

Sanatan Temple and Cultural Center of South Carolina Constitution and Bylaws

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SANATAN TEMPLE and CULTURAL CENTER of South Carolina

CONSTITUTION and BYLAWS

Article I FORMATION

The name of this religious organization is "Sanatan Temple and Cultural Center of South Carolina" (STCC). The STCC is incorporated under the laws of the state of South Carolina, and it is registered as a tax-exempt, non-profit, charitable corporation in the state of South Carolina and conforming to Internal Revenue Service code section 501 (C) (3).

Article II LOCATION

The principal place of worship is located at 1740 Jervey Avenue, Charleston, SC 29407.

Article III OBJECTIVES

- (A) To provide facilities for religious, spiritual, and cultural activities to understand and enhance the knowledge of Sanatan Dharma philosophy and scriptures consistent with the traditional, ethical, and moral standards of a place of worship.
- (B) To strengthen the moral, physical, and cultural well-being of the community.
- (C) To promote friendship and goodwill among all people through spiritual and cultural understanding based on Truth, Peace, Love, Justice and Harmony.
- (D) To promote charitable, educational, religious, and humanitarian activities.
- (E) To organize Sunday school, summer camps, seminars, and other activities for enhancement of the spiritual, cultural and moral

understanding of the members of the community and especially for the children.

Article IV MEMBERSHIP

Section (i)

- A. STCC has Annual membership and Life membership for families and individuals. Members and their spouses have the same membership rights as enumerated in Section (iii) below. Any person irrespective of caste, creed, color, race, and national origin may become a member of STCC by fulfilling the following requirements:
- B. A member shall be at least 18 years old.
- C. A member shall agree to abide by and respect the Constitution and Bylaws of the STCC.
- D. Submit a duly filled application and pay membership dues as decided by Board of Trustees, also referred to as the Board or BOT.

Section (ii)

A person under 18 years of age whose parent(s)/guardian(s) is a member of the STCC shall automatically become a member without voting rights. At 18 years old, he/she may become a member as defined in Section (i) (C).

Section (iii)

Membership privileges include voting rights and eligibility to serve on the Executive Committee and Board of Trustees as defined in Article VI

AMENDED ARTICLE IV MEMBERSHIP

Section (i) - Qualifications and Requirements

- A. STCC offers Annual membership and Life membership for families and individuals. Membership rights are enumerated in Section 2 below.
- B. Any person irrespective of caste, creed, color, race, and national origin may become a member of STCC by fulfilling the following requirements.
- C. All members of STCC shall make a solemn commitment to respect a code of conduct to maintain social and religious harmony.
- D. A member shall be at least 18 years old.
- E. A member shall agree to abide by and respect the Constitution and Bylaws of the STCC.
- F. Submit a duly filled application and pay membership dues as decided by the Board of Trustees (BOT). A family membership will have maximum of two votes. The membership application form may list a maximum of two eligible voting members and minor children without voting rights.
- G. Membership dues are non-refundable and non-transferable.
- H. Annual membership confers the associated privileges only during the calendar year in which the dues are paid. Life membership dues must be paid in one calendar year.
- I. STCC does not offer partial year membership or corporate membership. Organizations, groups, and individuals may donate and sponsor events at the Temple. However, no membership will be offered for such donations.

Section (ii) - Membership Privileges

- A. Membership privileges include voting rights and eligibility to serve on the Committees as defined in the Bylaws.
- B. An annual member designated as “Sustaining Star” for two consecutive years is eligible to be nominated as Trustee for one year as defined in Amended Article VI Section 3D.

Article V

INTERIM BOARD

Section (i)

The STCC shall have an Interim Board consisting of an odd number of members, at least seven.

Section (ii)

The term of office:

Once the BOT is established, the Interim Board will cease to exist.

Section (iii)

Composition and Responsibilities:

Until the Board of Trustees is formed, the Interim Board will have the same exact responsibilities as the BOT as outlined in the following Article VI. All members of the Interim Board shall have the same length of term.

The Board shall elect Interim Chairman, Vice-Chairman and Secretary and may appoint additional Committees as necessary for proper function of the STCC.

