

**Bylaws of**  
**Northwest Indiana Hindu Religious Center**  
**A Not for Profit Corporation**  
**8605 Merrillville Road**  
**Merrillville Indiana 46410**

**Article I Preamble**

1. The name of the corporation following this amendment to the Article of Incorporation is Northwest Indiana Hindu Religious Center, Inc.
2. The date of incorporation is September 19, 1995.
3. The Corporation shall maintain a registered office within the State of Indiana. 8605 Merrillville Road, Merrillville, Indiana, 46410.
4. Said Corporation is organized exclusively for purpose of charitable, religious, educational, and scientific activity. The making of distributions to Corporations that qualify as exempt Corporations under section 501(c) (3) of the Internal Revenue Code, or corresponding Section of any future federal tax code.

**Article II Purpose and objectives**

This Not for Profit Corporation shall be chartered with the State of Indiana for the purpose and objectives stated in the articles of incorporation and stated herein under:

1. To provide a place of worship for the followers of the Hindu Religion in Northwest Indiana. To provide a place for sharing the Hindu culture with our children and community. To provide a place for the education of children and adults about the Hindu Culture and religion.
2. To provide for individuals who have faith in or who believe in Hindu religion as a place of worship, and where they may administer religious functions, which will enable the members to introduce their religion to their children, friends, and the generations to come
3. To serve and fulfill the educational, religious, and cultural needs of the Hindu Community of Northwest Indiana.
4. To do charitable work and help the poor, distressed, and needy people.
5. To coordinate and cooperate with other similar organizations in their activities and programs of mutual interest.
6. To foster, promote, and encourage goodwill and understanding through cross-cultural activities.
7. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and

distributions in furtherance of the purpose clause hereof. No part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate of public office. Notwithstanding any other provision of this document, the corporation shall not carry on any other activities not permitted on(a) by any corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code.

### Article III Members

#### 1. Classes of Members and eligibility requirements.

##### A. Honorary Membership

B. There shall be three classes of voting members:

- a. Life Membership: \$1,250.00.
- b. Patron Membership: \$6,000.00
- c. Trustee Membership: \$13,500.00

i.

In order to become a **Life member** in good standing, the member will pay the full amount or pledge and will pay \$150 in the first year and agree to make a check-o-Matic minimum payment of \$20 a month or make a lump sum payment of \$240 per annum. Membership will be given only after the full payment is made.

**When one applies to become a member** by a pledge or by full payment, the board often checks the membership level and award the membership upon receiving full payment if all other requirements for the Membership in the organization are fulfilled.

Once an eligible member fulfills the obligations of being a life member, he/she can apply to the next higher level of membership by fulfilling the membership requirements for that class of membership. Such members will not have voting rights in the upgraded respective category until the entire pledged amount for that category is fulfilled. However, they are eligible to attend the annual meeting and deliberate the issues. Furthermore, they will be entitled to the other benefits available as members in the respective category.

ii. The General Body, at the recommendation of the Board of Trustees, could revise the amounts from time to time.

iii. The Board of Trustees can appoint any person as an Honorary Trustee/Member for a period of two years. The Honorary Trustee can attend the meetings, but will not enjoy the powers of Trustee Board, not shall constitute a quorum, and shall have no voting power. Any person who practices **and highly respects the Hindu Religion and/or affiliated religions**, such as Jainism, Buddhism, Zoroastrianism Sikhism and **resides in the Northwest Indiana** or its immediate surrounding areas at the time of initial application shall be eligible for membership in this Corporation.

#### 2. Voting Rights

All regular members shall have the right to vote based on their membership in their respective category. New members who have been granted membership having fulfilled the appropriate

payment will have a **waiting period of 60 days** before they are eligible to vote in the respective category.

3. **Termination of Membership OR the removal of an elected member from the office**

The Board of Trustees by an affirmative vote of two-thirds majority may remove a member from the organization for cause or remove a member from the elected position on the Executive Committee or Trustee Board after appropriate consideration. **The process for the removal is outlined in Appendix B.**

4. **Resignation**

Any member may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member so resigning of the obligation to pay any commitments (financial or otherwise) or other charges thereto accrued and unpaid.

