending Trustees, at a duly organized meeting of the Board, shall be required for revocation.

3.1.5.3 Reinstatement

A two thirds majority vote in Executive Committee and the same from the Board shall be required for reinstatement of a revoked membership.

3.1.5.4 State of Spouse

The resignation or the termination of the membership of a member, unless otherwise specifically stated, shall include both husband and wife.

3.2 Voting Privileges

A new member shall be able to vote, after 60 days from the date of his/her application as a member, if eligible as per Articles 3.1.2 and 3.2.1.

3.2.1 Eligibility to Vote

The Voting Membership for a particular year shall consist of the members of the Temple who have paid their membership dues by March 31. Membership Chairperson shall publish a list of eligible members by April 10. The term 'member' used in these Bylaws for voting purposes shall apply to only those who are in good standing by having paid their dues as described above.

3.2.2 Spousal Vote

A husband and wife together shall be considered a single membership, but shall be entitled to vote individually. A single person shall be entitled to only one vote.

ARTICLE 4

Dues and Assessments

The Board shall review the status of the Temple finances and, if needed, propose changes to the dues and assessments for all membership classes. The Board shall present the changes to the General Body for approval.

4.1 Due Date

The annual dues shall be due on January 1st of the year.

4.2 Waiver

The Executive Committee, in consultation with the Board, may waive the membership dues of a member deemed to be in unusual financial hardship.

4.3 Membership Upgrade

Any member can change his/her membership category by submitting a written application to the Chairperson of the Membership Committee and paying the difference in the annual dues if upgrading. No refunds shall be allowed in changing membership. Membership in the new category will become effective 30 days after acceptance of such a change by the Chairperson of the Membership Committee.

4.4 Lifetime General Membership

A single Lifetime General Membership for a husband and wife can be obtained by paying the dues as outlined below. Lifetime General Membership is not transferable.

Dues for Lifetime General Membership shall be twenty times the yearly dues for General Membership.

4.4.1 Lifetime Membership Upgrade

A Lifetime General Member can upgrade his/her membership category to Trustee for any year by paying the difference between the annual dues for the Trustee Membership and the annual dues for the General Membership, and by submitting a written request to the Chairperson of the Membership

Committee.

A Lifetime General Member can upgrade his/her membership to Lifetime Trustee Membership anytime by paying the difference between the lifetime dues for these categories, and by submitting a written request to the Chairperson of the Membership Committee.

4.5 Lifetime Trustee Membership

A single Lifetime Trustee Membership for a husband and wife can be obtained by paying the dues as outlined below. Lifetime Trustee Membership is not transferable.

Dues for Lifetime Trustee Membership shall be twenty times the yearly dues for Trustee membership.

ARTICLE 5 ***Board of Trustees***

The Board shall hold ultimate responsibility of the Temple to ensure all goals of the Temple are met.

5.1 Board Composition

The Board of Trustees shall consist of all Trustee Members. Officers of the Executive Committee shall be Non-Voting Members of the Board unless the officer is also a Trustee in good standing, in which case he/she will be a Voting Member.

5.2 Board Responsibilities

5.2.1 Long-term Policy and Planning

The Board shall be responsible for all matters of long-term policy and planning for the Temple.

5.2.2 Title of Temple Properties

The Board shall administer, manage, and hold titles in the name of the Temple for Temple properties including but not limited to real estate, securities and trust funds.

5.2.3 Approval of Contracts

The Board shall review and approve all new and recurring contracts, multi-year contracts and contracts exceeding \$10,000 in value, for execution on behalf of the Temple.

5.2.4 External Appointments

The Board shall appoint in writing consultant, auditor, attorney, architect, accountant or other professionals when the Temple needs such external services.

5.2.5 Reporting

The Board shall present a report at the annual meeting of the General Body, as provided in Article 10.1.

5.2.6 Financial Audits

The Finance Committee shall audit the Temple accounts each year.

The Board shall appoint a qualified independent accounting firm to review/audit the Temple accounts at least once every three years.

5.2.7 Appointments for Board Elections

The Board shall appoint a Nominating Committee consisting of a Chairperson and two members, before September 30 each year for nominating a slate of Board Officers. Election of the Board Officers for the next calendar year shall be held by December of the preceding year.

- a) Nominating Committee Chairperson shall serve as the Election Officer.
- b) Immediate Past Chairperson of the Board of Trustees shall serve as Chairperson of the Nominating Committee.
- c) In the event Immediate Past Chairperson of the Board of Trustees is not available, the Board shall appoint any Past Chairperson as an alternate.
- d) The election procedure and the duties of the Nominating Committee and the Election Officer are defined in Appendix 2 of the Bylaws.