ARTICLE VI
BOARD OF TRUSTEES
(BOARD or BOT)

Section (i)

In general, the STCC shall have a Board of Trustees consisting of nine (9) trustees. Any life member of the STCC in good standing for at least two years from the date of life membership shall be eligible to become a Trustee.

President of the Executive Committee shall be a non-voting Trustee of the Board during the tenure of his/her office.

Section (ii)

The Board shall consist of members of linguistic groups from Northern India, Southern India and Gujarat to reflect the diversity of the Indian diaspora in the Charleston area and STCC membership. Representation from any one such group shall not be more than a third of the BOT membership.

BOT may allow a slight deviation from this principle, not to exceed one member. The reason / justification for such exception must be properly recorded in the BOT minutes.

The same principle shall be followed in the formation of Executive Committee of STCC.

Section (iii)

The term of office:

- A. A duly appointed Nomination Committee shall recommend to the Board of Trustees a slate of candidates to be elected for a new term.
- B. Members of the first Board will serve varying portions of their six-year term since one third of the Trustees from each community will rotate every two years.
- C. There will be allowance to account for the odd number of Trustees in case of an exception made as per Section (ii).
- D. The members of the community shall present to the Board the

nominations for filling the vacant positions on the Board. The Board will elect new members to fill the interim vacancies by a simple majority vote. The Board will formally present these election results to the General Body.

- E. The Board shall elect their own Chairman, Vice-Chairman and Secretary when one third of the Trustees rotate off the Board. The officers shall rotate every two years.

Section (iv)

A member of the Board may be removed from the Board with a two-thirds vote of the Board for not complying with the spirit of the Constitution and Bylaws and/or harmonious operations of the STCC.

Section (v)

In the event of any disagreement regarding any matter of policy or procedure, the Board will be the final authority, except for the decisions made by the General Body consisting of all voting members of the STCC.

Section (vi)

The Board shall meet at least four times a year to review the growth and the activities of the STCC. A simple majority of the Board shall constitute quorum.

Section (vii)

The Board shall:

- A. Set aside an endowment fund to meet long term goals of the STCC.
- B. Be responsible for major policy decisions for the long-term objectives, activities for current and future programs.
- C. Hold the title to the real estate, funds and capital alternations and improvements.
- D. Provide guidance and assistance in fund raising.
- E. Have power to seek explanation for and veto the budget prepared by the Executive Committee.
- F. Take over the affairs of the STCC in case of the resignation or

incapacitation of the Executive Committee members and call a General Body meeting for a new election.

- G. Act in the supervisory capacity to the Executive Committee as necessary.
- H. Have the authority to invest the liquid assets, as they deem fit, consistent with preservation of capital for future needs.
- I. Hire Priest(s) or any other employees, set their remuneration, benefits, and increments in consultation with Executive Committee.

Section (viii)

Board of Trustees may authorize any reasonable amount for emergency repairs deemed necessary by the EC.

Section (ix)

The BOT shall appoint the Audit and Nomination/Election Committees, each consisting of three members who are not current members of the Executive Committee or the Board.

- A. The Audit committee shall audit the accounts of the STCC annually and present a report at the annual General Body meeting. The Board and the Executive Committee shall from time to time furnish all accounts and explanation to the Audit Committee.
- B. The Nomination / Election Committee (NC) shall be responsible for selecting and recommending the candidates for the Board and the Executive Committee and conduct elections, if necessary.

AMENDED ARTICLE VI BOARD OF TRUSTEES (Board or BOT)

The Board of Trustees (BOT) is the main governing body of the STCC and the Temple.

Section (i) - Duties and Responsibilities

- A. Maintain the status of the organization as religious non-profit organization in accordance with the applicable Internal Revenue Service Code and the related/applicable laws and regulations.
- B. Manage the organization in accordance with the Articles of Incorporation, these Bylaws and all the applicable laws and

regulations of the State of South Carolina.

