

Hindu Temple of Toledo

CONSTITUTION

Article I NAME

The name of the organization shall be "The Hindu Temple of Toledo Inc" also known as "The Hindu Temple and Heritage Hall of Toledo, Ohio." Here under called "The Hindu Temple" or "Temple".

The official address of the Hindu Temple shall be 4336 King Road, Sylvania, Ohio 43560.

The Hindu Temple is registered as a Non-profit organization in the State of Ohio. It will comply with the requirements of section #501 C-3 of the Internal Revenue Service.

ARTICLE II MISSION, VISION & CORE VALUES

A. Mission,

Preserve and Promote Hindu/Jain Religion Philosophy and Cultural Heritage by providing exposure and opportunity to the membership and the community through sustainable facility of the Hindu Temple.

B. Vision

Preserve Hindu/Jain Religion and enhance Cultural Heritage through diversity and sense of belonging for the upcoming and future generation of the membership and respond to the needs of community through sustainable facility of the Hindu Temple.

C. Core Values

1. **Responsive** –The need for the temple is member driven. Strive to fulfill membership needs by creating a sense of belonging, counseling and networking. Achieve member satisfaction by treating members through communication and responding to their needs.
2. **Diversity** – Promote and maintain diversity in organization and management of various committees, Executive Committee and the Officers of Board of Trustees and Chairpersons of various committees. Include all age groups and gender as well as geographic origin to create a visible diverse representation of membership.
3. **Volunteer Services** – Recognize that the work is performed by volunteers. Encourage volunteerism. Become a benchmark for progressive volunteer driven organizations. Strive for excellence in communication and consensus building in decision process, training and succession opportunity.

4. **Integrity** – Responsibility, Accountability, Honesty and Openness, Self Respect and Mutual Dignity in dealing with one another. Executive Committee, Officers of the Board and Chairpersons of various Committees strive to meet and exceed the expectation of members by performing individual duties and responsibilities and upholding the constitution and by-laws.
5. **Religious, Cultural and Education** – Economic and Non Economic resources will be allocated to the activities to satisfy the need of members as well as for the preservation of our heritage and culture for future generations while sustaining the facility of the Hindu Temple.
6. **Excellence** – Leadership and Management strive for the best to serve members through teamwork, education and recruitment of dedicated volunteers with a deep commitment to the Mission, Vision and Core Values. Leadership and Management will reflect quality and excellence in performing all tasks.

D. Activities

All such activities shall be conducted exclusively in furtherance Of cultural, educational and charitable purposes within the Meaning of Section 501c 3 of the IRS code.

Article III

MEMBERSHIP: ELEGIBILTY, CATEGORIES, DUES & RIGHTS

A. Eligibility

1. Membership of the Hindu Temple shall be open to an individual subscribing to Article II, and paying the necessary dues as set Forth in the By-Laws.
2. Organization and/or Corporate—the entity registered with and recognized by IRS as a corporation or Organization shall not be eligible for membership.
3. The ultimate acceptance and revocation of membership is at the discretion of the Board of Trustees.

B. Membership Categories

1. **General Member** - Single or Family. Family includes Husband, Wife and Unmarried Children less than 25 years of age and Parents living in the same household. Eligible to have a single vote if annual dues are paid as per Article III-C. Membership is transferable upon the death of a member to the surviving spouse only.
2. **General Life Member** – As of Jan 01 2013 this type of membership is eliminated. All General Life Members prior to Jan 01 2013 will be grandfathered and will continue to have additional life membership benefits as described in the By Laws Section-X . Such Life membership terminates upon the death of a life member and is not transferable to

surviving spouse or children. Eligible to have a single vote. General Life membership terminates upon becoming a Board Member.

3. **Board Member- Single or Family.** Family includes Husband, Wife and unmarried children less than 25 years of age and Parents living in the same household. Meets the cumulative donation requirements as set forth in Article IV. Eligible to have a single vote if annual dues are paid as per Section 1 of Bylaws. The family shall communicate the name of a voting member upon becoming a board member to the Secretary of the BOT. The voting member may not change from year to year. Voting right is only transferable upon death of a member to the surviving spouse.
4. **Board Life Member** – A Board Member can become a Board Life Member by making an additional contribution as set forth in Article III-C. Life membership terminates upon the death of a life member and is transferable only as a Board Membership to surviving spouse. Eligible to have a single vote if annual dues are paid as per Article III-C. Such members will have additional life membership benefits as described in the By Laws Section- X
5. **Associate Member** --
 - a. Adult children (25 or older) of dues paying Board or General Members as well as Life Members.
 - b. Full time student at College or University residing in North West Ohio/South East Michigan.
 - c. Former temple members residing outside of North West Ohio/South East Michigan.
 - d. **Seniors** – Individual who has reached the retirement age as defined by Medicare.
 - e. Not eligible to vote and hold any officer's position, chair or member of any Committee.
 - f. Dues are paid as per article III-C.
6. **Youth** – Children of dues paid General & Board members between 12 and 25 years of age shall be eligible to be members of the youth group. Eligible to vote in the youth group activities only.

C. Dues

1. The membership dues paid during the calendar year are valid through Dec.31 of that year only.
2. In order to be a voting member all Dues must be paid by March 31 of the calendar year along with any "dues in arrears" as defined in the By-Laws.
3. Each year the Board of Trustees will decide the Dues for each category of membership and Other Fees for temple services by June 30th of the current year for the following year.
4. Any contribution shall be credited to the contributors account and shall not be transferable to other individual's account for credit.

D. Rights, Privileges, and Conduct

The rights and privileges of the dues paying members shall be:

1. To attend and participate in all Temple sponsored activities.

2. To attend and participate in all general body or board meetings and vote as set forth in the By-Laws. Only voting members shall receive the formal written communication of the meetings and the minutes of the meetings unless it is published in Jagriti/E-mail or public media.
 3. Must be a dues paying member to participate in any committee organized by the temple.
 4. To utilize the facility and the Services of the Priest as set forth in By-Laws.
 5. Must be supportive of the requirements of Article I & Article II.
 6. Conduct, communicate and behave with the fellow members, officers and Priest in a harmonious manner.
- All Dues paid Board Members will have equal rights and privileges.

Article IV

BOARD OF TRUSTEES/EXECUTIVE COMMITTEE/GENERAL BODY

1. The General Body will consist of all Dues paid members as per Article III-C. There shall also be a Board of Trustees (also herein referred to as the "Board") and an Executive Committee.
The Board of Trustees shall be the governing body.
The Executive Committee shall be responsible for executing the functions and activities of the Temple with the approval of the Board of Trustees.

2. Board of Trustees:

A. The Governing body of the Board of Trustees is comprised of Board Members & Life Board Members as defined in Article III.

The Board of Trustees will also include appointed Members from:

- (a) Members at Large as defined in Article IV-2-II
- (b) Executive Committee Members as defined in Article IV- 2- III.

I. Board Members:

Board Members are members who have donated :(1) \$10,000 by the end of 1992. (i)\$ 12000.00 by the end of year 1993. (ii) \$13000.00 by the end of year 1994. (iii) \$ 15000.00 by the end of year 2013.

Thereafter, each year the Board of Trustees will determine the amount required to be eligible for membership of the Board of Trustees by June 30th of the current year for the following year.

All donations given from the date of initial organization of the Temple until Dec. 31 of the previous year will be counted in deciding the eligibility for membership of the Board of Trustees.

II. Members at Large- on the Board:

There shall always be a minimum two Members at Large chosen from among the General Members as defined by Article II. When the General Members exceed 200 in headcount, one additional Member at Large will be chosen for every additional 100 new General Members added above 200. The Nominating committee will consider only dues paid General Members as per Article III-C will be considered for establishing the number of Members at Large on the Board. Such member shall not be eligible for any officer position on Board of Trustees.

The eligibility of the Member at Large in the Board of Trustees is for a two year period only and the Member at Large should not have served in the immediate past three years on the Board of Trustees as a President, President Elect or Past President of the Executive Committee.

III. Executive Committee Members -on the Board:

Only the President, President Elect and the immediate Past President of the Executive Committee will be eligible to be a member of the Board of Trustees for the term of their office.

The President &/or President Elect of the Executive Committee cannot hold a dual position as the Chair of the Board of Trustees in the same year.

B. Election & Officers of the Board:

The members of the Board of Trustees (BOT) shall elect the Chairperson, Vice-Chairperson, Secretary of the Board of Trustee, Financial Custodian, Assistant Financial Custodian, President Elect of the Executive Committee and Members at Large representing the general membership each year through Nomination Committee.

A. Committees of the Board of Trustees

I. Working Committee: The Working Committee of the Board (WCBOT) shall be chaired by the Chairperson of the Board of Trustees and shall consist of:

- A Chairperson of the Board
- Vice chairperson of the Board
- Secretary of the Board
- Past Chairperson of the Board
- Past President of the Executive Committee
- President of the Executive Committee
- Members at Large representing general membership
- Chairpersons of the Standing Committees of the Board.

All members of WCBOT are expected to attend at least 50% of Board meeting.

A vacancy of an elected member for any reason shall be filled by the Nomination Committee. A vacancy of an appointed member shall be filled by the Board Chairperson.

The immediate Past Chairperson of the Board will serve as Chair of the Nomination Committee. The Chair of the Finance Committee will also serve as the Custodian

II. The Standing Committees are:

- Archival and History Committee
- Building Committee
- Constitutional and Legal Committee
- Finance Committee
- Fund Raising Committee
- Human Resources and Public Relations Committee
- Nomination Committee
- Strategic Planning Committee

The Chairperson of the Board shall appoint chairpersons of the Standing Committees of the Board. As far as possible and practical, succession process shall be followed for the appointment of chairperson of various committees to insure continuity.

The outgoing chairperson of the standing committee shall be encouraged to continue as a member of the committee for the following year to provide continuity. The Vice Chairperson of the committee shall be encouraged to be a chairperson for the following year.

The chairperson of the BOT shall appoint the chairperson of the standing committees of the Board for the year and communicate the names of Chairpersons at the first Board meeting.

III. Ad-hoc Committee(s):

The Board Chairperson(s) may appoint an Ad-hoc Committee to address specific issues (which cannot be addressed by any Standing Committee) and its resolution during the year. The Ad-hoc Committee shall be dissolved upon the resolution of the specific issue. Members of the Ad-Hoc committee will be appointed by the Board Chairperson.

C. Election & Officers of the Executive Committee:

The Executive Committee (EC) is responsible for the day to day operations as well as implementation of Policies and Procedures approved by BOT and reports directly to Chairperson of the BOT.

The President shall appoint Vice President, Secretary, Treasurer and Joint treasurers, Editor, Chair of the Festival Committee, Chair of the Hospitality Committee, Chair of Facilities Committee, Chair of the Youth Group, Chair of Outreach Committee and Chair of planned Major

event's Committees.