5. **Transfer of Membership**

Membership in this Corporation is not transferable or assignable. However, for a Trustee who has donated at least \$25000.00 over a period of ten (10) years, upon his or her death, a surviving spouse may assume the Trustee Membership. Such a request must be initiated within 3 years of his/her passing. If he/she is already such a Trustee, the membership may be passed one time on to one of the direct decedents of the family as designated by the said surviving spouse or consensus of the children of that family. Upon reaching such a consensus amongst the family, member desiring of the Trusteeship will reach out to the President of the Executive Committee or Chairman of the Trustee Board and send application with affidavit of above-mentioned consensus. He or she will be given the Trusteeship if that person is otherwise qualified for the same.

6. **Junior Membership:** Members who have paid dues and are below 18 years of age will be under junior membership category. Only members 18 years of age or over can vote.

7. **Application of the Donations to the Membership.** Any donation made to North-West Indiana Hindu Religious Center, including Priestly or other services will be credited towards life member/Patron /or trustee obligations. However, for a member to remain in good standing he or she must continue to meet all the requirements as stipulated in By Laws.

Person applying for the **new membership** will upon request be able to consider the eligible **donations already made in the year of application** as valid payment towards fulfillment of their membership if they are otherwise qualified. To apply the aforementioned funds to their own existing membership or that of an eligible family member, the **donating member should contact the President of the Executive Committee** or the **Chairman of the Trustee Board within three fiscal years of the donation.**

### **Article IV Executive Committee**

1. **The administration of the Corporation shall be vested in an Executive Committee.** It is made of thirteen (13) members of Corporation who will be known as Officers. The Executive Committee reports to the Board of Trustees. The Executive Committee shall be comprised of The President, Past president President-Elect, Secretary, Treasurer, as well as the Chairman of Devalaya and Chairman of

the Hall Committee and additional SIX (6) members of the Executive Committee. **FIVE** members of the Executive Committee shall be elected by all members (annual, life, patron, and trustee members) every year by majority vote, for a term of two years. **Temple Committee chair and Hall Committee chair** are part of the Executive Committee. They shall be nominated by the President elect just prior to start of his/her term as the President for a period of two years from amongst the elected members of the Executive Committee along with the Secretary and Treasurer of the Executive Committee. The Chairman designate for the Devalaya and Hall should have served on the Executive Committee or the respective committee for one year.

2. **The election of the Executive Committee members** shall be held by secret ballot system by a Nominating/Election Committee (**Article XII-A**). This Election Committee shall notify regarding the election at least **eight (8) weeks** before the election. Other nominations duly proposed and seconded shall be accepted no later than **four (4) week** prior to the election.
3. **The President of the Indian Medical Association of Northwest Indiana** shall be an ex-officio member of the Executive committee. He/She may participate in deliberations without the voting rights.
4. **Meetings and quorum**  
The Executive Committee shall be responsible for the day-to-day operations and shall meet from time-to-time or a **minimum of four (4) times a year**. The executive committee shall follow the rules and regulations for day-to-day operations. One-third (1/3) of voting members present will form a quorum for the executive Committee. Members present will form a quorum for the General body and all trustees meetings.
5. **The term of the executive Committee Members**  
The term of all members of the Executive Committee shall be for two years.
6. **Qualifications for the Executive Committee.**
  - a. Members cannot be less than 21 years of age.
  - b. Members will be legal residents of the United State of America.
  - c. Candidates for the Executive Committee must be fully paid Life member in good standing for at least one year.
  - d. Any person wishing to be eligible for President or Chairman of the Board of Trustees must have served on the Executive Committee or the Board of Trustees for at least 2 years.
7. **Replacing a member on the Executive Committee**
  - a. If a **vacancy arises in the board of trustees or in the executive Committee**, the chairman of the board of trustees or the president of the executive committee respectively will nominate a qualified member to fill the vacancy **in the respective body within 60 days of such a vacancy**. The newly nominated member shall serve the remaining term of the member being replaced.
  - b. In case of the **vacancy for the position of the President Elect of the Executive Committee** the vacancy will be filled by the **interim Election within 90 days from the effective date of resignation conducted by the Election and Nomination Committee where all eligible life, patron and trustee members will vote**. The election committee shall notify regarding the interim election at least 8 weeks before the interim election. The nominations for the president elect shall be accepted no later than 4 weeks prior to interim election.