- C. Provide a strategic vision and develop long term plans.
- D. Ensure long term financial viability of the corporation by establishing an endowment fund. The BOT is responsible for raising the funds needed for capital improvements.
- E. Guide and supervise the Executive Committee (EC).
- F. Review and approve the annual operating budget prepared by the EC.
- G. Approve non-budgeted expenditure for infrastructure projects which must require at least two independent quotes.
- H. Hire and manage the Temple priest and other employees as needed and set their compensation and benefits, conduct their annual performance reviews with inputs from EC and the Priest Committee.
- I. All BOT members are required to attend at least 75% of the meetings in every calendar year. If a member fails to meet the above attendance requirement, he/she will automatically forfeit the BOT membership.
- J. Hold the title to the real estate and other fixed assets as well as the liquid assets. The BOT shall have authority to invest the liquid assets as they deem fit consistent with the goal of preserving the capital for future needs.
- K. Appoint the Nomination / Election Committee and the Audit Committee with each comprising of a minimum of three members who are not current members of the EC or the BOT.
- L. Appoint the Priest Committee members.

Section (ii) - Composition

- A. STCC BOT shall have nine (9) trustees. In addition, the President of the EC shall be a non-voting member of the BOT.
- B. Any Life Member of STCC in good standing for two full calendar years as Life member is eligible to seek election as a Trustee or be nominated to fill a vacancy.
- C. The BOT shall comprise of three representatives from each of the three regions, namely, Northern India, Southern India, and Gujarat to reflect geographic diversity of the Indian diaspora of the Lowcountry and STCC membership.

Section (iii) - Term

- A. One elected term of BOT is for a period of six years. When the term ends, another member is elected from the same geographic region of India represented by the departing member. The BOT is structured so that one third of the Trustees from each region shall rotate every two years.
- B. A departing Trustee shall be eligible to seek a BOT or EC position again after a gap of at least two full calendar years.
- C. In case of a vacancy arising between elections the BOT shall fill the vacancy until the next election or a maximum period of two years.
- D. If no Life Member is available to fill a vacant position on the BOT, then a Sustaining Star from the same region may be appointed by the BOT to serve as a BOT member for one year.

Section (iv) - Organization and Duties of the officers

- A. The officers of the BOT shall comprise of Chair, Vice Chair, and Secretary. They are elected by simple majority of the Trustees for a period of two years. No Trustee shall hold the same office for more than four years during his/her six-year term.
- B. Chair shall serve as the Chief Executive Officer of STCC and be responsible for overall management of the Temple organization subject to the decisions and directions of the BOT. Chair shall preside and conduct the BOT meetings and the General Body meetings.
- C. Vice Chair shall assist the Chair and fill in for Chair during the Chair's absence. The Vice Chair shall also be responsible to recruit more life members and to approve non-monetary donations in consultation with BOT.
- D. Secretary
 - 1. Is responsible to initiate and respond to all official communications to and from the EC, and all tax and corporate policy matters approved by the BOT.
 - 2. Shall develop an agenda for the meetings called by the BOT and share the same with all members BOT at least fourteen (14) days prior to the meeting date.
 - 3. Shall keep an attendance log and record the minutes of BOT meetings. The draft minutes shall be circulated to the BOT no later than two weeks after the meeting to review for accuracy and completeness. The Secretary shall present the revised

minutes to the BOT for final approval. Approved minutes shall be preserved in the Temple archives for historical record and be accessible to authorized persons.

Section (v) - Meetings

- A. The BOT shall meet at least four times a year on fixed days to review the operations, finances, and progress of all approved projects, to develop a strategic plan, to plan fundraising and/or to develop operating policies and procedures.
- B. Every quarterly BOT meeting agenda must include a review of the Temple operating budget, income, and expenses as well as a review of the approved capital projects.
- C. Presence of at least fifty percent (50%) of the trustees will constitute quorum for a meeting.

Section (vi) - Authority

- A. In the event of any disagreement regarding any matter of policy or procedure, the BOT shall have final authority except for the decisions made by the General Body comprising of all voting members of STCC.

Article VII FINANCE

Section (i)

No parts of assets or earnings of STCC shall be inure to the personal benefit or distribution to the Trustees or Executive Committee members, except that the Board of Trustees shall have the authority to pay reasonable compensations for services and make payments in furtherance of the objectives set forth in Article III.

Section (ii)

Control of the assets and business of STCC are vested in the Board. Any member working on behalf of the STCC shall not be held personally liable in the event of any accidental damage, unless a culpable or contributory negligence is established.

