

**CONSTITUTION  
AND  
BYLAWS  
OF  
THE BHARATIYA TEMPLE SOCIETY OF CENTRAL OHIO**

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## **PREAMBLE**

We, the members of the Bharatiya Temple Society of Central Ohio, having solemnly resolved to establish the said Temple for the religious, spiritual, cultural and educational needs of the Community, through our Board of Trustees, this 26th day of September, 1985, do hereby adopt and give to ourselves this Constitution and Bylaws.

Originally adopted- September 26, 1985

Amended in part- May 1993

Amended in part- September 1994

Amended in part- November 22, 2015

# C O N S T I T U T I O N

## ARTICLE I

### NAME AND OBJECTIVES

- 1.1 The name of the Corporation shall be the Bharatiya Temple Society of Central Ohio. In this Constitution, the building of the Temple is referred to as "The Temple," and the membership organization associated with the Temple is referred to as "The Society," and the group of people believing in or interested in the Hindu religion and philosophy is referred to as "the Community". The term "Hindu" includes all those people who believe, practice or respect the spiritual and religious principles of ancient India, and thus Hindus include the followers of the Vedic religion and all its derivatives.
- 1.2 Its objectives shall be:
- A. To perform religious, spiritual and cultural activities.
  - B. To establish a Bharatiya Hindu Temple available to the community for such religious, spiritual, educational and cultural activities.
  - C. To maintain and run the Temple after it is established and made available to the community.
- 1.3 The organization of the Temple shall be registered as an Ohio, non-profit, ecclesiastical corporation.

## ARTICLE II

### MEMBERSHIP

- 2.1 Any individual subscribing to the objectives of the Society and paying the necessary dues and donations as set forth herein and in the Bylaws may become a member, subject to the approval of the Board. All individuals, prior to becoming

members and having good character as defined by normal social and ethical standards, shall be required to sign a membership agreement stating the responsibilities of membership. All individuals who become members during the initial one (1) year period (1985-86) will be called Founder Members.

**2.2 A. Membership Categories:**

<b>Membership Category</b>	<b>Eligible to Vote in Board Elections*</b>	<b>Eligible to Serve on Committees</b>
Student**	<b>Yes</b>	<b>Yes</b>
Individual	<b>Yes</b>	<b>Yes</b>
Family	<b>Yes</b>	<b>Yes</b>
Life	<b>Yes</b>	<b>Yes</b>
Donor	<b>Yes</b>	<b>Yes</b>
Patron	<b>Yes</b>	<b>Yes</b>
Benefactor	<b>Yes</b>	<b>Yes</b>
Honorary	<b>No</b>	<b>Yes</b>

\* In order to be eligible to vote, a member must be 18 years or older.

\*\* To qualify for student membership, an individual must be 18 years or older and enrolled in a college.

B. By paying a minimum lump sum donation, as specified in the Bylaws, an applicant may join as a member in any category. With additional donation, his/her membership shall be transferred to the next higher category when the accumulated membership donation reaches the minimum requirement of that category. Annual membership dues shall not be used for determining the accumulated donation.

C. Honorary membership shall be limited to n individuals such as scholars, spiritual and/or religious leaders and dignitaries. This exclusive honor shall be granted for a two year-term by the Board of

Trustees at its discretion. Honorary members can be re-appointed by the Board of Trustees.

- 2.3 A. Individual membership shall consist of the member registered with the Society.
- B. Excepting individual membership, a membership shall consist of the member registered with the Society, his/her spouse and their unmarried children.
- C. Voting Rights for Electing Board Members: Individual membership and student membership are entitled to one vote by the member registered with the Society. Each of the other categories of membership, excepting honorary membership, are entitled to maximum of two votes, one each by the member registered with the Society and his/her spouse.
- 2.4 Membership shall be considered as a privilege for admission to and for the use of the facilities of the Society for designated activities.
- 2.5 Organizations and other corporations may donate to the Society but shall not exercise any rights of membership.
- 2.6 Unless otherwise noted in the constitution, the entire membership will be eligible for the full use of the Temple and other facilities as specified in this Constitution and Bylaws.