5.2.7.1 Eligibility

Eligibility for the position of Chairperson, Vice Chairperson and Secretary requires that the nominee for any one of these positions must be a Trustee in good standing for at least two consecutive years prior to being nominated, and at least two years of prior service experience either as a Board Officer, Board Committee Chair or an officer of the Executive Committee.

No two family members shall serve as officers in the same term. An officer of any other religious organization shall not serve as a Board Officer at the same time.

5.2.8 Appointments for Executive Committee Elections

- a) The Board shall appoint, before March 31 each year, an Election Officer and a Nominating Committee consisting of a Chairperson and four members.
- b) Vice Chairperson of the Board shall serve as the election officer. In the event Vice Chairperson is not available, the Board Chair shall appoint an alternate.
- c) Immediate Past President of the Executive Committee shall serve as the Chairperson of the Nominating Committee. In the event the Past President is not available, the Board shall appoint any Past President as an alternate.

The duties of the Election Officer and the Nominating Committee are defined in the Appendix 1 attached to the Bylaws

5.2.9 Budget Approval

The Board shall review and approve the budget annually as provided in Article 9.2.

5.2.10 Dues and Assessments

The Board shall be responsible for establishing and revising dues and assessments for all classes of memberships as provided in Article 4.

5.3 Board Officers

The Board shall elect a Chairperson, Vice Chairperson and a Secretary from its membership. Officers of the Board are not to be confused with the Temple Officers as provided under Article 7.1

5.3.1 Term of Office

Board Officers shall assume responsibility of their office on January 1 and serve a one-year term until December 31. The Officers may be elected to the same office for a maximum of two consecutive years and will be eligible for reelection to the same office after a break of at least one year.

Any officer who would voluntarily resign shall not qualify for any officer position for at least one year.

5.3.2 Responsibilities

5.3.2.1 Chairperson

The Board Chairperson shall:

- a) Ensure fulfillment of Board responsibilities as provided in Article 5.2.
- b) Preside over Board meetings. The presiding officer shall only vote in the event of a tie.
- c) Ensure smooth transitions to the new Board at the end of his/her term.
- d) Ensure the transfer of all official documents, passwords held by the Board Officers and the Chairpersons of Board Committees to their respective counterparts in the new Board. The transfers shall take place on or before December 31 of the year the terms ends.
- e) Ensure the transfer of all official documents, passwords and other Temple items held by the Executive Committee Officers and Committee-Chairpersons, to the incoming team, at the end of their term of office. The transfers shall take place on or before June 30 of the year the term ends.

5.3.2.2 Vice Chairperson

- a) In the absence of Chairperson, the Vice Chairperson shall preside over Board meetings.
- b) Ensure that all activities of the Board of Trustees and the Executive Committee are following the Temple Bylaws.
- c) Ensure that all activities of the Board of Trustees and the Executive Committee are following the IRS Compliance Guide for 501(c) (3) Public Charities.
- d) Assist with establishment and maintenance of the Policy and Procedure Manual.
- e) Serve as Election Officer at time of Executive Committee elections.

5.3.2.3 Board Secretary

The Secretary of the Board shall:

- a) Notify members of the Board of the scheduled meetings at least two weeks in advance of such meetings. All Board meetings can

be held by physical presence of the Trustees or by electronic means approved by the Board. The method of meeting (physical presence or electronic) shall be duly communicated to the Trustees.

- b) Determine the Quorum at each Board meeting; and record, publish and keep minutes of all Board meetings.
- c) Be responsible for safe-keeping of all official documents of the Temple such as IRS assignment of 501 (C) (3) status, Temple Building Plans, Property Deed etc. All such documents shall also be scanned and stored in a folder on the Temple website accessible by the Executive Committee Officers and Board Officers with a password. This folder may also house a copy of the bylaws, Temple policy & procedure, minutes of meetings and other documents as desired.
- d) Ensure adequate liability insurance coverage for all officers, volunteers and employees of the Temple as provided in Bylaw 12.1. The Board Secretary shall seek guidance from Board on the amount of insurance coverage.
- e) Ensure timely filing of all non-financial documents to Government Agencies requiring the filings.

5.4 Board Meetings

The Board shall meet every alternative month and at other times as may be called by the Chairperson of the Board. The Secretary of the Board shall send written notice at least two weeks in advance of each meeting, stating the date, time, place and agenda by email to all Board Members. Board Members may make a written request if they prefer US mail for Board communications.