Section (iii)

- A. The fiscal year of the STCC shall be from January 1 to December 31.
- B. All records, keys, equipment, and registers of the STCC shall be brought up to date a week before the changeover and kept ready to be handed over to the new Executive Committee at the time of change over. In case of any discrepancies, proper and acceptable written explanation must be provided at the same time, or the loss made up instantly by the member(s) of the outgoing committee responsible for the respective area(s).
- C. The outgoing Executive Committee (EC) and Board of Trustee must orient the incoming members of EC as soon as possible after their installation at the Annual General Body meeting.

**AMENDED ARTICLE VII
FINANCE**

- A. The fiscal year of the STCC shall be from January 1 to December 31.
- B. Control of the assets and business of STCC is vested in the BOT.
- C. BOT and EC members and all other appointed committee members shall serve without financial compensation.
- D. The Temple seeks donations from its members and devotees to fund its operation.
- E. All donations made to the Temple are final and will not be returned under any circumstances.
- F. All fundraising projects require prior BOT approval.
- G. The Temple accepts all forms of monetary donations including cash/check, debit, or credit cards. Non-monetary donations must be approved by the Vice Chair with consent of the BOT.
- H. Payments to all vendors must be made by the Treasurer from the STCC account. No EC or BOT member is allowed to make such payments and seek reimbursement from the STCC.
- I. Donors may request the BOT in writing for anonymity from

disclosure of their donations to the public. All donations will be reported to the IRS as required by law.

Article VIII COORDINATING COMMITTEE

Section (i)

The STCC shall be served by a Coordinating Committee. This Coordinating Committee shall meet once a month and shall have full authority to act on behalf of the STCC on all day-to-day activities.

Section (ii)

The term of office:

Once the Executive Committee is established (soon), the Coordinating Committee will cease to exist.

Section (iii)

Responsibilities:

Until the Executive Committee is formed, the Coordinating Committee will have the same exact responsibilities as the Executive Committee (as outlined in the following Article IX).

Article IX EXECUTIVE COMMITTEE (EC)

Section (i)

The STCC shall be served by an Executive Committee (EC). The EC shall consist of nine (9) members who will elect / select four officers: President, Vice President, Secretary and Treasurer. Members of EC may head ad hoc committees.

The EC shall consist of members of linguistic groups from Northern India, Southern India and Gujarat to reflect the diversity of the Indian diaspora in the Charleston area and STCC membership.

Representation from any one such group shall not be more than a third of the EC membership.

BOT may allow a slight deviation from this principle, not to exceed one member. The reason / justification for such exception must be properly recorded in the minutes.

The EC shall meet monthly and have full authority to act on behalf of the STCC on all day-to-day activities.

The EC shall review new applications for membership to approve them, in consultation with BOT as needed, and duly include the list in their minutes.

Section (ii)

Duties and responsibilities of EC officers:

President shall:

1. Be responsible for the day-to-day management of activities.
2. With the approval of EC develop plans for the coming year and present them to the BOT.
3. Preside over all formal meetings of Executive Committee.
4. Attend all BOT meetings and execute decisions made by BOT.
5. Designate members of the EC to supervise and help in all temple events.

Vice President shall:

1. Help and support the President in performing his/her duties.
2. Execute the duties and responsibilities of the President during his/her absence.

Secretary shall:

1. Schedule and prepare agenda for the meetings of Executive Committee and General Body.
2. Keep minutes of all the formal meetings and share them with the EC and BOT Secretary.
3. Maintain and update the membership list; send reminders for membership renewal.
4. Keep the membership and community informed about the temple activities and events.

Treasurer shall:

1. Keep an account of HUNDI collections.
2. Maintain a record and issue receipts for puja(s) performed in and out of the temple premises.
3. Help the president prepare and present the Annual Report to the General Body.
4. Process all receipts and disbursements.
5. Maintain accounts of STCC.
6. Provide periodic and ad hoc financial reports to EC and BOT Secretary.

Section (iii)

A simple majority of the Executive Committee shall constitute quorum. An affirmative vote of the majority of the members present shall be required to pass a motion.

Section (iv)

The elective term of the Executive Committee shall be for two years. The newly elected Executive Committee shall be presented at the annual General Body meeting.