## **Article V Duties and powers of the officers of the Executive Committee**

### **1. President**

The President shall be the Principal Executive officer of the Executive Committee. He shall be in charge of the business and affairs of the Corporation; he shall see that the resolutions and directives of the Executive Committee and the Board of Trustees are carried into effect except in those instances in which that responsibility is assigned to some other by the respective Board or Committee; and in general, he shall discharge all duties incident to the office of the President and such other duties as may be prescribed by the Boards. The President or his appointee shall attend the meeting of the Board of Trustees and shall serve as a liaison between the Board of Trustees and Board of Directors. He shall not enjoy the powers of Trustees except the specific powers associated with his duties and responsibilities. In the absence of the President-Elect, Hall committee chair, or Temple Committee Chair or in the event of his disability, the President fulfills their role or may delegate specific authority to any other specified Executive committee members or trustee board member. Such delegation shall be specific as to the delegated authority.

### **2. President-Elect**

The President-Elect will assume the position of the President upon the completion of his two year term as the President Elect. He shall assist the President in the discharge of his duties as the President may direct and shall perform such other duties from time to time that may be assigned to him by the **President or by the Trustee Board or the Executive Committee**. In the absence of the President or in the event of his inability or refusal to act, the President-Elect shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

The President-Elect represents the Corporation and coordinates activities of mutual interest with other similar organizations.

### **3. Secretary**

The Secretary of the Executive Committee is appointed from amongst the elected members of the Executive Committee prior to start of his term as the President by the President Elect of the Executive Committee. The Secretary shall record the minutes of meetings of the members of this Executive Committee in one or more books provided for that purpose, see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; keep a register of the post office address which shall be furnished to the Secretary by such member; he shall be responsible for informing the members about events of interest to them and perform all the duties incident to the office of the Secretary and such other duties as from time to time may be assigned to him by the President or by the Board.

### **4. Treasurer**

The Treasurer of the Executive Committee is appointed from amongst the elected members of the Executive Committee prior to start of his term as the President by the President Elect of the Executive Committee. The Treasurer shall (a) have charge, custody of and be responsible for the maintenance of adequate books of accounts for the Executive Committee (b) have charge and custody of all funds and securities allocated for operation of the Executive Committee, and be

responsible for the receipt and disbursement thereof (all disbursements shall be made only after the same has been sanctioned by the Executive Committee) and (c) perform all the duties incident to the office of Treasurer and such other duties from time to time as may be assigned to him by the President or by the Board. He shall prepare event wise reports and statements of the financial activities and report to the Board. He shall participate in financial negotiations and transactions pertaining to the Corporation as assigned by the President.

## **Article VI Trustees**

### **1. Eligibility for Trusteeship**

A person who is a legal resident of the U.S.A. is eligible for Trusteeship provided:

- a. He donates a cumulative sum of \$13,500.00 or more over a period of 5 years with \$3,500 payable initially and \$2,500 payable every year (by June 1) in the subsequent 4 years. A simple majority of all the trustees may revise these amounts from time to time.
- b. He shall be a life member of the Corporation.
- c. A person who practices Hindu Religion and /or affiliated religions, such as Jainism, Buddhism, Zoroastrianism, Sikhism will be eligible to apply for a trustee membership.
- d. The Board of Trustees shall approve all applications for membership.