### ARTICLE III

#### FINANCIAL POLICY

- 3.1 Fiscal Year: Fiscal year of the Society shall commence on the first day of January and end on the last day of December of each year.
- 3.2 All annual membership dues, as set forth in the current version of the operational document, shall be payable on the first day of January each year. If the membership dues are not paid by the end of March, a member shall be considered at default and his/her membership shall automatically be considered canceled. However, at the discretion of the Board, such membership may be re-

instated when all the dues have been fully paid.

- 3.3 In the event of the dissolution of this Society, or in the event that it shall cease to carry out the objectives and purposes herein set forth, all of the business, property and assets of the Society shall be distributed to such non-profit charitable and religious corporation or corporations possessing tax-exempt status under Section 501(C)(3) of the Internal Revenue Code, having similar objectives as defined in Section 1.2 and as may be recommended by the Board of Trustees of this Society and approved by at least two-thirds (2/3) of the members returning mail ballots or present at the general membership meeting so that the business properties and assets of this Society shall then be used for and devoted to the purposes of carrying on other non-profit charitable endeavors only.

## **ARTICLE IV**

### **TRUSTEES, COMMITTEES, OFFICERS**

#### **4.1 Board of Trustees**

- A. The main governing body shall be called the Board of Trustees. A total of five (5) trustees shall be elected by the voting membership from among the members with voting rights. To be eligible for the position of the elected trustee, a candidate must: i) be a Temple member in the year of contesting the election ii) have been a Temple member in good standing for five years, of which three years would be continuous prior to contesting the election and iii) have three years of volunteering experience in a Temple committee, that is verifiable by the Board of Trustees/Executive Committee. A maximum of four additional trustees may thereafter be appointed by the elected members of the Board of Trustees at the Board's option. Any appointed members shall be selected on the basis of their special qualifications to enable them to make special contributions toward the affairs of the Temple. All trustees, whether elected or appointed, shall have equal voice in all matters coming before the Board.
- B. The members of the Board of Trustees shall serve for a two (2) year term. Any member of the Board found negligent in his or her duties may be removed per Article VIII of this Constitution. A vacancy of an elected position on the

Board resulting from this reason or any other reason may be filled only by the regular election process as described in the Bylaws and these Articles.

- C. Each year, two (2) or three (3) members of the Board of Trustees shall be replaced by newly elected members resulting from the regular annual election process.
- D. An appointed member shall serve for a two (2) year term and may be reappointed by the Board of Trustees. An appointed trustee cannot serve for two consecutive terms. The two year term limit for the appointed trustee shall not apply to the President, who is appointed every year.
- E. The Board of Trustees, in addition to having overall responsibility for the smooth running of the Society and the Temple, shall have the following specific functions:
  - 1. Elect a chairperson, vice chairperson and a secretary for a term of one year.
  - 2. Appoint a Nominating and Election Committee once a year to develop nominations for the vacant positions of elected members of the Board of Trustees.
  - 3. Attend Board meetings regularly.
  - 4. Exercise general supervision over the Society's affairs.
  - 5. Investigate and audit the Society's decisions.
  - 6. Insist of meaningful Board meetings with full disclosure of operating results.
  - 7. Maintain minutes of each meeting and inform general membership of major decisions.
  - 8. Require the Society to employ a CPA firm to audit the Society's records.
  - 9. Require the Society to engage competent legal counsel as needed.
  - 10. Appoint an Executive Committee to carry out the Board of Trustees' policies to run the Society on a day to day basis. The president shall be a member and the treasurer an ex-officio member of the Board of Trustees.

11. Evaluate officer performance; review the duties of officers periodically.
12. Authorize legitimate corporate indebtedness.
13. Adopt and follow sound business practices.
14. Avoid self-serving policies.
15. Avoid conflict of interest.
16. Maintain a good credit standing for the Society.
17. Maintain reasonable capitalization.
18. Maintain complete control of all activities of all committees; review their major decisions.