Section (v)

Should there be any vacancy on the EC at any time during the term, BOT will appoint a replacement after seeking input from STCC membership.

Section (vi)

The EC shall have the administrative duties of the STCC, including routine maintenance and repairs of the property. Any expenditures above the amount budgeted for repairs should be pre-authorized by the Board.

Section (vii)

The Executive Committee members shall attend at least 75% of the meetings and actively participate in majority of activities and celebrations to the best of their abilities. Failure to fulfill these obligations, may lead to removal of the member by the BOT upon request from the EC.

Section (viii)

The EC shall prepare the annual budget and present it to the BOT, by December 31, for review and approval.

Section (ix)

The Executive Committee forms ad hoc committee(s) of STCC members as necessary except for the Audit and Nomination / Election Committees, which are appointed by the BOT.

Section (x)

All fund-raising activities for projects approved by the EC or the BOT shall be performed in collaboration with the BOT.

**AMENDED ARTICLE IX
EXECUTIVE COMMITTEE (EC)**

The Temple operations shall be managed by the Executive Committee (EC).

Section (i) - Duties and Responsibilities

- A. The EC shall prepare the annual budget for BOT approval.
- B. EC shall seek pre-authorization from the BOT for any expenditures not included in the approved annual budget.
- C. BOT may allow up to a maximum of 2% of the annual budget from such a requirement in any calendar year.
- D. The EC shall prepare a Temple activity and festival calendar every year. EC shall work with the Priest in planning and conducting the Temple Pujas, events, and Festivals.
- E. EC shall resolve all issues from the Priest Committee.
- F. EC shall be responsible for the maintenance of the Temple.
- G. EC members are expected to actively participate in the activities and celebrations of the Temple.
- H. All EC members are required to attend at least 75% of the meetings in every calendar year. If a member fails to meet the above attendance requirement, he/she will automatically forfeit the EC membership.
- I. The EC shall meet at least once every month and have full authority to conduct day-to-day activities of the Temple in

accordance with the Bylaws.

- J. EC shall assist and support the BOT in all fund-raising activities.
- K. EC members shall not conduct or authorize any fundraising activities without written approval of the BOT.

Section (ii) - Composition

- A. The EC shall be comprised of nine (9) members. Elected term of office is for six-years. In the first election after approval of these revised Bylaws, members will be elected to serve terms as follows; three members each serving for 2, 4 or 6 years. In all subsequent elections, members shall be elected for a 6-year term.
- B. The nine (9) members of EC shall include three each with Indian roots representing Northern India, Southern India, and Gujarat to reflect geographic diversity of the Indian diaspora in the Lowcountry and STCC membership.
- C. Annual members and Life members will become eligible to run for elections for a position on the EC after two consecutive years of membership including the election year.
- D. If regional balance is not achieved in EC, a member from another region may be allowed by the BOT. There will be no more than four members from any one region under any circumstances.

Section (iii) - Term

- A. One Elected Term of the EC shall be for a period of six years.
- B. When a member's term ends, another member is elected from the same geographic region of India represented by the departing member. The EC is structured so that one third of the members from each region shall rotate every two years.
- C. In case of a vacancy on the EC, the BOT shall fill the vacancy until the next election or a maximum period of two years.

Section (iv) - Organization and Duties of the officers

The EC shall elect the following officers by a majority vote: President, Vice President, Secretary and Treasurer for a term of two years. No officer may serve in the same capacity for more than

4 years during their 6-year term of service on the EC.

A. President:

1. Shall be the Chief Operating Officer and is responsible for managing the Temple operations with the assistance of the EC.
2. Shall identify areas of improvement, develop plans for such projects in consultation with the EC and obtain BOT approval if it requires expenditure not included in the budget.
3. Shall preside over all formal meetings of the EC.
4. Shall attend all BOT meetings and execute decisions made by the BOT. If for any reason the President is unable to attend the meeting, he/she should duly inform the BOT and designate another EC officer to attend the meeting.
5. Shall designate members of the EC as needed to manage the temple events.
6. Shall initiate disciplinary action against disruptive member(s) upon a majority decision by the EC or BOT.
7. Assign EC member(s) to gather feedback from the devotees for Pujas performed by the priest. These feedback comments should be properly documented and conveyed to the Priest Committee for appropriate action.