### **2. Functions and powers of the board of trustees**

- a. The Power and responsibilities of the Board of Trustees are subject to the best interest of the Corporation, its purpose, its objectives, and requirements of its tax-exempt Internal Revenue Service Section 501 (C) (3) status. One third of the Trustee Board members will constitute a quorum for the Trustee Board
- b. The Board of Trustees is totally responsible for the operations of the religious Center, and any decision made by the Board of Trustees will supersede the decisions of the Executive Committee. They shall handle all insurance needs, mortgage payments, employment, salaries, and capital projects.
- c. The Board of Trustees may receive and accept property, whether real, personal, or mixed by way of gift, bequest or devise from any person, firm trust or corporation to be held, administered and disposed of in accordance with the bylaws, but no gift bequest or devise of any such property shall be received and accepted if it is conditioned and limited in such a manner as to require the disposition of the income or its principal to any person or any organization other than a “charitable and or religious organization” or for other than “charitable purposes” within the meaning of such terms as defined by the Internal Revenue Service, or as in the opinion of the Board of Trustees shall jeopardize the Federal Income Tax Exemption of this Corporation pursuant to Section 501 (C) (3) of the Internal Revenue Code as now force or afterwards amended.

- d. The principal and the income of all property received and accepted by the Board of Trustees shall be deposited in the Corporation, and the Board of Trustees may make payments or distribution from income or principal, or both, to or for the use of such charitable and religious organization purposes of the Corporation as the Board of Trustees shall from time to time select and determine.
- e. Board of Trustee is responsible to invest and reinvest the principal and income of the Corporation in such property, real, personal or mixed and in such a manner as they shall deem proper, subject to prudent man investment standard and from time to time to change investments as they shall be advisable to invest in or retain any stocks, bonds, notes, obligations or personal or real property. No principle or income, however, shall be loaned, directly or indirectly, to any Trustee or to anyone else, Corporate or otherwise, who has at any time made a contribution of this Corporation, nor to anyone except on the basis of an adequate interest charge and with adequate security. The Board of Trustees is empowered:
  - i To sell, lease or exchange any personal, mixed, or real property, for such consideration and on such terms as to credit or otherwise, and to make such contract and enter into such undertakings relating to the Corporation property, as they consider prudent and advisable.
  - ii To borrow money for such periods, at such rates of interest, and upon such terms as the Board of Trustees shall consider prudent and advisable, and as security for such loans to mortgage or pledge any real or personal property with or without the power of sale, to acquire or hold any real or personal property, subject to any mortgage or pledge on or of the property acquired or held by this Corporation.
  - iii To execute and deliver deeds, assignments, transfers, mortgages, pledges, leases, covenants, contracts, promissory notes, releases, and other instruments, sealed or unsealed, incident to any transaction in which the Corporation engages.
  - iv To employ a bank or trust company as custodian of any funds or securities and to delegate to it such powers as they deem appropriate; to keep any or all of the Corporation property or funds in any place or places in the United States of America; to employ clerk, accountants, investment counsel, investment agents, and any special services and to pay the reasonable compensation and expenses of all such services.
  - v The Board of Trustees and in the individual Trustee's powers is the purposes of this Corporation as specified in the articles of incorporation and Article II of the bylaws.

### **3. Board of trustees**

#### **a. Qualifications for the Trustee Board Member**

- i. Members will not be less than 21 years of age.
  - ii. Members will be legal residents of the United State of America.
  - iii. Candidates for the Trustee Board must be fully paid **Trustee member** in good standing at least for one year.
  - iv. After the first six years, any person wishing to be eligible for Chairman of The Board of Trustees must have on the Board of Trustees for at least 2 years.
  - v. Election and Nominations Committee will **consider election of one Patron Member**, when possible, every year for the open positions on the Trustee Board **allowing only up to three Patron members to be the part of the Trustee Board at a time. If there are more than one Patron member contesting election for the seat on the Board of Trustees both the Patron members and Trustee members of the organization shall vote for the seat from amongst the Patron Members.**
- b. **Composition of The Board of Trustees** will consist of the Chairman, Vice Chairman, Past Chairman and Nine Trustee Board Members.
- i. The Vice Chairman will become chairman at the end of two years term. Vice Chairman will be elected by all Trustees with a simple majority vote for a period of two (2) years. The Vice Chairman will assume the position of chairman after the term of the current Chairman is over.
  - ii. If a vacancy arises in the board of trustees the chairman of the board of trustees will nominate a qualified member to fill the vacancy **within 60 days of such a vacancy**. The newly nominated member shall serve the remaining term of the member being replaced.
  - iii. **In case of the vacancy for the position of the Chairman elect of the Trustee Board** the vacancy will be **filled by the interim Election within 90 days** from the date of resignation, conducted by the Election and Nomination Committee where all eligible patron and trustee members will vote. The election committee shall notify regarding the interim election at least 8 weeks before the interim election. The nominations for the Chairman elect shall be accepted no later than 4 weeks prior to interim election.
  - iv. Nine (9) other members will be elected in a staggered fashion. Each year one of the member being considered for election shall be a patron member allowing up to three Patron Members to serve on the Trustee Board at any time.
  - v. The Treasurer and the General Secretary will be appointed by the Chairman **from the elected Board of Trustees**.
  - vi. The election for the board of trustees shall be held by secret ballot system by the election committee as outlined in Article XIII\_B. The election committee shall notify regarding the election at least four (8) weeks before the election. Nominations duly proposed and seconded shall be accepted no later than four week prior to the election.
- c. **Meetings and Quorum**
- A regular meeting of the Board of Trustees shall be held at the registered office unless otherwise notified. The Board of Trustees may provide by resolution the time and place, for holding additional regular meetings of the Board. The Board may have one regular meeting each month, but in no event, shall there be less than two (2) regular Board meetings in any fiscal year. These