#### **4.2 Committees**

A. Executive Committee - This Committee shall consist of a president, vice presidents, secretaries, and treasurers. The immediate past president of the Executive Committee shall be a member ex-officio of the Executive Committee. Members of the Executive Committee shall be appointed every year by the Board of Trustees, from the membership. They may also be removed at any time at the discretion of the Board of Trustees. The Executive Committee, in addition to having overall responsibility for the day to day running of the Society, shall have the following specific functions:

1. Shall prepare an annual budget for the discussion and approval of the Board of Trustees.
2. Shall keep financial records and membership records.
3. Shall collect dues, send notices, and prepare monthly reports regarding the operation of the Society and the Temple for the Board of Trustees.
4. Shall appoint various committees from the membership to help the Executive Committee in the day to day operations of the Center.
5. Shall initiate disciplinary action against disruptive members.

6. Shall follow the advice of the Board of Trustees.
7. Shall coordinate the activities and general policies of the Society.
8. Shall receive and act upon the committee reports.
9. Shall provide liaison between the Board of Trustees and the membership.
10. Shall recommend actions to the Board of Trustees on matters of management and administrative nature.
11. Shall keep the Board of Trustees informed of the decisions taken by the Executive Committee and the committees formed by it.
12. Shall provide for the preparation of all activities either directly or through delegation to committees.
13. Shall maintain permanent records of its proceedings and those of its committees.

B. Special Committees: Special committees shall be appointed by the Board of Trustees as needed. These committees will dissolve when their assigned duties have been completed.

1. Audit Committee: Each year the Board of Trustees shall appoint an Audit Committee to audit the accounts of the Society for the past year.

2. Nominating and Election Committee: During the months of March-April, every year, the Board of Trustees shall appoint a Nominating and Election Committee of five (5) members to develop nominations and conduct elections for the new members of the Board of Trustees. Current members of the Board of Trustees shall not be eligible to serve on this Committee with the exception of the current chairman of the Board of Trustees who shall be a member ex-officio of the Nomination and Election Committee. The chairman of the previous Nominating and Election Committee shall be an ex-officio member of this Committee. Functioning within the framework of this Constitution, the Nominating and Election Committee shall have the discretion to determine the best qualified candidates for the vacant

positions of elected members of the Board of Trustees. This committee shall have the following specific functions.

- a. This Committee is to collect an up-to-date list of the eligible voters from the secretary of the Executive Committee and shall present the slate of proposed candidates and the names of the retiring members of the Board to the membership. The committee shall invite further nominations from the membership, each nomination being proposed by at least two (2) eligible voting members and no one member proposing the names of more than one candidate.
- b. After receiving the nominations from the membership, the Nominating and Election Committee shall contact the nominees for final confirmation after having provided reasonable time period for withdrawal procedures.
- c. This Committee shall thereafter present the entire slate of candidates including those proposed by the membership, for completing the election process by mail ballots.
- d. All records of the Committee shall be properly organized and deposited at the Temple office at the conclusion of the elections.
- e. Deliberations of the Committee shall be restricted to the members of the Committee.
- f. The results of the elections shall be communicated to all the candidates and the members of the Board of Trustees within four weeks of election.
- g. The chairperson of the Nominating and Election Committee shall install the new members of the Board of Trustees within first two weeks of July.
- h. The Nominating and Election Committee may be dissolved and a new Committee appointed at any time at the discretion of the Board of Trustees.
- i. Other Committees: Other special committees may be formed from time to time as seen necessary by the Board of Trustees.

3. Constitution and Bylaws Committee: Shall determine the need for amendment of the Constitution and Bylaws and will submit their recommendations to the Board.

4. Long Range Planning Committee: Is appointed by the Board of Trustees and shall develop proper guidelines for all committees of the Board to function effectively.

C. For the purpose of this Constitution and Bylaws, the ex-officio members of the special committees shall act in the advisory capacity without the right to vote in the proceedings of the respective committees.