B. Vice President:

1. Shall assist the EC and support the President in performing his/her duties.
2. Shall execute the duties and responsibilities of the President during the latter's absence.
3. Shall be responsible for increasing STCC membership.
4. Shall be responsible for maintaining and updating the asset list of the STCC and the Temple.

C. Secretary:

1. Shall prepare the agenda for EC meetings, schedule them and share it with all EC members.
2. Shall record and maintain minutes of all the formal meetings and share them with the EC and BOT Secretary.
3. Shall maintain and update the membership list and send reminders for membership renewal.

4. Shall keep the membership and community informed about temple activities and events.

D. Treasurer:

1. Shall maintain all monetary accounts of the STCC including safe keeping of all financial records, receipts, disbursements, and membership records and prepare monthly financial reports for review by EC and the BOT.
2. Shall keep an account of all Hundi collections. On a regular basis, open the Hundi in the presence of two other EC/BOT members, record the collection amount and have it counter-signed by the members present to attest to the collected amount.
3. Shall maintain a record and issue receipts for private puja(s) performed in and out of the temple premises.
4. Shall assist the President in preparation and presentation of Annual Budget for BOT review and approval.
5. Shall submit year-to-date financial statements (P&L, Balance sheet & Cashflow statement) to the BOT secretary at least 2 weeks prior to quarterly BOT meetings and as and when requested by the BOT.
6. Shall provide the needed information to the Audit Committee.
7. Shall ensure all insurance policies are current and all payments of salaries and vendors' bills are made in a timely manner.
8. Shall file tax returns in a timely manner and submit a copy to the BOT secretary.

Section (v) - Meetings and Quorum

- A. A simple majority of the EC shall constitute quorum. An affirmative vote by majority of the members present shall pass a motion.
- B. EC shall meet at least once every month. Meeting can be called by simple majority vote of the EC as needed.
- C. EC Secretary shall be responsible to record minutes and share them with the EC within 14 days of the meeting. These minutes shall be reviewed and approved at the following monthly meeting.
- D. Meeting shall be conducted by President or another officer as per the agenda.

Section (vi) - Authority

- A. The EC shall have authority to review and approve applications for STCC membership.
- B. EC may appoint ad hoc committees as needed. Such ad hoc committees may include only STCC members. Members of EC may also join or lead the ad hoc committees. The structure and functioning of these committees shall be communicated to the BOT.
- C. The EC shall decide matters pertaining to the use of the facilities. Only STCC members have the privilege to use the facilities for approved activities.

Article X NOMINATION AND ELECTION

Section (i)

The Nomination / Election Committee shall prepare a slate of candidates for the nine (9) members of the EC and three (3) Trustees to replace the outgoing Trustees. The principle of proportional representation as described in Section (ii) under Article (VI) applies in the selection of the slate of candidates.

Section (ii)

A person nominated for the Executive Committee must be a member in good standing for at least two consecutive calendar years. Exception can be made upon approval of the BOT.

Section (iii)

All nominees must provide written consent on the nomination form. The slate of candidates must be submitted to the Secretary of the Board by the Nomination Committee at least a fortnight prior to the date of the election.

Section (iv)

Nomination / Election Committee shall conduct the election, if necessary, and set the date for the Election, by last week of

November, to allow results to be presented at the Annual General Body meeting. A majority of the votes cast shall decide the results of the election.

AMENDED ARTICLE X NOMINATION AND ELECTION

Section (i) – Nomination / Election Committee

A. A Nomination / Election Committee consisting of three (3) current members of STCC shall be formed by the BOT for the purpose of conducting election(s). Current members of the BOT and EC are not eligible to serve on the Election Committee. Once formed, the Election Committee shall be an independent committee responsible for conducting free and fair elections in compliance with the Bylaws. This committee shall cease to exist after the elections are certified.