meetings may be called by the Chairman, General Secretary or by any four (4) members of the Board of Trustees. One-third (1/3) of voting members present will form a quorum for the Trustee Board.

## **Article VII Duties and powers of the Board of trustees**

### **1. Chairman**

The Chairman shall be the Principal Executive Officer of the Trustee Board. He shall be in charge of the business and affairs of the Corporation; he shall see that the resolutions and directives of the Board of Trustees are carried into effect except in those instances in which that responsibility is assigned to some other by the Boards; and, in general, he shall discharge all duties incident to the office of the Chairman and such other duties as may be prescribed by the Board. In the event of a tie in the Board of Trustees meeting the Chairman shall have the additional tie breaking vote, except in those instances in which the authority to execute expressly prescribed by the Board or these bylaws, he may execute for the Corporation any contract, deeds, mortgages, bonds or other instruments which the Board has authorized to be executed, and he may accomplish such execution either under or without the seal of the Corporation and with the General Secretary, or any existing member of the Board thereunto authorized by the Board. In the absence of the Vice Chairman or in the event of his disability, the Chairman may delegate specific authority to any other specified Trustee. Such delegation shall be specific as to the delegated authority and be in writing.

### **2. Vice Chairman**

The Vice-Chairman shall assist the Chairman in the discharge of his duties as the Chairman may direct and shall perform such other duties from time to time may be assigned to him by the Chairman or by the Board. In the absence of the Chairman or in the event of his inability or refusal to act, the Vice Chairman shall perform the duties of the Chairman, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairman. The Vice Chairman represents the Corporation and coordinates activities of mutual interest with other similar organizations.

### **3. General Secretary of the Trustee Board**

The General Secretary is selected by the Chairman of the Trustee Board at the start of his/her term. The General Secretary shall record the minutes of the meetings of the members of this Trustee Board in one or more books provided for that purpose, see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be the custodian of the Corporate record and of the seal of the Corporation; he shall perform all the duties incident to the office of the General Secretary and such other duties as from time to time may be assigned to him by the Chairman or by the Board.

### **4. Treasurer of the Trustee Board**

The Treasurer of the Trustee Board is selected by the Chairman of the Trustee Board at the start of his/her term. The Treasurer shall (a) have charge, custody of and be responsible for the maintenance of adequate books of accounts for the Trustee Board; (b) have charge and custody of all funds and securities allocated for the operation of the Trustee Board, and be responsible for

the receipt and disbursement thereof (all disbursements shall be made only after the same has been sanctioned by the Board) and (c) perform all the duties incident to the office of Treasurer and such other duties from time to time as may be assigned to him by the President or by the Boards. He shall prepare reports and statements of the financial activities and report to the Board. He shall participate in financial negotiations and transactions pertaining to the Corporation as assigned by the Boards.

## **Article VIII**

### Contracts, Checks, Deposits, Gifts, Audits, and Net Earnings.

#### **1. Contracts**

The Board of Trustees may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these bylaws to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation and such authority may be general or confined to specific instances.