1. The EC is chaired by the President of the Executive Committee and shall consists of:

- President
- Vice President
- President Elect
- Past President
- Secretary
- Treasurer
- Joint Treasurers
- Chair of the Hospitality Committee
- Past Chairperson of the Board

2. The Standing Committees of the Executive Committee:

- Festival Committee
- Hospitality Committee
- Facilities Committee
- Youth Group
- Outreach Committee

3. The President may invite, as needed, the following individuals to participate at the Executive Committee

- Priest
- Chair of the Festival
- Chair of Facilities
- Chair of Youth Group
- Chair of Outreach Committee
- Editor
- Chair of planned major event
- Chairperson of BOT
- Vice Chairperson of BOT
- Secretary of BOT

4. The President may appoint Ad-hoc committee chairs for activities for the calendar year such as:

Organizing Programs including Lectures by visiting dignitaries, Seminars, Education, Library, Religious events, Community care and participation, etc.

The President may appoint additional Ad-hoc committee as required and the chair to address specific issue and its resolution during the year. The Ad-hoc Committee shall be resolved upon resolution of a specific issue.

A vacancy of an elected Executive committee member for any reason shall be filled by the Nomination Committee. A vacancy of an appointed Executive committee member for any reason shall be filled by the President of the Executive committee.

Article V

Management, Duties & Responsibilities

A. Management:

1. The Board of Trustees is the Governing Body
2. The Board of Trustees shall be ultimately responsible through the WCBOT to ensure compliance of Constitution and By-Laws and overall sustainability of the Temple.
3. The Officers of BOT shall be accountable to members of Board of Trustees.
4. The Chairperson of BOT shall oversee the functioning of WCBOT, and EC.
5. Chairperson of BOT shall assign to the appropriate committee any issues surfaced at the Board meeting requiring directive from the Board.
6. The appropriate committees shall review, research and recommend resolution of any issue for approval at the Board meeting.
7. The Executive Committee (EC) shall be responsible for the day to day operational management and ensure compliance of the policies and procedures established by the BOT of the Temple.

B. Duties and Responsibilities:

1. The duties and responsibilities, of all elected officers and appointed chairpersons of the Standing committees as well as working of each Committee shall be as defined in the By-Laws.
2. The duties and responsibilities of the chair of Ad-hoc committees as well as the specific assignments of Ad-hoc committee shall be determined by the Chair of BOT or the President of EC.

The members of BOT shall not be personally liable for the debts, liabilities, or other obligation of the Hindu temple, incurred lawfully in the course or discharge of an individual's duties and assignments. They will also be indemnified against error in judgments but will be responsible for and liable for willful negligence in all financial affairs or fraud or embezzlement of Hindu Temple's funds or any other illegal act.

Article VI

Meetings

A. Board of Trustees Meeting

1. At a minimum one meeting per quarter shall be held. However the first meeting shall be held in January to facilitate the official transfer and appointment of various chairs. The Chairperson of BOT may schedule additional meeting as required.
2. The Chairperson shall announce the members of WCBOT including chairs of various standing committees as well as members at large during first meeting.

3. The governance and other procedural requirements of the meeting shall be as defined in the By-Laws.

B. Executive Committee meeting

1. At a minimum one meeting per month shall be held. However the first meeting shall be held in January to facilitate the official transfer and appointment of various offices and the chairs. The President of EC may schedule additional meeting as required
2. The president shall announce the members of EC including chairs of various committees at the first meeting.
3. The governance and other procedural requirements of the meeting shall be as defined in the By-Laws.

C. General Body Meeting

The Chairperson of the Board shall conduct a General Body meeting at least once a year preferably in June/July and/or December/January.

The governance and other procedural requirements of the meeting shall be as defined in the By- laws

D. Special meeting

Special meeting of General Body or the Board of Trustee shall be convened as defined in the By-Laws

Article VII

Financial Obligation, Finance and Banking

A. Financial Obligation

The Temple shall meet its obligations through:

- Membership fees, life membership fees and fees for other services
- Profits from cultural programs and temple sponsored events
- Special fund raising programs
- Donations
- Borrowed Funds from financial institutions as approved by BOT

B. Finance

1. All receipts and payments shall be supported by vouchers and receipts.
2. Maintain up to date Accounting records and statement of accounts.
3. All money received on behalf of the Temple shall be deposited in the Bank account of the Temple as soon as possible but not later than Fifteen (15) calendar days of its receipt.
4. Routine expenditures do not need prior approval of the President. Treasurers shall make payments by check and report at monthly EC meeting.
5. Non routine expenditures shall need approval of EC.

6. President through EC may authorize special expenditure up to amount approved in Bylaws article-X without approval of the BOT.
7. Finance Committee shall transfer surplus money from operating account to a separate account as needed and at year end. Finance Committee shall make recommendation to BOT regarding allocation of these funds to special projects, endowment, emergency etc.
8. The fiscal year of the Temple shall be a calendar year from January 1 through and including December 31.

C. Banking

1. Bank accounts shall be in the name of the Temple as “The Hindu Temple and Heritage Hall of Toledo”.
2. All payments and withdrawals shall be by check only and shall be signed by any two of the following four designated members. The transfer of signatures shall be completed by January.
 - President of EC
 - Treasurer
 - Financial Custodian / Finance Committee Chair
 - Chairperson of BOT
3. EC will approve monthly a reconciled account with the bank statement prepared by a treasurer and furnish copy of approved statement to Chair of Finance Committee.
4. Chairperson of the Finance Committee shall maintain a separate building account. Checks must be cosigned with Building committee Chair. Building Committee Chair will provide a copy of reconciled quarterly statement to Chair of Finance Committee.

D. Auditing – Finance & Internal Control policies & procedures

1. Finance Committee shall annually audit the financial accounts of the Temple and submit the report for ratification by BOT at the Board meeting.
2. Finance Committee shall retain services of Certified Public Accountant at least once every other year for auditing the accounts of the Temple and submit the report for ratification by BOT at the Board meeting.

Article VIII Endowment

- The Endowment fund has been created as an account that is invested to earn return of income and growth.
- The Temple shall maintain the endowment fund for the sustainability of the temple.
- The fund shall be available for fulfilling emergency needs as approved by BOT. The emergency shall be to respond to unforeseen events or situation where cash is not available from the operating fund.
- The fund shall be made available for use as defined in Section 4 of the By-Laws.

- The endowment fund shall be managed by the Finance Committee in order to preserve the reserve fund for the sustainability of the Temple.
Finance Committee, shall recommend transferring surplus funds from Operations/Fund Raising to BOT for approval at the Board meeting

Article IX

Records, Documentation and Assets

1. Secretary of the BOT, EC, Treasurer and chairs of all Standing Committee shall maintain up to date records of all documents including minutes, reports, databases, accounts, bank statement, auditors' report etc.
2. Transfer all the records to incoming team of BOT, EC, Treasurer and Chairs of all Standing Committee for their reference.
3. Transfer all the records of preceding years to Archival and History committee.
4. Any dues paying member, on written request to the Secretary of BOT or EC, shall be allowed to inspect or view the records of the Temple.
5. An inventory of all tangible and intangible assets of the Temple must be transferred by the outgoing building committee of WCBOT and the facilities committee of EC to the respective incoming committee of WCBOT and EC during first meeting of the year.

Article X

Amendment to Constitution

1. Amendment to the constitution may be proposed, by 25% of Dues paid members of Board or by 25% of Dues paid General Membership, in writing along with the rationale for the recommendation to the Chairperson of BOT and a copy to Secretary of the Board
2. Secretary of the BOT shall publish the agenda for discussion by BOT at the next scheduled Board meeting if all requirements of constitutional process are met. If requirements are not met, then the person(s) submitting should be notified within 4 weeks of receipt of proposed amendment.
3. After approval at BOT meeting the Secretary shall send the proposal to all Dues paid Board members. The ballot must be returned by 4 weeks. The proposal shall be considered as approved by the Board only if 2/3rd of the ballots returned by Dues paying Board members are in favorable support for the proposal.
4. After approved by the Board, the Secretary shall send the proposal to all Dues paid members (General and Board) of general body for voting by ballot. The ballot must be returned in 4 weeks.
5. The proposal shall be considered approved only if 2/3 of the ballots returned by Dues paid members (Board & General) of general body are in favorable support for the

proposal. If the proposal is rejected either by the Board or General body at the time of ballot vote, the person(s) submitting proposal shall be notified within 2 weeks.

6. The Proposal shall be effective the following year and not in the year it passed.

The amended constitution will be signed by the Chairperson of the Board of Trustees, the Secretary of the Board and the President of the Executive Committee. The Chairperson of the Constitution & Bylaw committee & the Chairperson of the Board of Trustees shall be responsible for updating the related documents and communicating the same to all voting Dues paid members (Board & General).

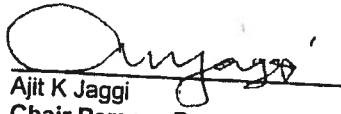
Article XI


Distribution of Funds and Assets upon Dissolution

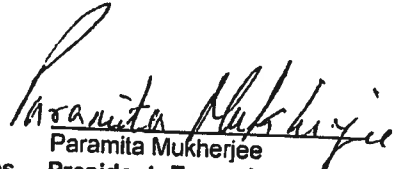
In the event of the dissolution of the "Hindu Temple" or in the event that it shall cease to carry out the objectives and purpose here in set thru Mission, Vision and Core Values, all of the business property of the Temple shall be distributed to nonprofit and charitable or religious organization possessing tax exempt status under section 501 © (3) of the Internal Revenue Service code.