5.4.1 Quorum

Ten percent of the eligible Voting Members of the Board as defined in 3.2.1 and 3.2.2 shall constitute a Quorum. Unless otherwise specified in the Bylaws elsewhere, business may be conducted by a simple majority vote of the members present at a meeting representing Quorum. A meeting may be adjourned by the Chairperson to a later date if a Quorum is not achieved within thirty minutes of the scheduled time of the meeting. The rescheduled meeting should occur no less than two weeks from the first meeting. The rescheduled meeting shall have no Quorum requirement. Under extenuating circumstances, the Chairperson may cancel a meeting. Two consecutive meetings shall not be canceled.

5.5 Board Committees

All Board Committees shall have a minimum of three members including the chair from the Temple Membership in good standing. The following committees shall be the Standing Committees of the Board. The Board may create Ad Hoc Committees for specific tasks that are not covered by Standing Committees, such as Bylaws Committee. All Committee Chairpersons shall submit a written report at the Board meetings. No two members of the same family shall serve as an

Officer and/or a Committee Chair at the same time.

5.5.1 Finance Committee

The Board shall appoint a Finance Committee comprising of three members. The Treasurer shall serve as an ex-officio member of the Committee without voting privileges. This committee shall be responsible for the planning and control of the Temple finances. The Committee shall evaluate major Temple projects for financial feasibility and make its recommendations to the Board. The Committee shall advise the Board on financial matters. The Committee shall review annual budget prepared by the President before it is presented to the Board as provided in Article 9.2. During the fiscal year, the committee shall ensure prudent spending of the Temple's financial resources and that they are being spent in accordance to the fiscal budget. The Finance Committee shall be responsible for the review/audit of the Temple accounts as specified in article 5.2.6.

5.5.2 Planning and Construction Committee

This Committee shall be responsible for the planning and execution of all major building projects. All building projects costing over \$5,000 shall be considered major. The Committee, when requested, shall advise and help the Executive Committee regarding smaller building projects. The Committee shall also be responsible for preventive maintenance of all the Temple structures.

5.5.3 Compensation Committee

The membership of the Committee shall consist of the BOT Chairperson (Chair), Vice Chairperson, President, Vice President, Treasurer, Finance Committee Chairperson and Immediate Past President.

- a) Compensation Committee shall be responsible for establishing fair compensation for all full and part time Temple employees and would ensure that the annual raises are in line with cost of living index and prevailing rates in the Monroeville/Pittsburgh area. The term compensation shall include salaries, bonus, health insurance and other benefits.
- b) The committee shall ensure that the full time employees have adequate but cost effective health insurance coverage.

5.5.4 Endowment Committee

The Board shall appoint an Endowment Committee comprising of Chairperson and at least two members. Additionally, Chairperson of the Finance Committee (article 5.5.1) and the President of the Executive Committee shall serve as ex-officio members of the Committee without voting privileges. The Committee shall provide investment recommendations to the Board with asset allocation and risk assessment.

5.5.5 Human Resources, Ethics and Grievance Committee

The Board shall appoint the Committee comprising of Chairperson and four other members in good standing excluding Executive Committee

Officers or Board Officers,

The Committee shall:

- a) Pre-approve hiring and termination of any Temple employee by Executive Committee.
- b) Create awareness of ethical and conflict of interest issues in the members.
- c) Help address ethical issues in the Temple.
- d) Help maintain and promote ethical behavior in conduct of Temple business by all officers, volunteers and employees.
- e) Establish and maintain a policy regarding potential or actual conflicts of interest. The purpose of the conflicts of interest policy is to protect the Temple's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a member, officer, or employee of the Temple. This policy is intended to supplement to, but not replace, applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.
- f) Be a sounding Board for grievances, harassment complaints and other ethics violations. Resolve such issues when presented. Escalate matters to the Board if unable to resolve.
- g) Maintain strict confidentiality.

5.5.6 Humanitarian Committee

The Humanitarian Committee shall support the Temple's objective of providing Humanitarian support to the Community and the society at large as provided in Article 2. The Committee shall:

- a) Deal with the issues pertaining to humanitarian affairs
- b) Develop programs enabling volunteer engagement in humanitarian activities
- c) Establish partnerships with other entities sharing similar goals with respect to humanitarian efforts including but not limited to supporting at serving local soup kitchens.
- d) Obtain funding and distribute blankets etc. to homeless and other needy people for coping with cold weather.
- e) Be vigilant about families and/or individuals in distress and provide support in their time of need, strict confidentiality of which shall always be maintained.

5.5.7 Safety and Security Committee

The Safety and Security Committee shall attend to all safety, security and liability issues (including terrorism threats) that concern the devotees and the Temple premises.