## **ARTICLE V**

### **MEETINGS**

#### **5.1 General Body Meetings**

A. There shall be at least one meeting of the general body each year during the first two (2) weeks of July at a place and date designated by the Board for the purpose of:

1. Presentation of the report on previous year's activities by the Board's chairperson.
2. Discussing past year's financial report.
3. Installing new members of the Board of Trustees.
4. Authorizing the Board of Trustees to undertake special activities.

B. Additional meetings of the general body may be called at the discretion of the Board or upon the written request of at least ten percent (10%) of the active members with voting rights for the purpose of conducting special business.

C. Notice of Meeting: Any meeting of the general membership, when called, shall be upon at least fifteen (15) calendar days' written and/or electronic notice. Alternatively, a notice of meeting shall be published in the Temple

newsletter at least one month before such meeting. A notice of meeting shall be deemed delivered when deposited in the postal mail with membership address as shown in the records of the Society, and adequate prepaid postage thereon.

## **5.2 Board Meetings**

A. The Board shall meet at least four times a year for its business. Additional meetings may be called by the chairperson on his/her own initiative or when requested by a majority of the trustees to conduct special business. In the event a Board member is unable to be present at any scheduled meeting, he/she shall be able to exercise his/her vote by a written proxy given to any member of the Society with a voting right.

### **B. Notices:**

Regular Meetings: The Board may be called into session with at least seven days' written or electronic notice or prior determination at its previous meeting.

Special meetings: Special meetings of the Board can be called by notifying each trustee at least forty-eight (48) hours in advance of such meeting.

C. Action of the Board without a Meeting: Any action required or permitted to be taken at any meeting of the Board may be taken without a meeting if all trustees consent thereto in writing or over email, and the writing or writings are filed with the minutes of proceedings of the Board.

D. Quorum: Unless otherwise specified in this Constitution or required by the law, fifty percent (50 %) of the members of the Board shall constitute a quorum to transact business. An affirmative vote by the majority of the trustees present in a meeting, where quorum is present, shall be considered as the decision of the Board which shall be binding.

## **5.3 Executive Committee Meetings**

The Executive Committee shall meet once every other month to conduct its business.

**5.4** All meetings of the general membership as well as those of

the Board shall be chaired by the chairperson of the Board.

- 5.5 A. All meetings of the Society shall follow Robert's Rules of Order and shall remain open to any member who wishes to attend, unless decided otherwise by the Board. Unless otherwise specified in these articles, meeting proceedings should be conducted either by voice votes or a show of hands or written ballots as ruled by the presiding officer.
- B. Meeting without a Quorum: If a quorum is not present at any meeting, the meeting shall be automatically adjourned. However, the members present at the meeting may continue discussions provided no major decisions are taken. The meeting that has been adjourned due to the lack of a quorum can be re-scheduled as a carry-over meeting after a prior notice is given as specified in this Constitution. Such carry-over meeting need not have a quorum.

## **ARTICLE VI**

### **AMENDMENTS TO THE CONSTITUTION**

- 6.1 Only the general membership with voting rights shall have the right to amend the Constitution.
- 6.2 Proposal to Amend Constitution:
- A. Any amendments to the Constitution shall be proposed:
1. either by the Constitution and Bylaws Committee or
  2. by at least twenty percent (20%) of the members of the Society with voting rights.
- B. All proposed amendments received or suggested by the Board shall be referred to the Constitution and Bylaws Committee for its recommendations.
- C. The Constitution and Bylaws Committee, after thoroughly analyzing such request for amendments, shall forward its recommendations to the Board for further action.
- 6.3 Approval by the Board:
- A simple majority of the Board of Trustees may approve the

motion of amendments for consideration by the general membership. However, if amendments have been proposed by the general membership per Section 6.02(A)(2), it shall be mandatory for the Board to approve the motion of amendments.