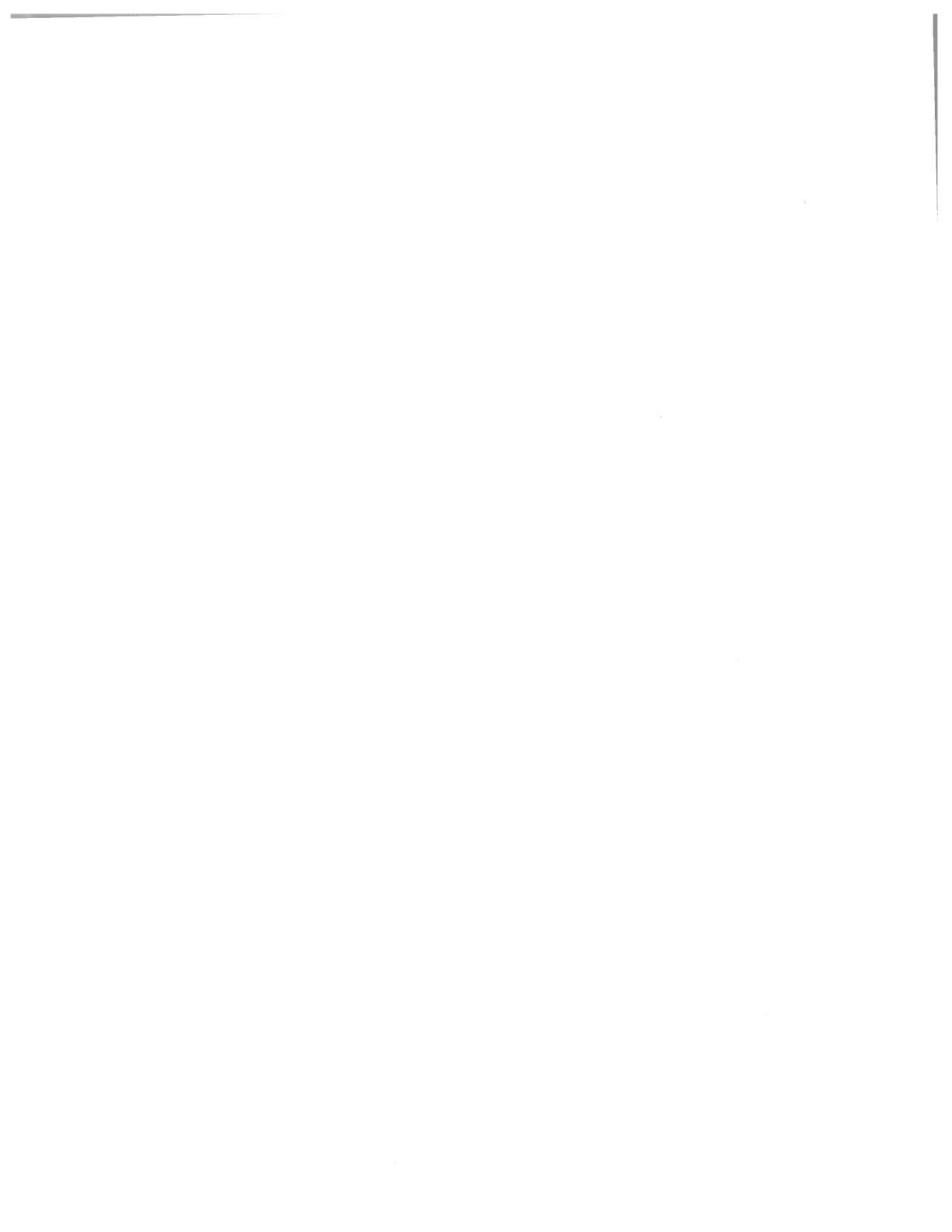
- The Finance committee shall recommend the distribution for discussion and approval at the Board Meeting.
- After approval at BOT meeting the Secretary shall send the proposal to all members (General and Board) for voting by a ballot.
- The proposal shall be considered approved with 2/3rd favorable support for the proposal from all Dues paying members (General and Board).

Original Adoption Date: 2-03-1981
First Amended Date: 06-15-1982
Second Amended Date: 12-31-1992
Third Amended Date: 07-01-2012


Ajit K Jaggi
Chair Person; Board of Trustees


Sudershan Jeffrey
Secretary; Board of Trustees


Paramita Mukherjee
President; Executive Committee



Hindu Temple of Toledo

BY-LAWS

Section 1 Fees and Dues

A.

Annual Dues

General Member	\$200.00
Board Member	\$300.00
Associate Member	\$50.00
General Life Member	\$2000.00 (Eliminated on January 2013)
Board Life Member	\$4000.00
Youth (Children of Paid Members)	\$0.00

Other Charges:

Hall Rental: See Appendix A

Pooja Services: See Appendix B

B. Fees

General Life Member: General Member makes one time new donation of \$2000.00 Specifically designated towards general life membership. This must be paid as a onetime payment. Upon full payment the general membership category shall be converted to General Life Membership. General life membership will terminate when individual becomes eligible to be a Board member. Such member will be eligible to become a Board Life member by making a new donation as required for this category.

Board Member: Until year end 2013 cumulative donations of \$15,000 is required to be eligible to be a board member. Beginning January 2014 cumulative donations of \$20,000 is required to be eligible to be a board member. The fiscal year for cumulating shall end on December 31 and the New Board member shall be invited to attend the Board meeting thereafter.

Board Life Member: Board Member makes one time new donation of \$4000.00 specifically designated towards Board Life membership. This must be paid as a onetime payment. Upon full payment the board membership category shall be converted to Board Life membership.

C. Dues in Arrears

The privileges and rights, as per Article III D 3, in the Hindu Temple shall not be extended to a member who has failed to pay their dues by March 31 of the calendar year. The privileges and rights shall be restored upon paying all dues for the past 3 years. Any exceptions to this policy will be at the discretion of the Board.

D. Revision of Dues and Fees for other services

BOT shall recommend the adjustment of annual dues, fees for services, rental of the hall, life membership and the cumulative donation requirement including fees for services to non members. These recommendations shall be based on review and study to reflect operating cost by appropriate standing committee of the Board. The adjustment shall be approved at the Board meeting only. No ballots will be mailed out. The adjustment will be effective for the following calendar year. The Chairperson of BOT will communicate approved revisions to all dues paying members (Board & General).

Section 2 Duties and Responsibilities

The duties and responsibilities of various positions as well as committees are as per Appendix C at the end of By-Laws.

BOT may recommend from time to time adjustments of duties and responsibilities of various positions for approval at the Board meeting to reflect the changing need of the Temple. The adjustment of duties and responsibilities approved by the Board shall not be considered as amendment of By-Laws.

Section 3 Governance, Operation and Policies

A. Board of Trustees Meeting

1. Meeting dates shall be established during the first meeting and communicated to all members of BOT. The first Board meeting shall be held no later than January 31.
2. The notice of the meeting shall be made in writing to all members of the Board (As per Section 2) of Trustees along with the agenda at least two weeks prior to the meeting.
3. The agenda shall clearly indicate the action items along with a report from appropriate committee for a decision. No decision shall be made until it is on the agenda as an action item. The agenda shall include the reports submitted by the Standing Committees.
4. The agenda shall have a line item as "New Business" The new business provides opportunity to bring up any issues which needs attention
5. All new issues and concerns shall be assigned to the appropriate Standing Committee. The Standing Committee shall report on the new issues at the next Board meeting and the report shall be included in the agenda.
6. All members of the Board (as per Article III) are encouraged to attend the meeting. Both of the following requirements shall be considered for quorum.
 - 60% members of the working Committee of the Board in attendance.
 - A minimum of 10% of the eligible voting board members in attendance (excluding working committee).
 - For the purpose of total voting, members shall be as recorded by current due payment date covered under Article III.C.

If the requisite quorum is not formed the chairperson shall conduct the meeting for Information and discussion only and no decision shall be made.

7. All members of BOT as per Article 2 are eligible to vote at the Board meeting.
8. No proxy voting shall be allowed at the meeting of BOT; however any member of BOT may send their view in writing to the Chairperson of BOT for consideration during discussion.
All proposals shall be approved by simple majority.
9. Minutes of the meeting shall be distributed within two weeks after the meeting to all members of the Board (As per Article 2) as a draft.
10. Secretary of BOT shall formally communicate to all members (General and Board) in writing all DECISIONS at the end of approved minutes of the Board meeting.
11. Chairperson of BOT will insure that the agenda items are strictly adhered and new items which are not on agenda are included in the following meeting agenda.
12. Chairperson of BOT shall have authority to excuse any attending member for not adhering to the agenda and/or displaying disruptive behavior and hence not allowing the meeting to proceed.
13. The board meeting shall follow Robert's Rules of Order.

B. Executive Committee meeting

1. The meeting dates and time along with the agenda including action items, which shall have a discussion and the decision, shall be communicated to the members of EC at least one week prior to the meeting. The first meeting shall be held In January.
2. All new issues surfaced during the meeting shall be on the agenda of the next meeting.
3. The minutes of the meeting shall be distributed within one week after the meeting to all members of EC.
4. **50%** members of the EC present shall be considered as quorum.
5. All proposals shall be approved with 50% favorable vote by **attending** members of EC. President has the right to veto a tie vote.
6. If the requisite quorum is not formed the President shall conduct the meeting for information and discussion only and no decision shall be made.
7. The EC meeting shall follow Robert's rule of order as a governing parliamentary authority.

C. General Membership Meeting

1. The agenda along with the date, time and location of the meeting shall be formally communicated in writing.
2. Recommended Agenda for General Body meeting shall include the status report from President of EC and the Chairperson of the BOT. The meeting may be used as a forum for feedback and comment from the general membership specifically on improving operations and services. The meeting may also include overall status of the Temple and may include the presentation of reports from all standing committees of the Board and EC
3. 25% of the Dues paid General members present shall constitute a quorum. The Secretary of EC shall have a signature list of attending members and shall be part of the minutes
4. The minutes of the meeting shall be formally communicated in writing.
5. Voting on proposed amendments approved by BOT as per Article X shall be by written ballot.

D. Special meeting

Special meeting of General Membership or the Board of Trustee shall be convened at the request of:

1. A signed request by 35% of dues paid general members for General Membership meeting with a specific agenda items presented to the President.
2. A signed request by 25% of dues paid board members for a Board of Trustee meeting with a specific agenda items presented to the Chairperson of BOT.

Once the signed request is received the meeting shall be arranged within 45 calendar days and communicated via notices sent to Board Members for Board Meeting. All other requirements related to quorum and voting shall be same as per Section 3.

E. Operation

1. Both WCBOT and EC will manage the activities of the Temple while upholding the Constitution and By- Laws and maintaining the focus on Mission, Vision and Core values.
2. All policies of the operation shall be recommended through appropriate standing committee for approval at the Board meeting and implemented by the EC.
3. The sustainability of the Temple while maintaining unity of the community will be a primary consideration.
4. The BOT and EC shall encourage and support the diversity in committee assignment as well as electing all officers.

F. Policies

The policies are approved by the Board from time to time and updated or revised to respond to the need of the community as well as operations of the Temple.

The policies are:

1. The use of alcoholic beverages and non vegetarian food shall not be permitted within the contiguous facility of the Temple and Heritage Hall as well as home of the Priest. However the usage shall be permitted in the facilities built totally separate on the temple ground and away from the above facility and with a minimum separation of 500 feet.
2. The usage of alcoholic beverage and non vegetarian food shall not be permitted in temporary facilities built for an event on the temple ground.
3. Shoes shall be permitted in the Heritage Hall area only if both the partitions are closed and separate access to the temple is maintained as well as the door between two partitions to the rest room is locked. No shoes shall be permitted between two partitions.
4. Only deities/pictures approved by the board can be placed in the sanctuary area and the heritage hall.
5. Memorial Services and/or Bhajans. The family may request the President of the Executive Committee and/or the Priest to schedule Memorial Services or Bhajans at the temple in memory of a deceased member of a family.