5.5.8 Awards Committee

The Committee shall consist of the BOT Chairperson (Chair), Vice Chairperson, BOT Secretary, President and Vice President.

In a volunteer organization, awards are the only form of recognition and inspiration for the volunteers. However, if too many or undeserved awards are given, they lose the importance and prestige of the award. Executive Committee may give volunteer service awards to deserving volunteers on a

limited basis every year. However, Life Time Service Award is to be limited to the people who have provided selfless service to the Temple for extended period. Such names can be recommended by any member or Trustee of the Temple in good standing. Recommending person must provide a letter of nomination stating candidate's full name and a one page narrative with detailed description and evidence of the candidate's Services and Contribution to the committee. Such Services and Contributions must be impartially evaluated by the Awards Committee. For consistency in evaluation process, the Committee shall establish appropriate procedure and/or application form to be filled out by recommending party.

5.6 Reversal of Board Action

To reverse any action or decision of the Board, a petition signed by fifty percent of the total members of the Temple shall be necessary. The Board may agree to reverse its action or decision as per the petition. If the Board does not agree with the petition, a notice for a special General Body Meeting shall be issued within 30 days of receipt of such a petition. The special General Body Meeting shall be called and conducted as provided in Article 10.2 with Quorum present. Board action or decision shall be reversed if at least two-thirds of the membership present vote in favor of the reversal of Board action or decision.

5.7 Removal from Office

Any Officer of the Board may be removed from office for cause by a two-thirds vote of the Trustees present at a special meeting of the Board called for this purpose by the Board. The special meeting shall be as provided in Article 10.2 except that the Quorum must be present for this purpose even if the meeting has to be called multiple times.

5.8 Vacancies of Board Officer

In the event position of Board Chairperson should become vacant, then Vice Chairperson shall assume the role of Chairperson for remainder of the term. The Chairperson shall fill any other vacancies for the remainder of the term.

ARTICLE 6

Executive Committee

6.1 Composition

The Executive Committee shall consist of President, Vice President, Secretary, Treasurer, eleven elected members and up to four appointed members in good standing. Such appointments shall be made by the President upon written acceptance by the candidate. All appointments will validate after ratification by the Board of Trustees. The president shall give a list of the proposed appointments to the Chairperson of the Board of Trustees within 30 days of the election, who shall schedule a meeting within 30 days of the receipt of the list for ratification. Any vacancies occurring in the Executive Committee shall be dealt with as provided in Article 8.5.

6.2 Term of Office

The Executive Committee Members shall assume responsibility of their respective offices on July 1 and serve a one year term until June 30. They may be elected to the same office for a maximum of four consecutive years and will be eligible for reelection to the same office after a break of at least one year. Term of office for the Appointed Members shall be the same as for the elected Members. Term for the officers of the Executive Committee shall be as provided in Article 7.2.

6.3 Responsibilities

6.3.1 Temple Activities

The Executive Committee shall conduct the day-to-day affairs of the Temple, and the regular and special activities of the Temple subject to the Constitution and Bylaws and policy guidelines approved by the Board. The Executive Committee may establish regular and special events, activities and undertakings of the Temple in keeping with the spirit of the Bylaws, specifically Article 2.

6.3.2 Meetings

The Executive Committee shall hold regular meetings at least once a month; subject to cancellation by the President should there be no business to conduct. However, not more than two successive meetings may be canceled. The President shall preside at Executive Committee meetings and shall only vote in the event of a tie.

6.3.2.1 Quorum

A simple majority of the Membership of the Executive Committee shall constitute a Quorum, and business may be conducted by a simple majority vote of the members present.

6.4 Reversal of Action

Any action of the Executive Committee may be reversed by the Board or by a simple majority vote of the members present and voting at any properly called special meeting of the General Body. The special General Body Meeting shall be called and conducted as provided in Article 10.2.

6.5 Committees

6.5.1 Establishment of Committees

Committees specifically named in these Bylaws shall be established as provided herein. Each committee shall adopt rules of conduct consistent with its objectives and Temple policies. The President may create Ad Hoc Committees for specific tasks not covered by the Standing Committees but necessary for the proper conduct of the Temple's affairs. All committees shall be advisory only unless authority to act is specifically delegated by the Bylaws. Prior to submitting recommendations for action, the Committees shall assess the scope and potential impact (financial, operational, managerial, etc.) on the Temple.

6.5.2 Chairpersons

Chairpersons of all committees shall be appointed by the President, preferably from within the Executive Committee Members. Chairpersons of all committees shall be responsible for ensuring that all documents and Temple articles under their control are transferred to the new Chairpersons at the expiration of the Chairpersons' term.