- 6.4 Thereafter, the proposed amendments, with reasons for such amendments, shall be sent by the Constitution and Bylaws Committee to the entire membership eligible to vote by ordinary mail at least thirty (30) days prior to voting.
- 6.5 The Constitution and Bylaws Committee shall obtain the votes of general membership to amend the Constitution by any of the following methods:
  - A. Voting by mail ballots.
  - B. Voting by paper ballots at a special or regular meeting of membership.
- 6.6 To become effective, the amendment must receive affirmative votes from at least two-thirds (2/3) of the members returning mail ballots or a two-thirds (2/3) majority present at the general membership meeting.
- 6.7 No amendment to the motion of amendments shall be permitted at the general membership meeting.
- 6.8 No amendment shall be contrary to the provisions set forth in Section 501(C)(3) of the Internal Revenue Code of 1954.

## **ARTICLE VII**

### **CANCELLATION OF MEMBERSHIP**

- 7.1 Any member found working against the interests and objectives of the Society or abusing his/her privileges may have his/her membership canceled by a two-thirds (2/3) majority vote of the Board of Trustees.
- 7.2 Common courtesy and strict discipline must be observed by each member and/or his/her guest while on the premises of the Society. Disruptive action or actions and vandalism, which may undermine the principles set forth in this Constitution and Bylaws or by the Board, can result in the termination of the membership.

- 7.3 In no case, the membership dues or donations paid by a member shall be refunded. If it is judged proper by the Board, a canceled membership may be reinstated. In such case, the judgment expressed by the Board by a simple majority vote shall be considered final.

## ARTICLE VIII

### REMOVAL OF TRUSTEES AND COMMITTEE MEMBERS

#### 8.1 Removal of Trustees

##### A. Removal Initiated by the Board:

1. A trustee, who has failed to attend three consecutive Board meetings and/or has been found consistently working against the interests and objectives of the Society, may be removed from the Board upon an affirmative vote of two-thirds (2/3) of the members of the Board.
2. The proposal of the removal of such trustee shall be explicitly specified on the agenda of the Board meeting at which such vote is taken.
3. However, such trustee shall have the right to call for a special meeting of the general membership where the general membership may review the decision of the Board. After careful and detailed discussions, the General membership, with a simple majority vote, may override the Board's decision and reinstate such trustee.
4. Such trustee shall request the Board in writing to call such special general membership meeting within fifteen (15) days of the receipt of the notice of removal. The Board shall call the special general membership meeting within thirty (30) days of the receipt of the written notice.

##### B. Removal Initiated by the Membership of the Society:

1. The general membership of the Society may request for

the removal of a member(s) of the Board. A special meeting shall be called by the Board within thirty (30) days of the receipt of such written petition from at least one-fourth (1/4) of the membership eligible to vote.

2. Such removal shall be effective only upon an affirmative vote of at least two-thirds (2/3) of the members with voting rights present at such special meeting. The decision of the members shall be final and binding.

C. Quorum: In such special meeting of the general membership, that has been called for considering the removal of a member of the Board, a quorum shall consist of at least one-third (1/3) of the total membership eligible to vote. In the absence of the quorum Section 5.05(B) shall apply.

## **8.2 Removal of Committee Members**

Upon affirmative vote of two-thirds (2/3) of the members of the Board, a member of the Executive Committee or any other committee, who has failed to attend three consecutive meetings and/or has been found consistently working against the interests and objectives of the Society, may be removed from the committee.

## **ARTICLE IX**

### **BYLAWS**

- 9.1 The Board of Trustees shall adopt bylaws specifying rules and regulations, guidelines and code of conduct for the guidance of trustees, Executive Committee and other committee members, and general membership of the Society. Such Bylaws shall be consistent with the articles of this Constitution.
- 9.2 Only the Board of Trustees shall have the power to alter the Bylaws.
- 9.3 Any request for an amendment to the Bylaws received or suggested by the Board of Trustees or Executive Committee shall be forwarded to the Constitution and Bylaws Committee for its recommendations.

- 9.4** The Constitution and Bylaws Committee, after thoroughly analyzing such request for amendments, shall forward its recommendations to the Board for its approval.
- 9.5** Upon receiving the recommendations for an amendment to the Bylaws from the Constitution and Bylaws Committee, an affirmative vote of at least two-thirds (2/3) of the members of the Board, shall be required to amend the Bylaws.
- 9.6** In case of a discrepancy between this constitution and the Bylaws, the articles of the Constitution shall govern.