The following procedure shall be followed:

- There shall not be any charge for the use of the Heritage Hall for the memorial services or Bhajans.

- The services or Bhajans shall not be in conflict with any scheduled event of the temple including Sunday services or evening services.
 - The president and the priest shall coordinate in order to avoid any conflict with the schedule of the Temple.
 - The memorial services and Bhajans shall be permitted only in the Heritage Hall area near the stage. The services or Bhajans shall not be permitted in the sanctuary area or the “tree” area between two partitions.
6. The Temple sponsored activities and events shall be a priority over any other events.
 7. Participation in Humanitarian services, Overseas Indian welfare, Emergency disaster or Natural Calamity must be approved at BOT meeting and shall be organized by Fund Raising Committee, except in the case of an emergency (ex-natural disaster calamity) Chairperson of BOT, President of EC, Chair of Finance committee and Chair of Strategic Planning committee can make this decision jointly.
 8. Participation in the temple sponsored activities is open to all dues paying members and their children only. No membership is required to visit the temple or perform puja at the temple. EC shall publish and also post on the temple bulletin board the charges for members and non members for various services.
 9. The official pronouncement of the Temple shall not include derogatory statements about any nation or religion.
 10. The temple shall not promote any activities that represent anti- American or anti-Indian attitudes.
 11. The temple shall not promote any political activities. The politician shall be permitted in the temple as an invited guest speaker only to foster religious and cultural activities at ceremonial functions.
 12. The Temple and its activities shall not be used as a forum for the defilement of the personality of any member.
 13. No smoking shall be permitted within the Temple premises as governed by the local and state laws.
 14. Any future policies or modifications adopted by the Board, shall automatically be part of this section and shall not be considered as amendment to By-Laws
 15. Use of Facilities
 - Facilities shall be used for activities that meet the Mission, Vision and Core Values of the temple.
 - For other activities prior approval from the Chairperson of BOT is required. The Chairperson may seek input from appropriate committee and approval at BOT meeting.
 - No activities shall be permitted if it is against the interest, image and reputation of the Temple.
 - No activities of Political nature or a tone shall be permitted.
 - All activities organized by the Temple shall have a priority. The EC shall have the authority to cancel or rearrange any reservation in conflict with the activities of the Temple.
 - Members shall have the privilege of full use of the facilities for private use for an established fee.

- Non members may use the facilities for private use for a fee established for non members. The renter agrees to comply with all the policies of the Temple
- The availability of the Temple facilities shall be made by advance reservation with the President of the EC and shall be determined on a "First come First Serve" basis based on receipt of deposit by the Temple.

G. Murti, Puja and Festival Celebrations

1. Murti: Number, Size, Kind and order of placement shall be decided by a 2/3 majority of the affirmative vote by ballot of the board member and approval at BOT meeting.
2. All segments of Hindu Religion shall be given equal opportunity to celebrate. The scheduling of these activities shall be based on the Hindu calendar. EC in consultation with the Priest shall decide the schedule to avoid any conflict.
3. Guidelines regarding types of Pooja shall be decided by the EC and the Priest.

Section 4

Endowment

1. Under normal operation no funds shall be withdrawn including earnings of the principal, and asset shall be kept intact.
2. Finance committee under very special circumstances when cash is not available, shall recommend withdrawal of funds for approval at the Board meeting.
3. The special circumstances (as an example) may be an emergency repair, unforeseen large expense, capital project approved by BOT but money from the Fund Raising are not available yet etc.
4. Maximum funding for the capital project described above cannot exceed 25% of the endowment fund and the capital project must have collected 60% of pledges.
5. This special funding from the endowment shall be considered as a loan and shall be repaid to the endowment fund within the time recommended by the Finance committee and approved at the Board meeting
6. The amount of Endowment shall be adjusted based on a recommendation by Finance Committee and shall be approved at the Board meeting.
The Goal is to reach \$500,000 by 2010 and \$1,000,000 by 2020 (approx add \$50,000 per year)

Section 5 Remunerations

All work of the Temple shall be done on a voluntary basis by the members or non members. No remuneration shall be made to any services provided by members or non members without prior approval by BOT.

The services of the Priest and any other non-hourly Staff shall be as per the contract recommended by the Human Resource committee and approved at the Board meeting.

Section 6 Interpretations

Constitution and By-Laws committee will provide interpretation, to any issues raised to the Constitution and By-Laws of the Temple, to BOT. The BOT shall resolve the issues in the best interest of the Temple.

Section 7 Amendments to the By-Laws

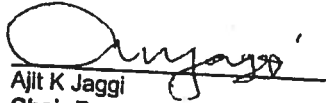
1. Amendment to the By- Laws may be proposed, by 25% of member of Board of Trustees or by any standing Committee or by EC recommendation or by 25% of General Membership (Board & General) , in writing along with the rational to the Chairperson of BOT and a copy to Secretary of Board of Trustees.
2. Secretary of the BOT shall publish the agenda for discussion by BOT at the next scheduled Board meeting if all requirements of constitutional process are met. If not met, then the person(s) submitting should be notified within 4 weeks of receipt of proposed amendment.
3. After approval at BOT meeting the Secretary shall send the proposal to all Dues paid Board members for voting by a written ballot immediately. The ballots must be returned by 4 weeks.
4. The proposal shall be considered approved only if 2/3 of the ballots returned by Dues paying Board members are in favorable support for the proposal. .
5. If proposal is rejected either at the Board meeting or at the time of ballot vote, the person(s) submitting proposal shall be notified within 2 weeks.
6. The Proposal shall be effective the following year and not in the year it passed.

The amended By-Laws will be signed by the Chairperson of the BOT, the Secretary of the BOT and the President of the Executive Committee. The Chairperson of the Constitution & Bylaw committee & Chairperson of the BOT shall be responsible for updating the related documents and mailing the same to all voting Dues paid members (Board and General).


Section 8
Dissolution

1. Any decision to dissolve the Temple must be initiated by a signed petition by at least **50 %** of the members and must be supported by **75% of all dues paying (General & Board) members**.
2. Upon approval of the dissolution the distribution of Funds and Assets shall be decided as defined in Article XI.

Original Adoption Date: 2-03-1981
First Amended Date: 06-15-1982
Second Amended Date: 12-31-1992
Third Amended Date: 07-01-2012


Ajit K Jaggi
Chair Person; Board of Trustees


Sudershan Jolley
Secretary; Board of Trustees


Paramita Mukherjee
President; Executive Committee

APPENDIX A

Hall Rental Rules and Regulations Effective January 1, 2000

- The renter will comply with all state and city laws, regulations, fire codes and other ordinances.
- The renter/sponsor agrees to indemnify and to hold the Hindu Temple of Toledo; all its Trustees, Officers, Members, and Employees harmless from and against any and all losses, damages, costs, expenses, liabilities, claims, demands, and causes of action of any nature whatsoever and from any expenses, including reasonable attorney's fees, for defense there from, and for injury to or death of person(s) or loss of and/or damage to property occurring in a manner directly or indirectly arising out of or in connection with the use of the Hindu Temple by the renter/sponsor and the guests of the renter/sponsor.
- Except where incidental to the program, all other advertising, sale of merchandise, or distribution of printed material is prohibited. No solicitation of any kind is allowed.
- Admission charges or collections are prohibited unless prior permission is specifically obtained. Such permission will normally be granted only when proceeds, after necessary expenses, will be used solely for religious, charitable, philanthropic, civic, or other noncommercial or non- personal purposes. The financial statements of receipts and expenditure may be required within seven days of the event.
- The renter undertakes to enforce and preserve the sanctity of the Temple by preventing shoes and consumption of food in the prayer hall.
- All decorations must be removed after the function. No items shall be attached to the building property, except masking tape to hang light decorative items to walls, or any modifications made to the building structure, equipment, or grounds. Please do not use duct tape or nails. Any damage caused by this action will be charged to and paid for by the renter/sponsor as determined by the Hindu Temple of Toledo.
- The rental permission will not be granted to minors. An adult must be present for all activities involving the youth. The adult in charge of the activity will be present during the entire occupancy period. This person will be responsible for the proper use of the facilities and the proper conduct of those in attendance.
- Alcohol, smoking, or narcotics are NOT allowed on the Temple premises.
- Non-vegetarian food can NOT be cooked, consumed, or served on the Temple premises.
- All garbage must be bagged for disposal and disposed of in the garbage dumpster located outside of the kitchen area; otherwise, additional cleaning charges may apply.
- No event shall be political in nature, immoral, or have a purpose contradictory to the objectives of the Temple.
- Reservations: in general, the Temple provides reservations on a first- come first-serve basis, but it reserves the right to deny in the case of Temple related activities requiring the use of the facility. In that case, the renter will be informed within 15 days after the reservation has been made. No reservations are considered confirmed and approved by the Temple or are binding to the Temple unless appropriate payments have been made to the Temple.
- Rental fee: Please note: Deposit amount is over and above the rent amount. Deposit and Rental amounts will need to be paid at the time of reservation of the rental hall.

- **Eligibility:** Temple members and members endorsed.

Rental Hall and Kitchen Charges :

Deposit

- Paid Members - \$150
- Unpaid Members - \$200

Rent

- Paid Members - \$500
- Unpaid Members - \$650

(No Meat Products, Shoes, or Alcoholic Drinks Allowed) (Renters Responsible for Safety and Cleanliness)

- Cancellation Charges: The following cancellation fees will be applicable. Number of Days Prior to Use: 30 Days or more 1-30 Days Rental Amount: 100% Full Refund Security Deposit: 100% No Refund
- Number of Changes/Alterations in Dates: Subject to availability. Only one change in the rental date is permitted if the change is requested 15 days prior to the date of rental. Any other changes are considered as new and are subject to the cancellation charges listed above and subject to the availability of the premises.
- Furniture: Only Temple supplied furniture (ask the Manager) is to be used on the Temple premises. Furniture cannot be taken outside the Temple building for any purpose.
- These rules and regulations may be revised at the discretion of the Hindu Temple without giving any prior notice to the renters We have read the above rules and regulations and agree to abide by them.
- Signed by:
- Renter's Signature Date
- Date Requested for use of the Temple
- Renter's Full Name and the Name of the Organization, if applicable
- Renter's Telephone Number and Address
- Signature and Name of the Temple Representative
- Check No. Date on Check \$ Amount

APPENDIX B

Schedule of fees (\$) for Priestly services (2012)