6.5.3 Membership

Each committee shall have no less than three members. Each Committee Chairperson shall select members to serve on the committee from the membership list.

6.5.4 Terms

Unless otherwise specified in this document, the term of any committee member is annual, coinciding with the terms of the Temple officers (July 1 to June 30).

6.5.5 Reporting

All committee Chairpersons shall submit a written report at the Executive Committee meetings.

6.5.6 Standing Committees

6.5.6.1 Cultural Committee

This Committee shall be responsible for organizing cultural events on behalf of the Temple. Prior authorization by the Executive Committee is required before proceeding with the events.

6.5.6.2 Education Committee

This Committee shall be responsible for organizing educational events including holding classes at the Temple or other locations authorized by the Executive Committee.

6.5.6.3 Maintenance Committee

This Committee shall be responsible for preventive maintenance and all other building maintenance issues that arise during the year.

6.5.6.4 Membership Committee

This Committee, with Executive Committee approval, shall devise and execute ways and means of increasing the membership of the Temple and manage all other membership issues.

6.5.6.5 Publications Committee

The Chairperson of the Temple Publications Committee shall serve as the Editor of the Temple's official newsletter 'Temple Times'. The Editorial Board shall consist of the editor and at least two other members. The editor shall strive to report the views of the membership as communicated to him/her. In case he/she feels that certain views are not worthy of publication in the Temple Times, he/she shall refer this matter to the Executive Committee for its guidance. In no case shall the editor take it upon himself/herself to exercise the censure powers.

Publication of Temple materials such as prayer books shall be published

using Temple resources and shall not contain acknowledgement of any business, individual or family for their financial or other support.

6.5.6.6 Religious Events Committee

This Committee shall be responsible for organizing religious events held by the Temple at the Temple or any external location authorized by the Temple.

6.5.6.7 Priest Committee

- a) The committee shall consist of Executive Committee Secretary (Chair), President, Vice President, Chairperson of the Religious Committee, and Chairperson of the Board of Trustees.
- b) The committee shall address all priest related matters.
- c) Plan religious events for the year in consultation with the priests.
- d) Refer any unresolved disputes to Human Resources, Ethics and Grievance committee.

6.5.6.8 Website and Social Media Committee

This Committee shall:

- a) Maintain the Temple website and ensure that the website meets the needs of the Temple. The Committee shall coordinate with the Board, Executive Committee and other committees for promptly uploading new information on the website and removing outdated information from it.
- b) Be responsible for all social media initiatives, maintenance and other issues regarding Temple communications.
- c) Be responsible for all mass email communications from the Temple to the members/community and ensure that no unauthorized emails are sent out.
- d) Ensure the privacy of the email addresses
- e) Establish and maintain e-mail address for its officers (BOT and EC) and the Temple staff through the Temple domain.
- f) Discourage the use of personal e-mails in conducting Temple business.
- g) Be responsible to transfer the access of all e-mail addresses and passwords to the new officers at beginning of their terms.

ARTICLE 7

Executive Committee Officers

7.1 Temple Officers

The President, Vice President, Secretary and Treasurer of the Executive Committee shall be the four officers of the Temple. Election of the Officers shall be held as provided in Article 5.2.7 and Appendix 1.

7.2 Term of Office

The officers shall assume responsibility of their respective offices on July 1 and serve a one year term until June 30. The officers may be elected to the same office for a maximum of two consecutive years and will be eligible for reelection to the same office after at least a one-year break. Any officer who would voluntarily resign during the term shall not qualify for any officer position for at least one year.

7.3 Responsibilities

7.3.1 President

The President shall:

- a) Preside over Executive Committee meetings
- b) Appoint Chairs of all Standing and Ad Hoc Committees
- c) Implement policies and programs determined by the Board
- d) Coordinate day to day management of the Temple with the personnel involved
- e) Report to the Board at the Board meetings and the General Body on the Temple's accomplishments, problems and opportunities
- f) Seek approval of Chairperson of Board for single check written for more than \$5,000 and ensure that they are signed by him/her and the Treasurer
- g) Prepare annual budget.

7.3.2 Vice President:

- a) The Vice President shall assume duties of the President in his/her absence and perform such other duties as delegated by the President.
- b) Ensure that all activities of the Executive Committee are following the Temple Bylaws.
- c) Ensure that all activities of the Executive Committee are following the IRS Compliance Guide for 501(c)(3) Public Charities.
- d) Assist with establishment and maintenance of the Policy and Procedure Manual.
- e) Maintain Temple inventory of all valuable items.