#### **2. Financial Instruments**

All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner, as shall from time to time be determined by resolution of the Boards. In the absence of such determination by the Boards, such instruments shall be signed by any the following officers:

- a. Chairman and treasurer from the Board of Trustees for its accounts.
- b. President, Secretary and Treasurer from the Executive Committee for its accounts.

#### **3. Deposits**

All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Trustees may select. Unless otherwise directed, all such funds shall be deposited in the existing checking and/or existing savings account of the Corporation.

#### **4. Gifts**

The Boards may accept on behalf of the Corporation, and contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation, provided such special purpose does not violate the Corporation's objectives and the Internal Revenue Service Section 501 (c) (3) tax- exempt status of the Corporation.

#### **5. Audits**

Each year, all accounts, financial records, reports and statements of the Corporation shall be audited by an independent Accountant approved by the Board of Trustees. The audit shall be completed within 180 days after the last day of the fiscal year. On completion of the audit, the auditor's report or its appropriate summary shall be made available to members of upon request.

#### **6. Net earnings**

No part of the net earnings of the Corporations shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make

payments and distributions in furtherance of the purpose clause hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate of public office. Notwithstanding any other provision of this document, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a Corporation exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **Article IX Conflict- of- Interest**

To avoid a potential conflict of interest, more than one family member cannot serve on the same board. The office bearers cannot get compensated for the services they render to the organization.

### **Article X Term Limits**

Elected members of the Board of Trustees and Executive Committee, including the Chairperson of the Devalaya Committee, the Hall Committee, and the Chairman of the Bylaws Committee, may serve for up to two consecutive terms. After completing two consecutive terms, an individual is eligible to be re-elected to the same position only after a hiatus of two years. If a member is appointed to fill a vacancy for any reason, that **interim appointment will not count** toward the limit of two consecutive terms. In exceptional circumstances where no qualified candidates are available, a current officeholder may be allowed to run for one additional term.

### **Article XI Fiscal year**

The fiscal year of the Corporation shall be from January 1 to December 31, both days inclusive.

### **Article XII Gender/grammar**

Whenever appropriate, the singular includes the plurals and masculine include the feminine and vice versa.

### **Article XIII Standing Committees**

#### **A. By Laws Committee**

- a. Chairman of the By Laws Committee will be elected by General Body every 2 years.**
- b. Members: Following are the members of the By Laws Committee
  - i. Chairman of the Trustee Board
  - ii. Vice Chairman of the Trustee Board
  - iii. Immediate Past Chairman of the Trustee Board
  - iv. President of Executive Committee
  - v. President Elect of the Executive Committee
  - vi. Immediate Past President of the Executive Committee
  - vii. Two (2) members from amongst the general membership nominated by the By Laws Committee Chairman
- c. Meetings

- i. Minimum two per year
  - ii. As needed additional meetings
- d. Function
  - i. The Chairman of by-laws committee reports to the Trustee Board.
  - ii. Annual review of By Laws and suggestions to modify.
  - iii. Drafting the language for addition or improvement as suggested by the General Body or the Trustee Board or the changes initiated by the By Laws Committee.
  - iv. Incorporating the By Laws Changes approved by the General Membership
  - v. Interpretation of the existing By Laws.  
This is only when questions are raised by the Executive Committee or the Trustee Board. When there is a request by the President of the Executive Committee or the Chairman of the Trustee Board a special meeting will be called to address the concerns.
  - v. Any changes proposed by the by-laws committee should be presented to the Trustee Board before the proposed changes are brought to the General Body meeting. The Trustee Board and By Laws committees will meet and try to come to consensus in case of difference in position. However, when it is not arrived at both the versions will be presented to the General Membership.
- e. The Minutes of their meetings or the transcript is sent to the Board of the Trustees and filed in the office.