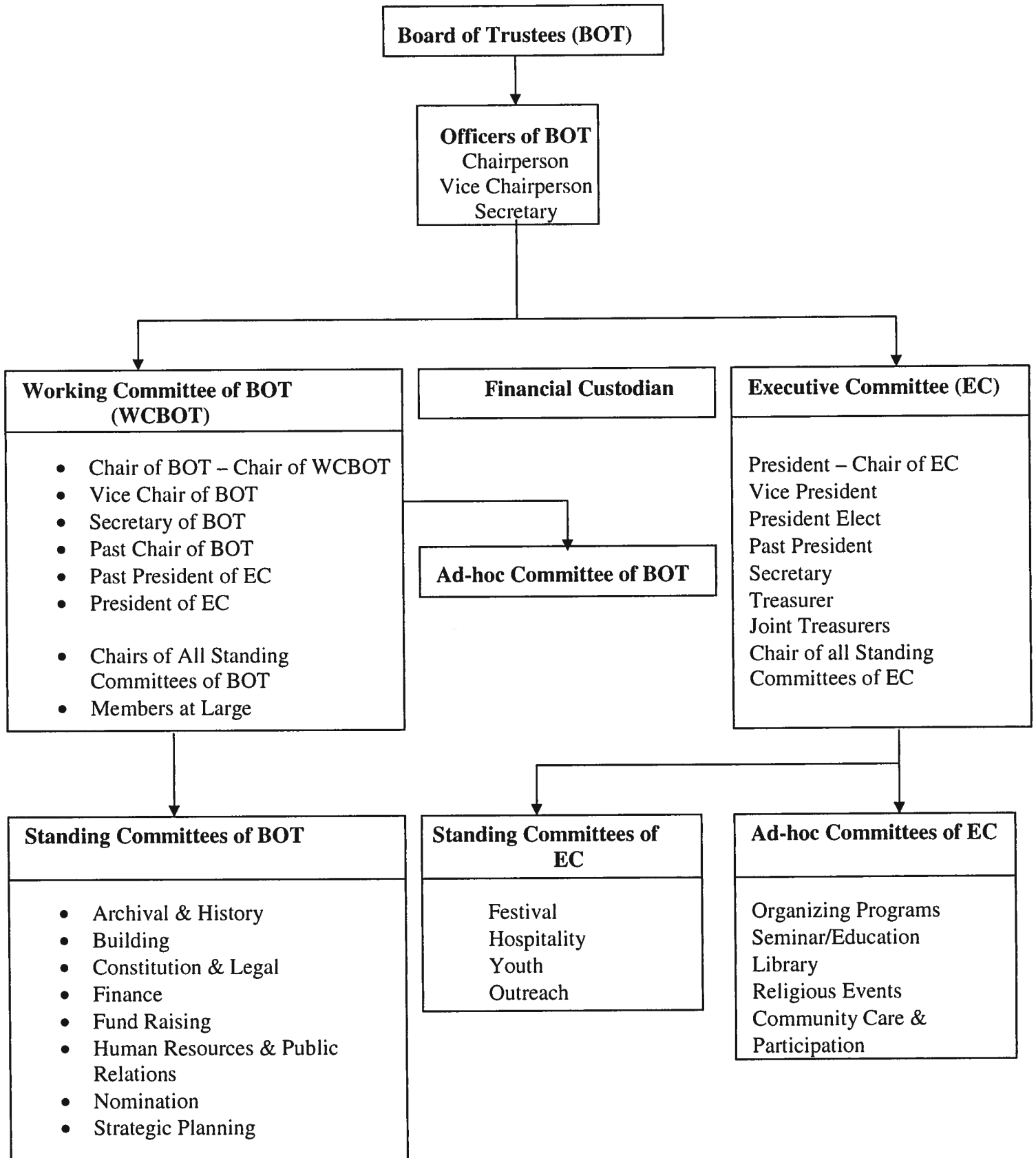
Checks payable to Hindu Temple of Toledo

Services/ Pujas	At the Temple		At Home or elsewhere	
	Members	Non-Members	Members	Non-Members
Shanti Prarthana	11	15	N/A	N/A
Archana puja	21	31	101	125
Car blessing	21	31	N/A	N/A
Abhishek puja	101	125	N/A	N/A
Group Satyanarayan puja	31	51	N/A	N/A
Satyanarayan puja & Katha	125	151	125	151
Satyanarayan puja & Hom	151	151	251	351
Sahastranam puja	125	151	125	151
Gruha Parvesh & Homam	N/A	N/A	151	251
Nakshatra Shanti puja & Homam	151	175	251	301
Temple Puja sponsorship	125	125	N/A	N/A
Upnayanam	251	251	251	301
Pre-wedding Ganesh Puja	125	151	125	151
Pre wedding Graha Shanti	125	151	125	151
Wedding Ceremony	301	351	351	401
Akhand Ramayan	251	301	251	301
Sunderkand Parayan	151	175	251	301
Bhagvat Geeta Parayan	151	175	251	301
Chandipath Parayan	151	175	251	301
10th Day Death Puja (Dasah, Ekadasah)			501	701
12th Day Death Puja			151	201

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- Travel Expenses are additional
- Please contact Pundit ji and at the Temple or the Temple president for scheduling and more information

APPENDIX C
Hindu Temple & heritage Hall of Toledo
Organization Chart



Duties and Responsibilities

Chairperson of the Board of Trustees

- Upholds the Constitution and By-laws of the Temple.
- Focused towards accomplishing Mission, Vision and Core Values of the Temple.
- Overall responsible to provide Strategic direction, develop policies thru various committees, maintain relations with internal and external communities.
- Be a consultant/advisor to the President of the Executive Committee.
Coordinate and be Supportive to all functions conducted by the Executive Committee.
- Schedule and conduct at least one Board meeting of trustees per quarter.
- Provide liaison between Board of Trustees and the Executive Committee.
- Appoint chairperson of the Standing Committees of the Board. Oversee the functioning of these committees and ensure a report from these committees at each board meeting.
Attend any committee meeting periodically to provide guidance and direction.
- Announce name of Chairpersons of the Standing Committee at the first Board meeting.
- Communicate in writing via Jagriti/E-mail etc the policy decisions and any major items effecting membership following the approval of the minutes of the Board meeting.
- Monitor the financial performance with budget vs. actual.
- Call for a special meeting when required for a specific issue and its resolution.
- Formally invite new Board members to attend the Board meeting. Coordinate with the Treasurer and Custodian/Chair of the Finance Committee to identify eligible new Board members at the end of December.
- Monitor the financial status of the Temple and take appropriate action for the sustainability of the Temple.
- Must believe and respects the Hindu Religion and a dues paying Board member for preceding three years.
- The term of office is one year beginning on January 1. The individual is nominated by the Nominated Committee and approved by the Board.
- Transfer the data file and any other record at the end of the term to the incoming Chair.

Vice Chairperson of the Board of Trustees

- Upholds the Constitution and By-Laws of the Temple
- Support the Chairperson of the Board of Trustees and actively keep up to date with current activities and pursuits of the Board.
- Provide guidance to the Secretary of the Board specifically with the preparation for the Board meeting.
- Be observant at Board meetings as a training experience.
- Maintain and sustain continuity in the strategies and directions as it takes more than one year to complete long-range goals and vision.
- Participate in the Standing Committee as required and take an active role in guiding the committee work.
- Actively engage with the activities of the Executive Committee of the Temple.
- Fill in for the Chairperson when required or requested by the Chairperson.
- Must believe and respects the Hindu Religion and a dues paying board member for preceding three years.
- The term of office is one year beginning on January 1. The individual is nominated by the Nominating Committee and approved by the Board.
- Transfer the data file and any other record at the end of the term to the incoming vice Chair.

Secretary of the Board of Trustees

- Upholds the Constitution and By-Laws of the Temple.
- Support the Chairperson of the Board of Trustees and actively keep up to date with current activities and pursuits of the Board.
- Be observant at Board meetings as a training experience.
- Maintain accurate record of current Board members including life members thru the Secretary and/or Treasurer of the Executive Committee.
- Send notices of impending Board meetings along with the agenda to Board members at least two weeks in advance.
- Take accurate minutes of the Board meetings and distribute them as a draft to all Board members within two weeks after the Board meeting as well as the final minutes when approved at the subsequent Board meeting.
- Participate in the Standing Committee as required and take an active role in guiding the committee work.
- Actively engage with activities of the Executive Committee and coordinate with the Secretary and the Treasurer.
- Assist Secretary and / or Treasurer of the Executive Committee in collection of the dues from Board members.
- Must be a dues paying Board member for the preceding three years and actively involved with the operation of the Temple by serving in various committee's.
- Must believe and respects the Hindu religion.
- The term of the office is one year beginning on January 1. The individual is nominated by the Nominating Committee and approved by the Board.
- Transfer the data file and any other record at the end of the term to the incoming Secretary.

Past Chairperson of the Board of Trustees

- Upholds the Constitution and By-Laws of the Temple.
- Support the Chairperson of the Board of Trustees.
- Be a consultant/advisor to the Chairperson of the Board of Trustees.
- Must believe and respects the Hindu religion and dues paying member.
- Transfer the data file and any other record at the end of the term to the Incoming Chair.

Custodian of Financial Records

- Maintain year-end financial statements prepared by the Treasurer and submitted by the President.
- Evaluate the Temple insurance every year and authorize its payment thru Treasurer.
- Review the property taxes and authorize its payment thru Treasurer.
- Manage all Temple accounts thru Finance Committee except the operating account, which is managed and operated by the Treasurer and President.
- Develop the budget in conjunction with the incoming Chairperson of BOT and the incoming President of EC and present at the first Board meeting for approval.
- Make all records available to Finance Committee for review and deliberations. All investment decision shall be made thru Finance Committee.
- The Custodian will be Chairperson of the Finance Committee.
- Identify the eligible new Board member by December 31 every year and communicate to the Chairperson of the Board so they can be formally invited to attend the Board meeting.
- Coordinate regularly with the Treasurer regarding the financial status of the operation.
- Must be dues paying Board member for preceding five years.
- The term of the office will be four years.
- Must believe and respects the Hindu religion.
- The individual is nominated by the Nominating Committee and approved by the Board.

Assistant Custodian of Financial Records

- Support the Custodian and be an active member in the Finance Committee.
- The term of the office is for two years by the past Custodian and another two years by the new Assistant Custodian.
- The new Assistant Custodian will succeed the Custodian after two years.
- The New Assistant Custodian is nominated by the Nomination Committee and approved by the Board.
- Must be dues paying Board member for preceding five years.
- Must believe and respects the Hindu religion.