7.3.3 Secretary

The Secretary shall:

- a) Call the Executive Committee meetings in consultation with the President. All Executive Committee meetings can be held by physical presence of the members or by electronic means approved by the Executive Committee. The method of meeting (physical presence or electronic) shall be duly communicated to the Executive Committee members in a timely manner.
- b) Call the General Body Meeting as provided in Article 10.
- c) Determine the Quorum at each Executive Committee meeting and General Body Meeting.
- d) Prepare, publish and maintain the minutes of the Executive Committee meetings and the General Body Meetings.
- e) Implement, in consultation with the President, the policies for priest services performed within, and outside of, the Temple
- f) Ensure that usage of the Temple facilities is consistent with the established policies
- g) Be responsible for safe-keeping of all official documents in possession of the Executive Committee such as contracts, property management, financial reports, religious activities, employee attendance, scheduling of priests and reports of the Executive Committee meetings etc. All such documents shall be scanned and saved to ensure easy accessibility.

h) Perform other duties assigned/delegated by the President.

7.3.4 Treasurer

The Treasurer shall:

- a) Carry out financial policies of the Temple
- b) Maintain financial accounts and supervise the revenue and expenses.
- c) Provide itemized financial report in writing for each meeting of the Executive Committee and the Board.
- d) Ensure that checks over \$2,000 are signed by him/her and the President
- e) Ensure that the Temple financial practices are in full compliance with the IRS classification 501 (C) (3) of the Internal Revenue Code, assigned to the Temple.
- f) Ensure timely filing of all financial documents to Government Agencies requiring the filings.
- g) Manage all bank accounts and ensure that they have best possible returns on deposits.
- h) Ensure the security of bank accounts and not allow any online banking. May arrange with the bank so that the bank will block authorization of online banking.
- i) Prepare and present an annual financial report at the Annual General Body Meeting.

7.4 Removal from Office

Any officer or member of the Executive Committee may be removed from office for cause by a two-thirds vote of the membership present at a special meeting of the General Body called for this purpose by the Board.

ARTICLE 8

Executive Committee Elections

8.1 Elected Members

The following four officers and eleven Executive Committee members shall be elected as provided in Article 8.3 at the annual meeting of the General Body to be held in the month of May or June as per Appendix 1.

One President

One Vice President

One Secretary

One Treasurer

Eleven Executive Committee Members

8.2 Eligibility

Eligibility for the position of President, Vice President, Secretary and Treasurer requires that the nominee for any one of these positions must have had at least two years of consecutive membership of the Temple immediately prior to his/her nomination and at least two years of prior service as a member of the Executive Committee.

No two family members shall serve as officers in the same term.

An officer of any other religious organization shall not serve as an Executive Committee Officer at the same time.

8.3 Elections and Procedures

To be elected, a simple majority vote of the members present and voting at the annual meeting of the General Body shall be required.

The details, schedule and procedures for soliciting nominations and conducting the elections shall be in accordance with Appendix I attached to the Bylaws.

8.4 Appeals

The decision of the Election Officer shall be final unless appealed in writing within one week after the announcement of the election results. The appeals shall be submitted to the Board for review and decision.

8.5 Vacancies

If all positions are not filled by the election, or if any vacancies arise during the tenure of office, the President shall make appointments to fill them. All appointments will validate after ratification by the Board of Trustees. The President shall give a list of the proposed appointments to the Chairperson of the Board of Trustees within 30 days of the occurrence of the vacancy, who shall schedule a meeting within 30 days of the receipt of the list for ratification. In the event position of President should become vacant, then Vice President shall assume the role of President for remainder of the term.

ARTICLE 9

Finances

9.1 Accounts and Audits

Accounts (to include revenue and expenses from all sources) shall be maintained on a fiscal year basis from July 1 through June 30 and shall be audited as provided in Bylaw 5.2.6.

9.2 Annual Budget

The President and the Treasurer shall, in consultation with the Executive Committee, prepare a budget and present to the Finance Committee for review and concurrence. If accepted, they shall present the budget to the Board for approval.

No expenditure in any account shall exceed the budgeted amount for such account by more than 10 percent without approval of the Finance Committee. Funds totaling \$5,000 may be expended for a non-budgeted item upon approval of the Executive Committee, and in excess of that amount, upon approval of the Board. The budget, as approved, must be published by August and in substantially the same form as the previous year's budget and finance report.

9.3 Reports for the Board

The Treasurer shall present to the Board, the previous period's financial report

in writing at the Board meetings. The report shall include, but is not limited to, a statement of revenue and expense, including a detailed analysis and year to date with comparison to prior year.