**B Y L A W S**

**ARTICLE B-I**

**MEMBERSHIP DUES**

**B-1.01** Membership dues shall be as follows:

<b>Membership Category</b>	<b>Donation (dollars)</b>
Student	25.00 per annum <sup>1</sup>
Individual	75.00 per annum <sup>2</sup>
Family	120.00 per annum <sup>2</sup>
Life	2,500.00 lump sum <sup>3</sup>
Donor	5,000.00 lump sum <sup>3</sup>
Patron	7,500.00 lump sum <sup>3</sup>
Benefactor	10,000.00 lump sum <sup>3</sup>
Honorary	None

<sup>1</sup>This amount shall be payable on the 1st day of January every year, but not later than 31st of March.

<sup>2</sup>This amount shall be payable on the 1st day of January every year, but not later than 31st of March. However, for new members such amount shall be prorated semi-annually for the first year only.

<sup>3</sup>This amount may be paid over a five (5) year period, in installments as determined by the Board of Trustees.

**ARTICLE B-II**

**TEMPLE USE AND PRIVILEGES**

**B-2.01** The facilities of the Temple/Society shall be used for religious, spiritual, educational and cultural activities in accordance with the policy approved by the Board of Trustees from time to time for the usage of Temple/Society premises. For any other activity, a prior approval of the Board of Trustees would be required. However, no activity shall be permitted if it is against the Temple's/Society's interest, or if such activity would jeopardize the Society's status as an exempt non-profit organization under the Internal Revenue Code.

- B-2.02** Member or members may have full use of the facilities for private use, with prior permission of the Executive Committee.
- B-2.03** All activities organized by the Temple/Society shall have the priority in the use of Temple's/Society's premises. In case of unforeseen circumstances and emergencies, the Executive Committee has the right to cancel and/or rearrange any reservations.
- B-2.04** Temple/Society facilities shall be made available by prior reservation on FIRST COME FIRST SERVED BASIS. A refundable deposit in an amount as determined by the Executive Committee and approved by the Board of Trustees shall be paid in advance as security. Other charges as determined by the Executive Committee and approved by the Board of Trustees shall also be paid in advance.
- B-2.05** Individual(s) making the reservation shall be liable to pay in full for any damage to or loss of Temple or other properties while in use, and caused by any of the participant(s).

## **ARTICLE B-III**

### **COMMITTEES**

- B-3.01** The Board of Trustees shall appoint the Executive Committee and any other committees as specified in the Constitution.
- B-3.02** The Executive Committee shall develop a list of necessary committees to assist the Executive Committee in the day to day operation of the Temple/Society, and the list of chairpersons to head such committees. Such list shall be submitted to the Board of Trustees for approval. Such committees may be formed and dissolved by the Executive Committee with prior approval of the Board.
- B-3.03** No person shall be on more than total of two committees appointed by either the Board or the Executive Committee.
- B-3.04** Any committee which has not functioned by holding at least one (1) meeting in three (3) months shall be subject

to review by the appointing body for reorganization or dissolution, if necessary for the benefit of the Society.

- B-3.05** The Board of Trustees have the authority to appoint an Advisory Council as and when needed. All council members shall serve for a two-year term and may be re-appointed by the Board of Trustees.

## ARTICLE B-IV

### DUTIES OF OFFICERS

**B-4.01** Board of Trustees

- A. The chairperson shall conduct the meetings of the Board as presiding officer and perform such customary duties as defined in Roberts Rules of Order. He/she shall prepare the annual report about the affairs of the Society for presentation to the membership.
- B. In the absence of the chairperson, the vice chairperson shall officiate as chairperson. He/she shall also perform such other duties as assigned by the chairperson from time to time.
- C. The secretary shall act as the recording officer of the Board of Trustees. He/she shall record and keep approved minutes of the meetings and shall send out proper notices of all meetings. At least a week before any meeting of the Board of Trustees, he/she shall mail to all the members of the Board a copy of the minutes of the last meeting along with the agenda for the next meeting. He/she shall notify officers and committees formed by the Board of Trustees of their appointments and furnish committees with all papers referred to them.