President

- Upholds the Constitution and By-Laws of the Temple.
- Focused towards day-to-day operation of the Temple and implement the policies approved by the Board of Trustees.
- Supervise the employees of the Temple including Contract employees/vendors/service providers.
- Assemble the team of Vice President, Treasurers, Secretary and the Chairpersons of various Committees. This team functions as an Executive Committee and includes President Elect.
- Involve the President Elect with the Executive Committee and assign task so as to provide a maximum exposure to the Temple operations and the decision process of the Executive Committee.
- Consult with the President Elect regarding appointment of Chairpersons of various Committees because some of the Chairs may continue beyond the current year.
- Schedule and conduct meetings of the Executive Committee at least once a month to ensure communication, monitoring the events planning and execution and status of the operation as well as the performance of the team members and guide them towards fulfillment of their duties.
- Monitor the financial performance with the budget vs. actual.
- Communicate regularly with the Chairperson of the Board as well as Chairpersons of various Standing Committees in order to improve liaison between the Board and the Executive Committee.
- Provide a written report of the operation of the Temple, issues and concern and the possible remedies at every scheduled meetings of the Board.
- Take an active part in WCBOT.
- Consult with the Chairs of the Board appointed Committees in order to address specific issues.
- Call and conduct the general body meeting as required by the Constitution and By-Laws. Publish an annual report and financial statements in the Temple newsletter at the end of a term of a President.
- Must be a dues paying member for the preceding three years and involved with the Temple activities by serving in various Committees.
- Must believe and respects the Hindu religion.
- The term of the office is one year beginning on January 1.
- Maintain lesson learned after each event and recommendation to avoid the same problem.
- Transfer the data file and any other record at the end of the term to the incoming President.

President Elect

- Upholds the Constitution and By-Laws of the Temple.
- Support the President and actively keep up to date with current activities and pursuit of the Executive Committee.
- Be observant at Executive Committee meetings as learning and training experience.
- Maintain and sustain continuity in the strategies and directions, procedures and processes as it takes more than one year to accomplish in a volunteer based organization.
- Participate in the Committee work as required and take an active role in guiding the operation of the Temple.
- Participate in the development of the budget with the President.
- Fill in for the President when required.
- Must be a dues paying member for the preceding three years and involved with the Temple activities by serving in various Committees.
- Must believe and respects the Hindu religion.
- The term of the office is one year beginning on January 1. The individual is nominated by the Nomination Committee and approved by the Board.
- Transfer the data file and any other record at the end of the term to the incoming President Elect.

Past President

- Upholds the Constitution and By-Laws of the Temple.
- Support the President of Executive Committee.
- Be a consultant/advisor to the President and the Executive Committee.
- Transfer the data file and any other record at the end of the term to the incoming President.
- Must believe and respects the Hindu religion.

Vice President

- Upholds the Constitution and By-Laws of the Temple.
- Support the President and takes an active role in the Executive Committee.
- Fill in for the President or the President Elect when required.
- Takes a major Committee assignment such as Chair of the Festival, Program and Events, Membership development, etc.
- Must be a dues paying member for the preceding three years and involved with the Temple activities by serving in various Committees.
- Must believe and respects the Hindu religion.
- The term of the office is one year beginning on January 1 and the President appoints the individual.
- Transfer the data file and any other document at the end of the term to the incoming Vice President.

Treasurer and Joint Treasurers

- The team of three individuals will carry the duties of the Treasurer. Two individuals will be carried over from the previous year and the President will appoint one individual.
- Senior most members will hold the office of the Treasurer while the other two will serve as Assistants.
- The term of the Treasurer will be one year beginning on January 1. The Assistant Treasurers will succeed the Treasurer and move on to serve the following year.
- The Treasurer will divide duties and responsibilities among themselves and in consultation with the President.
- Assist the President and President Elect in development of the budget for the current year from the preceding three years data and prepare a monthly report of performance against the budget.
- The Treasurer will keep accurate record accounts on a computerized system with current software.
- The team will maintain accurate records of all receipts, expenses, reimbursable payment, timely deposits of contributions, individual records, etc.
- Make timely payment of outstanding bills and deposits.
- Year-end closing and timely generating tax statements for individual contributors.
- Acknowledge individual donations on receipts with a Thank you note within two weeks.
- Issue Pay rolls, file monthly and quarterly tax payment, workman comp, insurance, etc.
- Maintain copies of all receipts and expenses including checks and file with the deposit slips and/or reimbursement forms so it can be easily traced and audited when required.
- Reconcile bank statements monthly.
- Generate Monthly Financial Statements and provide copies to the President, Chair of the Finance Committee, and Chair of the Board.
- Collect the mails from P.O. Box and distribute as appropriate.
- One of the team members must attend every Sunday and on special events to collect and distribute the funds.
- Provide regular updates of dues paid to the President, Chair of Membership, Secretary of the Board, and Secretary of the Executive Committee.
- Must be familiar with accounting principles and software.
- Must be a dues paid member for preceding three years.
- Must believe and respects the Hindu religion.
- Transfer the data file and any other document at the end of the term to the incoming Treasurer.

Secretary of the Executive Committee

- Conduct correspondence as directed by the President.
- Maintain accurate record of the minutes of the Executive Committee meeting and distribute the minutes to the members of the Executive Committee as well as Chairs of various Committees appointed by the President.
- Maintain accurate list of all members (general and Board and life members).
- Send dues notices to all members in consultation with Treasurer and the Chair of Membership.
- Send an acknowledgement to donors for donations received each week.
- Develop and maintain a list of the inventory of the Temple assets.
- Be in charge of routine upkeep of the Temple and the Temple premises such as lawn maintenance service provider, security liaison, inside cleaning, audiovisual, lights upkeep, arrangement of chairs and tables for Sunday or special events, vacuuming the carpet, partitions, stage, etc. Coordinate with cleaning service provider and President. Consult with Chair of the Building Committee for any special need.
- Must be dues paying member for the preceding three years.
- Must believe and respects the Hindu religion.
- Transfer the data file and any other document at the end of the term to the incoming Secretary.

Editor

- Assemble the information in consultation with the EC for Publication in Jagriti/Email etc.
- Edit the information for accuracy and mail to the community regularly.
- Promote use of email for sending Jagriti and other communication.
- Must be dues paying member for the preceding three years. In case of a youth editor, the parents must be dues paying members.
- Must believe and respects the Hindu religion.

Priest

- Be dedicated to the Temple and its sustainability.
- Provide full time Priestly services.
- Report to the President of the Temple. Coordinate and communicate regularly with the President to insure smooth operation of the Temple and its activities.
- For emergency situation when President is not available, coordinate and communicate with President Elect or Chairperson of the Board or Chair of the Human Resource and Public Relations Committee. (Order of Hierarchy for decision process)
- Perform religious prayers daily.
- Keep the Temple open during regular Temple hours and be available to devotees.
- Perform Sunday services and services on religious holidays and events.
- Services for wedding for the children of the dues paying member shall be permitted however, the priest shall make an alternate arrangement to fulfill scheduled services of the Temple.
- Services required for funeral shall be permitted at any time however the notice shall be posted at the entrance of the Temple informing the devotees regarding non-availability of the Priest.
- Available to perform functions as requested by President.
- Support the interest and welfare of the Temple.
- Maintain a positive, productive, and cooperative working relationship with the devotees.
- To facilitate the reservation of the Services by devotees, maintain a logbook of services and engagement for private services either at the Temple or outside of the Temple.
- Is a spokesperson, in consultation with the President, representing the Temple to outside communities, religious organizations, schools and universities.
- Perform individual religious services on or off the Temple premises when it is not in conflict with the scheduled Temple activities.
- Maintain clean and neat the sanctuary area (area of the Temple up to the first partition) including deities and deity's area, dresses of deities, ornaments of deities etc. Maintain organized storage off additional deities ornaments and dresses.
- Maintain clean, neat and organized and oversee the cleanliness of the overall facilities of the Temple.
- Do not accept cash donations such as utensils, clothing, furniture, computers, printers, copy machines, cabinets, or decorative items from devotees for the use of the Temple unless authorized by the Building Committee and Human Resource and Public Relations Committee.
- Provide guidance and help to the Executive Committee and provide helping hand in various activities of the Executive Committee.

Executive Manager/Administrator

- Reports to the President of the Temple.
- Upholds the Constitution and By-Laws of the Temple.
- Must be supportive and respectful of the Hindu religion.
- Coordinate and communicate with the President and the Priest on a regular basis to insure smooth operations of the Temple.
- Publish monthly communication (Jagriti, E-mail etc) of the Temple in coordination with the Executive Committee.
- Maintain accurate records of accounts including receivables and expenses. Communicate in writing to the Treasurer weekly the financial status.
- Assist development of budget with the Treasurer and the President and reports to the President budget vs. actual every first week of the month.
- Maintains records of dues paying members. Assist the EC in recruiting new members as well as retention of the current members.
- Communicates with the various Committee Chairpersons as required the needs of the operations in terms of upkeep and maintenance of facilities and ground so that the Temple facilities are orderly and cleaned.
- Prepares public relations press releases with approval of the President and Chair of Human resources and Public Relations Committee of Board.
- Assist Priest for hosting visitors at the Temple or his visit to various organizations.
- Provide a written receipt to the donors immediately for every donation received and allocate the funds to its receptive categories in our accounting system.
- Participate in all Executive Committee meetings and other Committee meetings as directed by the President.
- Be available at the Temple during operating hours of the Temple and / or directed by the President.
- Maintain up to date list of members for distribution for communication. Work towards emailing the newsletter as well as communicating via e-mail every week about Temple activities.

Description of Standing Committee

The diversity is encouraged in the membership of the committee to bring fresh ideas, experience and approaches for the sustainability of the Temple.

The diversity includes various age groups, gender, and demographic and geographical representation. Create a visible diversity representation of membership. The candidates from the same family will be discouraged to serve on the same committee in order to achieve broader representation of membership. Duties and responsibilities and the committee structure of all standing committee of BOT were adopted at the BOT meeting on 09-11-2005.

Chairperson of Standing Committees of the BOT and EC

- Responsible to direct and manage activities of the committee as defined under description of the Standing Committees.
- Take active part in WCBOT or EC as a member of the team for better communication and coordination.
- Must believe and respects the Hindu religion.
- Must be dues paying member for preceding three years.

Archival and History Committee

Composition

The committee shall consist of a Chairperson and minimum four members.

Appointments

The Chairperson of the Board of Trustees in consultation with Vice Chairperson and Secretary of the Board of Trustees shall appoint the Chairperson from the current members of the Board of Trustees for a one-year term. The Chairperson may continue for the following year at the discretion of the Chairperson of the Board of Trustees for that year but cannot serve more than four years in order to promote diversity. The Chairperson will recruit minimum four members to serve on the committee. The recruitment from general membership is encouraged and shall not be limited to the board members. The Chairperson may decide to have additional members to broaden expertise and community involvement.

The committee will elect Vice Chairperson at their first meeting. The Vice Chairperson shall be a current member of the Board of Trustees. The Vice Chairperson may be asked to serve as continuity and to encourage succession.

All members of the committee must have paid their dues for the last three years and actively involved with the activities of the Temple.