Section (ii) - Election Process

- A. The EC shall provide the Election Committee a verified list of STCC members in a timely manner.
- B. STCC members shall be given at least 2 weeks to submit applications for all available positions on EC and BOT.
- C. Election Committee shall specify the deadline for submission and withdrawal of applications.
- D. Elections shall be conducted via secret balloting in a manner determined by the Election Committee.
- E. Proxy voting is not allowed.
- F. Deadline for the receipt of the ballots shall be set by the Election Committee.
- G. Candidate(s) with most valid votes shall be declared winner(s). Results shall be declared by the Election Committee within 7 days after close of balloting.
- H. Any disputes regarding the results shall be resolved by the Election Committee. Candidates may appeal the decisions of the Election Committee to the BOT whose decisions will be final.

Section (iii) - Candidate Eligibility

- A. STCC values diversity of opinions and long-term commitment by candidates seeking positions on the management team (BOT and EC). The following requirements are included in these Bylaws for that purpose.
- B. Candidates for EC must be dues paying members for at least two consecutive years including the election year.
- C. Life members for at least two calendar years including the election year are eligible to run for membership of the BOT or EC.
- D. EC and BOT members who have completed six consecutive years of service on the EC or the BOT or combined in EC and BOT are not eligible to run for elections without a break in service of at least two years.
- E. Two members of a household may not serve on the BOT and EC or either one at the same time.

Article XI BYLAWS

Section (i)

The Board is authorized to prepare or modify existing Constitution and Bylaws to regulate all affairs of STCC by two-thirds majority.

Section (ii)

Any changes approved by the BOT should be presented to a duly called General Body meeting for approval. The changes will be adopted by a two-thirds majority vote of the members present at the General Body meeting.

The Bylaws will not be in contradiction to the constitutional provisions.

Section (iii)

- A. Annual membership contribution for each family will be determined by the Board of Trustees and must be paid in a single installment at any time during the calendar year.
- B. Life membership for a family, as determined by the Board of

Trustees, should be paid within one calendar year and may be paid in up to three installments clearly designated as life membership dues.

- C. These categories may be modified by a two thirds majority vote of the Board of Trustees.

Section (iv)

- A. All voting members in good standing for at least one calendar year shall have the right to vote.
- B. All general matters, unless otherwise specified, shall be adopted by a majority vote of the members in good standing present to vote during General Body meetings.

Section (v)

- A. The Board shall have the right to call an emergency meeting of the General Body.
- B. The Executive Committee shall notify the members at least two weeks in advance of the annual General Body meeting.

Section (vi)

- A. The Executive Committee shall decide matters pertaining to the use of facilities by members.
- B. The safety and cleanliness of the temple facilities during and immediately after the use of the facilities shall be the responsibility of the person or the group in charge of the activity. Any property damage caused shall be corrected or the appropriate costs paid by the responsible person or group.
- C. All requests for the use of the facility should be directed to the Executive Committee in writing and the facilities will be available on first-come first-serve basis.
- D. The charges for the facility and Priest services will be recommended by the EC and reviewed by the Board annually or as needed.

- E. Facilities shall not be used for anti-social or anti-religious activity including meetings or discussions.

Section (vii)

Meetings

All meetings of the STCC will be conducted in accordance with the Robert's Rules of Order or similar rules.

- A. The Executive Committee shall meet monthly, BOT shall meet at least quarterly, and the General Body shall meet annually.
- B. The order of all business meetings shall be as follows:
 - a. Call to order
 - b. Prayer
 - c. Approval of Minutes of previous meeting
 - d. Report of the Treasurer
 - e. Unfinished/Old business
 - f. New business
 - g. Motion to adjourn meeting

Section (viii)

Restrictions regarding Food and Drinks:

No member or other persons shall carry or possess on the Temple premises any food or drink that is not considered suitable for Prasad.

Section (ix)

Any activity that is offensive to the general body and the Executive Committee shall not be permitted on the Temple premises.

**AMENDED Article XI
MEETINGS**

Section (i) – Meetings

All meetings of the STCC will be conducted in accordance with the Robert's Rules of Order or similar rules.

- A. The EC shall meet monthly, BOT shall meet at least quarterly, and the General Body shall meet annually.
- B. The order of all meetings shall be as follows:
 - 1. Call to order
 - 2. Prayer
 - 3. Approval of the minutes of the previous meeting
 - 4. Report of the Treasurer
 - 5. Unfinished/Old business
 - 6. New business
 - 7. Motion to adjourn meeting
- C. Minutes of the EC and BOT meetings shall be recorded by the Secretary of the respective body.