9.4 Annual Financial Report

The annual financial report, prepared by the Treasurer, shall be submitted to the Board and published before the end of August in that year. It shall be substantially in the same form as the previous year's budget and financial report. The report shall include a listing of all assets and liabilities as of June 30 and details of expenditures for the year. Each officer and Standing Committee Chairperson shall file an inventory of all equipment under his/her jurisdiction with the Vice President no later than May 15 of that year.

9.5 Formal Contracts

Once approved by the Board, the President and the Chairperson of the Board shall jointly sign contracts on behalf of the Temple as provided in Bylaw 5.2.3.

9.6 Purchasing

Officers and Standing Committee Chairpersons may act as purchasing agents for the Temple.

ARTICLE 10

General Body Meetings

10.1 Annual Meeting

There shall be an annual meeting of the General Body held on a Saturday or a Sunday during the month of May or June. The Secretary shall send a notice at least 60 days prior to the General Body Meeting. Throughout this document, the term 'Secretary' shall apply to the Secretary of the Executive Committee, who is an Officer of the Temple, and is not to be confused with the Board Secretary or the Administrative Assistant employed by the Temple. The purpose of this meeting shall be to receive reports of the Board and the Officers of the Executive Committee, to elect Executive Committee officers and members and to provide information on matters of interest to the members during the meeting. A 30-day advance notice shall be required for any members to put an item on the agenda of the meeting. The President shall preside over the meeting except during elections. The Election Officer shall preside during the election.

10.2 Special Meetings

Special meetings of the General Body may be called for information and/or decision on specific issues. These meetings may be called by either the Board, the President or by a petition signed by at least half of the total members who are eligible to vote as per Article 3.2.1. The President shall preside over these meetings.

10.2.1 Notice of Meeting

The Secretary shall issue a notice calling the special meeting within ten days of the receipt of request. The special meeting shall be held within

30 days after receipt of the resolution or petition. The notice shall include the purpose of the meeting, meeting date, time, place and agenda.

10.3 Quorum

At least 10 percent of the total Membership in good standing shall constitute a Quorum necessary to conduct business at any regular or special meeting of the General Body.

10.3.1 Quorum Alternative

If a Quorum is not achieved within 30 minutes of the scheduled time of the meeting, members present may reschedule the meeting for a later date. The new date shall not be earlier than fifteen days from the date to which the meeting shall stand adjourned. Notice of adjournment, along with the new meeting date, time and place, shall be sent to all members within five days from the day of adjournment. For such a meeting, the rules pertaining to the Quorum may be disregarded.

10.4 Voting

Unless otherwise stated elsewhere in these Bylaws, all matters that are properly presented at any General Body Meeting, where Quorum exists, shall be decided by a simple majority vote of the members present and voting. Only the members in good standing, as defined in Article 3.2.1, shall have the privilege of voting at the General Body Meetings. The Election Officer shall ensure that only the members in good standing are voting.

ARTICLE 11

Adoption of, and Amendments to, Bylaws

New Bylaws may be adopted, or current Bylaws may be amended, by a simple majority vote of members present and voting at any meeting of the General Body where Quorum exists and business may be conducted. The Secretary shall send a copy of the proposed Bylaws, or amendments to the Bylaws, to the members along with the notice of the meeting as provided in Bylaw 10.

ARTICLE 12

Indemnification

- a) The Temple shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or contemplated action, suit or proceeding, for acts that occurred during the course of conducting official Temple business, by reason of the fact that he/she is or was a Trustee, member, officer employee or agent of the Temple, against all expenses, judgments, fines and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding or the defense or settlement thereof of any claim, issue or matter therein, to the fullest extent permitted by the applicable laws of Pennsylvania as they may exist from time to time, provided that: no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith or the reasonable belief that such action was not in

- the best interest of the Temple;
- b) no defense or indemnification shall be required other than is within the scope and limits of any Temple policy or policies of insurance and related coverage (any policy, if any, is available for inspection, but may change from time to time without notice);
 - c) no defense or indemnification shall be required if the Temple is the plaintiff or similarly situated as a plaintiff;
 - d) no defense or indemnification shall be provided for any person to the extent:
 - i) the conduct was beyond the scope of authority; and/or
 - ii) the act constituted self-dealing, willful misconduct, recklessness or instituted as a crime or quasi-crime, except that this exclusion shall not apply to any responsibility or liability under a criminal statute, either of which are for tax-related issues under applicable law or otherwise part of operational Temple filings or compliance with government entities.
 - e) the Temple must be immediately notified in writing of the proceeding, not to exceed twenty (20) calendar days following the earlier of notice or service of process on the person claiming the defense and/or indemnification;
 - f) the Temple must exclusively control any litigation or defense; and
 - g) any compromise or settlement payment must be approved by a majority vote of a Quorum of Trustees who are not at that time parties to the proceeding.