Duties and Responsibilities

- Assemble the team and submit the list of members including Vice Chairperson at the first board meeting of the year.
- Define important documents, which may have to be achieved for better management and historical preservation.
- Review and determine any required modifications every year reflecting changing needs of the organization.
- Establish the process for collecting documents and photos, videos etc from various committees with a filing schedule. Communicate to the Chairperson of various committees for submitting the documents for filing.
- Establish a filing system so information can be easily retrieved by using computers, scanning and storing on the CD.
- Meet at least once each quarter. Schedule meetings in advance and notify the dates to the Chairperson of the Board of Trustees.
- Submit a written report to the board in the last quarter of the year.
- Publish at least one time per year the progress report in Jagriti/E mail etc as part of communication of activities of the board.

Building Committee

Composition

The committee shall consist of a Chairperson and minimum six members.

Appointments

The Chairperson of the Board of Trustees in consultation with Vice Chairperson and Secretary of the Board of Trustees shall appoint the Chairperson from the current members of the Board of Trustees for a one-year term. The Chairperson may continue for the following year at the discretion of the Chairperson of the Board of Trustees for that year but cannot serve more than four years in order to promote diversity.

The President of the Executive Committee of the current year will be a member.

The Chairperson will recruit minimum five additional members to serve on the committee. The recruitment from general membership is encouraged and shall not be limited to the board members. The Chairperson may decide to have additional members to broaden expertise and community involvement. The committee will elect Vice Chairperson at their first meeting. The Vice Chairperson shall be a current member of the Board of Trustee. The Vice Chairperson may be asked to serve as a Chairperson at the discretion of the Chairperson of the Board of Trustee in order to maintain continuity and encourage succession.

All members of the committee must have paid their dues for the last three years and actively be involved with the activities of the Temple.

Duties & Responsibilities

- Assemble the team and submit the loss of members including Vice Chairperson at the first Board meeting of the year.
- Responsible to oversee the maintenance and management of the Temple facilities including the home for the Priest.
- Maintain a list of all maintenance providers' contact name and phone number in the office for use by the members of the Executive Committee and the Priest.
- Develop the priority maintenance items with the budget for the year and submit to the Board for approval at the first Board meeting of the year.
- Develop and maintain master plan of the facilities. Recommend the improvement and/or expansion projects with the budget to the Board for consideration.
- Responsible to carry out modifications and/or expansion of the facilities when authorized by the Board.
- Develop and maintain rental policy and any other policy as required related to the facilities. Any new policy or the modification of the existing policy will require approval of the Board.
- Meet as required to manage the facility but no less than once each quarter. Schedule meetings in advance and notify the dates to the Chairperson of the Board of Trustees.
- Submit a written report to the Board at every meeting.
- Communicate with the Finance Committee as well as the Fund Raising Committee regarding needs of capital budget.
- Submit financial report to the Finance Committee for the Building Committee account every quarter in order for Finance Committee to prepare a consolidated statement.
- Publish the progress report twice per year in Jagriti/E-mail etc. as part of communication process of activities by the Board.

Constitution and Legal Committee

Composition

The committee shall consist of a Chairperson and a minimum of six members

Appointments

The Chairperson of the Board of Trustees in consultation with the Vice Chairperson and Secretary of the Board of Trustees shall appoint the Chairperson from the current members of the Board of Trustees for a one-year term. The Chairperson may continue for the following year at the discretion of the Chairperson of the Board of Trustees for that year but cannot serve more than four years in order to promote diversity.

The immediate past Chairperson of the Board of Trustees and immediate past President of the Executive Committee will be members.

The Chairperson will recruit minimum four additional members to serve on the committee. The recruitment from general membership is encouraged and shall not be limited to the Board members. The Chairperson may decide to have additional members to broaden the expertise and community involvement.

The committee will elect Vice Chairperson at their first meeting. The Vice Chairperson shall be a current member of the Board of Trustees. The Vice Chairperson may be asked to serve as a Chairperson at the discretion of Chairperson of the Board of Trustees in order to maintain continuity and encourage succession.

All members of the committee must have paid their dues for the last three years and actively involved with the activities of the Temple.

Duties and Responsibilities

- Assemble the team and submit the list of members including Vice Chairperson at the first Board meeting of the year.
- Be an interpretive authority in resolving any question from membership.
- Identify the problem areas where more definitive development and clarity is required and recommend the revision along with rationale to the Board for consideration prior to voting by the membership.
- Actively seek feedback from other committee for identifying the problem and it's solution.
- Research other constitution from similar organization and benchmark current constitution of the Temple for improvement.
- Meet at least once each quarter. Schedule meetings in advance and notify the dates to the Chairperson of the Board of Trustees.
- Submit a written report to the Board at every meeting.
- Publish the progress report twice per year in Jagriti/E-mail etc. as part of communication of the activities of the Board.

Finance Committee

Composition

The committee shall consist of a Chairperson, Vice Chairperson and a minimum of seven members

Appointments

The Chairperson and Vice Chairperson will be the Financial Custodian and Financial assistant to the Custodian.

The Treasurer of the Executive Committee, Chairperson of the Fund Raising Committee, President Elect of the Executive Committee and Vice Chairperson of the Board of Trustees of the current year will be members.

The Chairperson will recruit a minimum of three additional members to serve on this committee.

The recruitment from general membership is encouraged and shall not be limited to the Board members.

The Chairperson may decide to have additional members to broaden expertise and community involvement.

All members of the committee must have paid their dues for the last three years and be actively involved with the activities of the Temple.

Duties and Responsibilities

- Assemble the team and submit the list of members at the first Board meeting of the year.
- Manage the overall financial status of the Temple.
- Insure that the Treasurer maintains a computerized accounting system with appropriate categories for the revenue and expenditure and individual contributions.
- Insure that the Treasurer issue the yearly tax statements identifying individual contributions.
- Compile the list of eligible incoming Board of Trustee and inform the Chairperson and Secretary so they are formally invited to attend and participate in the Board meeting.
- Compile list of active, inactive and life members of the Board every year in consultation with the Treasurer and submit to the Secretary and the Chairperson of the Board at the first Board meeting of the year.
- Establish a policy for special funds, transfer of the surplus funds from any special projects and events, number of bank accounts and investment accounts.
- Submit at every Board meeting a written report of the financial status and provide a comparison with previous year performance.
- Develop yearly budget in collaboration with the Executive Committee and submit to the Board for approval at the first Board meeting of the year.
- Meet at least once each quarter to discuss the financial performance and recommend appropriate corrective action to the Board for consideration. Schedule meeting in advance and notify to the Chairperson of the Board of Trustees.
- Make investment decisions and report at every meeting of the Board its status and performance.
- Develop future financial needs with the input from the Executive Committee and Building Committee and increasing the endowment fund.
- Conduct every year internal audit of accounts and submit a consolidated financial statement to the Board by July Board meeting.
- Conduct outside audit by a certified accountant every other year and submit the consolidated financial report to the Board by July Board meeting in which audit is performed.
- Present financial report at the annual General Body meeting.
- Recommend to the Board for transferring specific amount of funds from operating account at the end of the year.
- Publish the financial report for the year in the Jagriti/E-mail etc. as part of communication of the activities of the Board.

Fund Raising Committee

Composition

The committee shall consist of a Chairperson and a minimum of six members.

Appointments

The Chairperson of the Board of Trustees in consultation with the Vice Chairperson and Secretary of the Board of Trustees shall appoint the Chairperson from the current members of the Board of Trustees for a one-year term. The Chairperson may continue for the following year at the discretion of the Chairperson of the Board of Trustees for that year but cannot serve more than four years in order to promote diversity.

The Chairperson will recruit a minimum of six members to serve on the committee. The recruitment from the general membership is encouraged and shall not be limited to the Board members. The Chairperson may decide to have additional members to broaden expertise and community involvement. The committee will elect the Vice Chairperson at their first meeting. The Vice Chairperson shall be a current member of the Board of Trustees. The Vice Chairperson may be asked to serve as a Chairperson at the discretion of the Chairperson of the Board of Trustees in order to fill and maintain continuity and to encourage succession.

All members of the committee must have paid their dues for the last three years and be actively involved with the activities of the Temple.

Duties and Responsibilities

- Assemble the team and submit the list of members including Vice Chairperson at the first Board meeting of the year.
- Organize the fund raising event focusing on priority projects approved by the Board.
- No other parallel fund raising efforts will be permitted unless approved by the Fund Raising Committee in order not to dilute the focused effort by the committee.
- Coordinate with the Executive Committee for fund raising events and projects.
- Plan activities for fund raising involving broader participation of our community.
- Plan special activities for fund raising with the Executive Committee, which attracts other communities.
- Meet at least once each quarter. Schedule the meetings in advance and notify the dates to the Chairperson of the Board of Trustees.
- Submit the report at every Board meeting on the status of fundraising and planned activities.
- Publish two to three times per year the progress report in the Jagriti/E-mail etc. as part of communication of activities of the Board.

Human Resources and Public Relations Committee

Composition

The Committee shall consist of a Chairperson, and a minimum of six members.

Appointments

The Chairperson of the Board of Trustees in consultation with the Vice Chairperson and Secretary of the Board of Trustees shall appoint the Chairperson from the current members of the Board of Trustees for a one-year term. The Chairperson may continue for the following year at the discretion of the Chairperson of the Board of Trustees for that year but cannot serve more than four years in order to promote diversity.

The Secretary of the Executive Committee and the Secretary of the Board of the current year will be members.

The Chairperson will recruit a minimum of four additional members to serve on the Committee. The recruitment from general membership is encouraged and shall not be limited to the Board members. The Chairperson may decide to have additional members to broaden expertise and community involvement.

The Committee will elect a Vice Chairperson at their first meeting. The Vice Chairperson shall be a current member of the Board of Trustees. The Vice Chairperson may be asked to serve as continuity and to encourage succession.

All members of the Committee must have paid their dues for the last three years and be actively involved with the activities of the Temple.

Duties and Responsibilities

- Assemble the team and submit the list of members including the Vice Chairperson at the first Board meeting.
- Recommend the revision to the employment contract of the Priest. The recommendation to be presented for approval at the November meeting of the Board.
- Research and decide the health care options for full time employees.
- Develop job description of all members of the Executive Committee and the officers of the Board. Submit the job description to the Board for approval. Review and update as required each year with Board approval to reflect changing need of the community.
- Maintain and display as appropriate documentation required by governmental agencies such as but not limited to workman compensation, civil rights, privacy, employment guidelines, and contract employee guidelines.
- Responsible to manage the community relations including but not limited to press releases, media releases, and projecting cultural and religious heritage. Develop the internal processes and methodology for better communication between members, Executive Committee, the Board of Trustees, and various committees.
- Develop the process for the feedback from membership in view of services and activities and identify new activities needed by the membership.
- Meet at least once each quarter. Schedule meetings in advance and notify the dates to the Chairperson of the Board of Trustees.
- Submit a written report at every Board meeting.
- Periodically publish the report in Jagriti/E-mail etc. as a part of communication of activities of the Board.