**B-4.02** Executive Committee

- A. The president shall conduct the meetings of the Executive Committee as a presiding officer and perform such other duties as defined in Roberts Rules of Order. He/she shall report the day to day operations of the Temple/Society to the Board of Trustees; shall act as the administrative officer for the day to day

operations of the Temple/Society.

- B. In the absence of the president, the vice president shall officiate as president and shall also perform such other duties as assigned by the president from time to time.
- C. The secretary shall act as recording officer of the Executive Committee. He/she shall record and keep approved minutes of all meetings. He/she shall send out proper notices of all meetings; shall notify officers and committees of their appointments and furnish to the chairpersons of the committees all papers referred to them; shall keep a register of the members and call the roll when required to do so; shall act as the custodian of the records except such records as are specifically assigned to others such as treasurer's books, checkbooks, etc.; shall turn over the records to the chairpersons of committees in the event the committees need such records of the Society for proper performance of their duties; shall keep the records ready for inspection by any member at reasonable times and with a reasonable notice.
- D. The treasurer shall maintain proper accounts of the Society and shall hold the funds in a suitable manner as determined most appropriate by the Board of Trustees from time to time. He/she shall pay the funds out when properly authorized by the Executive Committee; shall make monthly financial reports to the Executive Committee, quarterly reports to the Board of Trustees and annual reports to the membership for their information; shall present the annual budget, as prepared by the Executive Committee, and prepare necessary corporate papers to be forwarded to the appropriate government agencies, as required by law; shall also make records available to the Audit Committee and/or the Certified Public Accountant and, when required, to the Board of Trustees. The Board of Trustees has the overarching responsibility of financial oversight of the Society.
- E. The Executive Committee shall not make any policy decisions. Such decision-making shall be reserved for the Trustees.

## **ARTICLE B-V**

### **MEETINGS**

- B-5.01** Unless specifically noted in the Constitution and/or these Bylaws, fifty percent (50%) of the members of the Board of Trustees and forty percent (40%) of the members of any committee shall form a quorum. Proxy vote and Ex-officio members' vote shall not be considered to satisfy the requirement for any quorum.
- B-5.02** Unless otherwise specifically noted in the Constitution, a majority vote of the members present at any meeting shall be sufficient to conduct business.
- B-5.03** The chairperson of the Board of Trustees or any committee can vote only in case of a tie.

## **ARTICLE B-VI**

### **AMENDMENT OF BYLAWS**

- B-6.01** Any proposed amendment along with the reasons for such amendment shall be signed and presented by at least three (3) members of the Board of Trustees to the Constitution and Bylaws Committee. The Committee, upon due consideration, shall make its recommendations to the Board of Trustees. These recommendations shall be debated by the Board of Trustees and be adopted, if approved by at least two-thirds (2/3) of the members of the Board.

## **ARTICLE B-VII**

### **FINANCE AND REMUNERATIONS**

- B-7.01** All work related to the Temple/Society, when performed by members, should usually be done on a voluntary basis. No remuneration shall be paid without prior approval of the Board of Trustees.
- B-7.02** Any payment exceeding Five Thousand Dollars (\$5000.00) that is not included in a budget approved by the Board of Trustees shall require prior approval of the Board.

**B-7.03** All checks shall be signed by the treasurer and one of either the president of the Executive Committee or the chairperson of the Board of Trustees.

### **ARTICLE B-VIII**

#### **INTERPRETATIONS**

**B-8.01** If a conflict arises in the interpretation of these Bylaws, then the ambiguity shall be resolved by referring the same to the Constitution and Bylaws Committee.

### **ARTICLE B-IX**

#### **MISCELLANEOUS**

**B-9.01** No one person shall hold officers' position simultaneously on the Board of Trustees and the Executive Committee. The list of officers shall be as given in Article B-IV of these Bylaws for this purpose.