12.1 Liability Insurance

The Temple shall maintain liability insurance coverage for all Officers, Executive Committee members, employees and volunteers required for indemnification.

ARTICLE 13

Dissolution

13.1 Procedure for Dissolution

The Board shall initiate process of dissolution of the Temple and its assets. The Board shall invite Executive Committee for discussion and resolution. If approved by a two-thirds majority vote at the joint meeting, the proposal for dissolution shall be presented at a special meeting of the General Body called for the purpose. The proposal shall become effective if approved by a two-thirds majority vote of the General Body.

13.2 Disbursement of Assets

All assets and/or funds remain in the Temple account(s) at the time of dissolution, after all expenses are paid, shall be donated accordance with IRS guidelines to one or more non-profit, non-political organizations having objectives similar to those of the Temple. The Executive Committee shall propose potential organizations for asset donation to the Board for approval.

APPENDIX 1

GUIDELINES FOR ELECTION OF THE EXECUTIVE COMMITTEE

The Chairperson of the Nominating Committee shall issue a notice for nominations to the members. The Committee may seek nominations actively if it feels necessary. The Vice Chairperson of the Board of Trustees shall serve as an Election Officer.

All nominations shall be duly proposed and shall become valid when accepted by the candidate. All valid nominations shall be signed by the proposing Members and candidates and submitted to the Chair or any member of the Nominating Committee no later than 4:00 p.m. on the closing date for the nomination. In addition to other requirements, eligibility for nomination as one of the officers of the Executive Committee shall be determined according to Article 8.2.

The Nominating Committee shall circulate the list of valid nominations to the members who have been nominated with a one week notice for withdrawal. After the withdrawal date, if there are insufficient nominations to fill all the vacancies, the Nominating Committee shall be authorized to nominate, but not more than necessary to fill the vacancies. A member, in good standing, may nominate only one person for a particular position on the Executive Committee.

The Nominating Committee shall submit its proposed slate of candidates to the Election Officer at least thirty days prior to the date of election, together with any other valid nominations in accordance to paragraph 2 above. Election for the contested positions will be held through a confidential ballot. No nominations will be accepted from the floor during the General Body Meeting.

The Election Officer shall post a valid list of nominees (and in case of a contested election, along) with a biographical sketch of each candidate on the Temple notice board and the Temple website. The Election Officer shall publish such list at least two weeks before the annual General Body Meeting to be held during the month of May or June.

The notice for Annual General Body Meeting shall be given by the Secretary at least sixty days in advance.

In case, any or all positions are not filled by the election, such positions shall be filled in accordance with Article 8.5.

The elected persons will serve for a one-year term starting July 1 in that year to June 30 next year as provided in Article 6.2. At the discretion of the Board alternate means of voting may be considered.

APPENDIX 2

GUIDELINES FOR ELECTION OF THE BOARD OFFICERS

The Chairperson of the Nominating Committee shall issue a notice for nominations to the Trustees. The Nominating Committee may seek nominations actively if it feels necessary. The Chairperson of the Nominating Committee shall serve as an Election Officer.

All nominations shall be duly proposed and shall become valid when accepted by the candidate. A Trustee can nominate only one person for one officer position on the Board of Trustees.

All valid nominations shall be signed by the proposing Trustees and candidates and submitted to the Chair or any member of the Nominating Committee no later than 4:00 p.m. on the closing date for the nomination. In addition to other requirements, eligibility for nomination as an Officer of the Board of Trustees shall be determined according to Article 5.2.7.1.

The Nominating Committee shall circulate the list of valid nominations to the members who have been nominated with a one week notice for withdrawal. After the withdrawal date, if there are insufficient nominations to fill all the vacancies, the Nominating Committee shall be authorized to nominate, but not more than necessary, to fill the vacancies.

The Nominating Committee shall complete its proposed slate of candidates together with any other valid nominations in accordance with paragraph 2 above, at least thirty days prior to the date of election. The Election Officer, in case of a contested election, shall circulate a valid list of nominees along with a biographical sketch of each candidate, to all Trustees in good standing, at least two weeks before the election to be held in the month of December. Election for the contested positions will be held through a confidential ballot. No nominations will be accepted from the floor on the day of election. In case, any or all positions are not filled by the election, such positions shall be filled in accordance with Article 5.8.

The elected officers will serve a one-year term starting on January 1 and ending on December 31 as provided in Article 5.3.1. At the discretion of the Board alternate means of voting may be considered.