Nomination Committee

Composition

The committee shall consist of a Chairperson and a minimum of six members

Appointments

The Immediate past Chairperson of the Board of Trustees will serve as a Chairperson of the Nomination Committee.

Current Chairperson of the Board of Trustee, current President of the Executive Committee and Chairperson of the Constitution and Legal Committee will be members.

The Chairperson will recruit three additional members to serve on the committee. The recruitment from the general body is encouraged and shall not be limited to the Board members.

The Chairperson may decide to have additional members to broaden expertise and community involvement.

All members of the committee must have paid their dues for the last three years and be actively involved with the activities of the Temple.

Duties and Responsibilities

- Assemble the team and submit the list of members at the first Board meeting of the year.
- Recognizing the succession practice for the nomination of the officers of the Board of Trustees normally will require a nomination of Secretary. However, the nomination of the Chairperson, Vice Chairperson, and the Secretary for the Board of Trustees will be required.
- Nomination for the Executive Committee shall be prepared and be presented at the annual General Body meeting. The nomination process shall follow the similar succession process for the Board to maintain continuity. However, the nomination for the President, President Elect, Vice President, Secretary, and the Treasurers will be required.
- Develop a process for the nomination as well as election for Executive Committee and the officers of the Board and the time schedule.
- The Chairperson will request approval of the nominated candidates for the Executive Committee at the annual General Body meeting or notify if election will be required.
- Nomination must be sought in accordance with the time schedule for improving diversity. The candidates should have provided services to the Temple in some capacity thru committee assignment and willing to serve in succession. The candidates must have paid their duties for the last three years.
- Nomination Committee will determine whether election by a ballot will be required in case more than one candidate is seeking to serve for any one position.
- Nomination Committee will meet and discuss with each candidate and work out the compromise to avoid the election if possible.
- Chairperson of the Committee will present the slate of willing candidates for the Board of Trustees at the September Board meeting for ratification or notify if election will be required.
- In case of election, the Nomination Committee will send out via mail a ballot, which has to be returned within two weeks. The election process shall be completed prior to the November Board meeting for both the Executive Committee and the Board of Trustees.
- Chairperson of the committee shall order the appreciation plaques for outgoing President and the Chairperson of the Board of Trustees immediately after the November Board meeting.
- Chairperson of the Nomination Committee will formally install the newly elected officers for both the Executive Committee and the Board in January of each year, as well as present the plaques to the outgoing President and the Chairperson of the Board of Trustees at the January meeting.

Strategic Planning Committee

Composition

The committee shall consist of a Chairperson and a minimum of twelve members

Appointments

The Chairperson of the Board of Trustees in consultation with the Vice Chairperson and Secretary of the Board of Trustees shall appoint the Chairperson from the current members of the Board for one year. It is recognized that this being a strategic and long range planning committee the Chairperson should *preferably* continue for more than one year so the continuity in thought process is maintained. However, the Chairperson may continue for the following year at the discretion of the Chairperson of the Board of Trustees for that year but cannot serve for more than four years in order to promote diversity.

The Chairperson of the Human Resources Committee, the Chairperson of the Finance Committee, the Chairperson of the Building Committee, the Chairperson of the Constitution and Legal Committee, the Chairperson of the Fund Raising Committee, immediate past Chairperson of the Board of Trustees, and the immediate past President of the Executive Committee, will be members.

The Chairperson will recruit a minimum of five additional members to serve on the committee. The recruitment from general membership is encouraged and shall not be limited to the Board members. The Chairperson may decide to have additional members to broaden expertise and community involvement. The committee will elect the Vice Chairperson at their first meeting. The Vice Chairperson shall be a current member of the Board of Trustees. The Vice Chairperson may be asked to serve as a Chairperson at the discretion of the Chairperson of the Board of Trustees in order to maintain continuity and to encourage succession.

All members of the committee must have paid their dues for the last three years and be actively involved with the activities of the Temple.

Duties and Responsibilities

- Assemble the team and submit the list of members including the Vice Chairperson at the first Board meeting of the year.
- Develop a written Strategic Plan for the Temple.
- Identify the process and methodology for the long term sustainability of the Temple in view of financial, endowment, facilities upkeep and expansion, balance of the land utilization, involving next generation and youth, activities and services for members, public relations and communication and outreach programs for the community in general.
- Identify additional effort and modification to the duties and responsibilities required by other committee in implementing the strategic plan.
- Develop business plan (operating guidelines) for the Temple encompassing both Executive Committee and Officers of the Board of Trustees. For a long-range sustainability of the Temple, the development of sound organization and management structure thru business plan and operation guideline is very essential as we grow in size and operating budget. Submit for approval by the Board.
- Each year review and update the business plan (operations guidelines) as required reflecting changing need of community and submit for approval by the Board.
- Meet as many times as required but no less than once each quarter. Schedule meetings in advance and notify the dates to the Chairperson of the Board of Trustees.
- Submit a written report and make a presentation at every Board meeting.
- Publish the progress report at least twice per year in the Jagriti/E-mail etc. as part of communication of the activities of the Board.

Festival Committee

Composition

The Committee shall consist of a Chairperson and a minimum of eight members.

Appointment

The President of the EC in consultation with the Vice President and the President Elect shall appoint the Chairperson from the current members for a one-year term. The Chairperson may continue for the following year at the discretion of the President of EC but cannot serve for more than two years.

The President of the EC of the current year, Treasurer and Priest will be a member.

The Chairperson will recruit a minimum of five additional members to serve on the committee. The Chairperson may decide to have additional members to broaden the expertise and community involvement.

All members of the committee must have paid their dues for the last three years and be actively involved with the activities of the Temple.

Duties and Responsibilities

- Assemble the team and submit the list of members to the President.
- Appoint various Chairperson such as Souvenir Book and Advertisement, Telephone Directory, Puja Sponsors, Cultural Program, Exhibit Booth and Vendors, Food, Publicity, etc.
- All Chairpersons for different activities may recruit additional members as required to serve with them.
- All Chairpersons shall insure that all the participating individuals (parents in case of children) in the festival activities are current members of the Temple.
- Conduct the committee meeting for coordination and communication as required.
- Establish budget and revenue goals in consultation with EC.
- Collect all receivables from vendors, sponsors and advertisers and coordinate with the Treasurer for deposit as well as sending invoices.
- Insure that the Temple facilities including the parking areas are cleaned and repaired after the festival.
- Submit the final reconciliation to the EC including lessons learned for future reference.

Hospitality Committee

Composition

The Committee shall consist of a Chairperson and a minimum of six members.

Appointments

The President of the EC in consultation with the Vice President and the President Elect shall appoint the Chairperson from the current members for a one-year term. The Chairperson may continue for the following year at the discretion of the President of EC but cannot serve for more than two years.

The Vice President of the EC of the current year will be a member.

The Chairperson will recruit a minimum of five additional members to serve on the committee. The Chairperson may decide to have additional members to broaden expertise and community involvement. All members of the committee must have paid their dues for the last three years and be actively involved with the activities of the Temple.

Duties and Responsibilities

- Assemble the team and submit the list of members to the President.
- Appoint various Chairpersons such as Chairperson for Food Sponsor for a month, Puja Sponsors, and coordination of major events as well as during festival.
- All Chairpersons for different activities may recruit additional members as required to serve with them.
- Conduct regular meeting for coordination and communication as required.
- Insure that the kitchen is cleaned and organized and food served in orderly and hygienic environment.
- Provide budget to the President for utensils replacement or refurbishment of any equipment.
- Organize and upkeep store rooms containing paper products and other cleaning supplies.
- Maintain adequate paper product supply.
- Insure thru cleaning professional that all the interior of the facility including the Temple, tree area (between two partitions), Hall, stage, green room, office, foyer, shoe room, rest rooms, etc. are cleaned and maintained. All surplus items shall be stored appropriately to avoid any cluttering.
- Insure that the Sanctuary area and the closets are cleaned and maintain in coordination with the Priest so as to reflect a pristine environment. All surplus items shall be stored to avoid any cluttering.
- Insure that all exterior areas of the Temple grounds are cleaned, lawn mowed and shrubs trimmed thru lawn care, snow removal and ground maintenance services.
- Organize and maintain the storage of trailer at the back as well as mechanical and electrical room area. Coordinate with the Priest and the Building Committee.
- Submit the final report at the end of the year to the EC including lessons learned for future reference.

Outreach Committee

Composition

The Committee shall consist of a Chairperson and a minimum of four members.

Appointment

The President of the EC in consultation with the Vice President and President Elect shall appoint the Chairperson from the current members for a one year term. The Chairperson may continue for the following year at the discretion of the President of EC but cannot serve more than two years.

There shall be one regular member (not a member at large) from the Board of Trustee.

The Chairperson will recruit three additional members to serve on the Committee. The Chairperson may decide to have additional members to broaden expertise and community involvement.

All members of the Committee must have paid their dues for the last three years and be actively involved with the activities of the Temple.

Duties and Responsibilities

- Assemble the team and submit the list of members to the President.
- The Committee will receive budget allocation for Outreach Committee.
- The Committee shall identify the organization for consideration of contribution from the Temple and decide the distribution to be provided around third quarter of the year.
- The following shall be considered in deliberation for allocation:
 1. Maximum exposure to the Temple.
 2. Maximum humanitarian benefit.
 3. Encourage youth/students for higher education by providing scholarship.
 4. No organizations shall be given more than 20% of the allocated budget of this Committee.
 5. No annual commitment to any organization and shall be considered every year.
 6. Conduct the Committee meeting for coordination and communication as required.
 7. Must have a written request to the President of EC for funding from the organization identifying specific program or intended use of funds.
- Submit the final reconciliation to the EC including lessons learned for future reference and future improvement.

Youth Group

General

- Members of the youth group shall elect Chairperson, Vice Chairperson and Secretary/Treasurer. Submit the list of officers to the President of EC.
- Children between 12 and 18 as of June 30th of the year will be eligible to be members of the Youth Group. Must be residing with parents who are members of the Temple.
- No dues are required.
- Eligible to vote in the Youth Group activities.
- Chairperson of the Youth Group shall be part of the Executive Committee and will be eligible to vote on all EC matters.

Duties and Responsibilities

- Establish a list of activities for the year and approximate the cost with each activity.
- The suggested activities including but not limited to are:
 1. Sports such as volley ball, basketball, baseball, tennis, etc. Activities on the Temple grounds are encouraged.
 2. Cultural activities like the music program, participation in cultural program at religious events and festival.
 3. Education activities such as languages, religious studies, seminar, preparation for SAT/ACT.
 4. Social activities such as picnic, valentines dance.
 5. Volunteering at the Temple.
 6. Communication-space reserved in Jagriti for the group.
- EC shall fund these activities as appropriate and appoint liaison persons from EC to help and guide.
- The group shall participate in all the activities of the Temple.
- Submit the final report at the end of the year to the EC including lessons learned for future reference.