Section (ii) – General Body Meeting

- A. Annual General Body Meeting (GBM) shall be held by no later than 15th of December. The BOT may call a special GBM as necessary.
- B. EC shall notify the members at least two weeks in advance of any General Body Meeting and provide an agenda for the meeting.
- C. The newly elected members and officers of the BOT shall be introduced to the membership at the annual GBM.
- D. Secretary of the EC is responsible to record attendance, and to write the minutes of the GBM and submit them to the BOT within two weeks of the meeting.
- E. Quorum requirement for the Annual General Body meeting to make policy decisions is the presence of at least 20% of voting members. If quorum is not met, policy changes will be referred to BOT for later

action.

- F. The agenda item(s) at GBM are approved by simple majority vote of the members present except for any amendments to the Bylaws which can be done only as described in Amended Article XII

Article XII AMENDMENTS

Section (i)

Amendments or modifications to or changes to this Constitution and Bylaws may be proposed by the Executive Committee, or by a petition signed by at least 51% of the STCC members and submitted to the Board for consideration at least 15 days prior to the Board meeting.

Section (ii)

The amendment shall become effective upon ratification by a two-thirds majority of the members present at a General Body Meeting.

AMENDED ARTICLE XII AMENDMENTS

- A. Amendments to this Constitution and Bylaws may be proposed by a majority decision of the EC or the BOT or by a petition signed by at least 20% of STCC members.
- B. Any changes to the Bylaws as per this Article shall not be in contradiction to the Constitutional provisions.
- C. The proposed amendments must be submitted to the BOT for consideration.
- D. Once approved by the BOT the proposed amendments shall be sent to all voting members of STCC by the EC for a vote to approve or disapprove.
- E. Members shall be given at least 2 weeks to return the ballots.
- F. EC shall count the ballots and report the results to the BOT. Amendment shall be considered approved if at least 20% of the members return the ballots and 2/3 of them approve the proposed amendments.
- G. Once certified by the BOT, the EC shall notify all STCC members of

the results.

- H. Amended Bylaws shall become effective immediately upon approval and posted on the Temple website.
- I. Amendments not approved by the General Body may not be resubmitted for a vote for a period of one year.

Article XIII EXPULSION

Section (i)

Any member, including the Trustees and Executive Committee members can be expelled for purposeful violation of the Constitution or Bylaws of the STCC.

Section (ii)

Any conduct not found to be harmonious to the working of the STCC, or any member who by act or omission publicly refuses to abide by the Constitution or Bylaws shall be subject to expulsion from STCC. Such a person shall be notified of the charges against him/her in writing and may appeal to the BOT for review of his case. The decision of the Board shall be final.

AMENDED ARTICLE XIII EXPULSION

- A. Any member of the BOT or EC may be removed for cause by a two-thirds vote of the BOT or EC, respectively, for not complying with the Constitution and Bylaws and/or behavior not conducive to the harmonious operations of the STCC.
- B. Any BOT or EC member subjected to the above disciplinary measure is prohibited from seeking renomination to the BOT or the EC for a period 2 years.
- C. Any STCC member may be removed suspended from the membership rolls for cause by two-thirds vote of the EC for not complying with the Constitution and Bylaws and/or behavior not conducive to the harmonious operations of the STCC. The member may appeal the decision to the BOT whose decision will be final.

Article XIV
DISSOLUTION

In the case of dissolution of the STCC or in the event it shall cease to carry out the objectives set forth in this Constitution and Bylaws, BOT may distribute all assets of STCC to an entity with a similar mission and exempt status under Section 501 (c) (3) of the Internal Revenue Code.

AMENDED ARTICLE XIV
DISSOLUTION

In the event of the dissolution of the STCC, the BOT shall, after paying the liabilities or making provision to pay all liabilities, dispose-off the assets. In the distribution of assets an organization operating as a Hindu Temple or similar organization shall be preferred over other charitable, educational, religious tax-exempt organization under IRC section 501 (C) (3) of the Internal Revenue Service.

“Re-worded and Amended Bylaws”
To be submitted for Approval at the 2021_Dec_12_Annual
General Body Meeting.