## B. Nominations and Election Committee

- a. **Past Chairman of the Trustee Board shall serve as the Chairman**
- b. **Membership**
  - a) The membership will consist of 5 members.  
Chairman of the Trustee Board, Chairman Elect of Trustee Board, President of the Executive Committee, President-Elect of the executive committee and Past President of Executive Committee.
- c. **Functions:**
  - a) They are responsible for identifying the positions open for elections.
  - b) They are responsible for conducting the **annual as well as the interim elections** for the open positions.
  - c) They are responsible to make sure that the candidates nominated for the positions fulfill the criteria established for the position to which they are nominated.
  - d) The election shall be held by secret ballot system (Either Electronic, mail-in or in person voting) as established by a Nominating/Election Committee. This Election Committee shall notify the membership regarding the election at least (8) weeks before the election. Nominations of the qualified candidates duly proposed and seconded shall be accepted no later than 4 weeks prior to the election.
  - e) They will be responsible for establishing a valid, secure and secrete/Confidential voting system and communicating the same to the Trustee Board prior to implementing it.

- f) They will be responsible to validate the voting system and will utilize the Roster provided by the Trustee Board.
- g) The Election and Nomination Committee will establish the procedure manual both to a). validate the candidate as well as the process to make sure that b) only the eligible members can vote. Such a procedure manual will be maintained and followed for each election cycle with modifications within the scope of the By Laws
- h) The Election and Nomination committee shall be responsible to seek the appropriate candidate and conduct the interim election should it be needed within 90 days of vacancy in the position of the Chairman elect of the Trustee Board or President elect of the Executive Committee.

**C. Devalaya Committee (Also Known as Temple Committee)**

- a) **Chairperson of the Devalaya Committee will be nominated by the President elect of the Executive Committee just prior to start of his/her term as the President **from amongst the members of the Executive Committee** or in case of vacancy.**
- b) He/She will continue to be the **VOTING member of the Executive Committee.**
- c) **The Chairperson of the Devalaya committee will select at least 5 members in the committee who are Life, Patron or Trustee members.** These Members will be appointed by the chairperson of the Devalaya Committee in consultation with the President of the Executive Committee or the Chairman of Board of trustees.
- d) The report of the Devalaya Committee is sent to the Executive Committee after each meeting.
- e) The Chairperson of the Devalaya Committee in consultation with the President of the Executive Committee can **adopt a CO-Chair** who will fulfill the role of the Devalaya Committee Chair for assigned functions. The Co-Chair will have vote in the affairs of the Executive Committee only if he/she is already an elected member of the Executive Committee.
- f) In the **absence of the Devalaya Committee Chairperson Or Co-Chair** the President of the Executive Committee or his/her nominee will serve as the Chairman of the Devalaya Committee.
- g) The principal functions of the Temple will be outlined and revised within the scope of our By Laws and put in the manual of the Devalaya Committee. This manual may be revised by the committee and passed on year after year.

**D. Facility Maintenance and Scheduling Committee (Hall Committee)**

- a. **Chairperson will be nominated by the President Elect of the Executive Committee prior to start of his/her term as the President **from amongst the members of the Executive Committee.****
- b. He/She will continue to be the **VOTING member of the Executive Committee**
- c. The chairperson of the Facility maintenance and Scheduling Committee will **appoint in consultation with** the President of the Executive Committee **or** the Chairman of the Trustee Board **at least 3 Members** of this committee who are Life, Patron or Trustee members.
- d. They will **develop and adhere to the annual upkeep and maintenance manual** in consultation with the Executive Committee President and Chairman of the Trustee Board for all the real estate belonging to Northwest Indiana Hindu Religious Center.
- e. They will be responsible to schedule events in the Hall and maintain the **record of Hall Occupancy.**

- f. They will facilitate the successful execution and coordination of all the events at our main facility (Hall, MPR and Temple).
- g. They will prepare **monthly report of Hall utilization and submit it to the Executive Committee at each meeting.**
- h. The Chairman of the Facility Maintenance and Scheduling Committee can adopt a **Co-Chair** in consultation with the President of the Executive Committee. The Co-Chair will have vote in the affairs of the Executive Committee only if he/she is already an elected member of the Executive Committee
- i. In the **absence of Facility Maintenance and Scheduling Committee Chairman or Co-Chair** the President of the Executive Committee or his/her designee will act as the President of the Facility Maintenance and Scheduling Committee.

\*Occupancy here includes both our use as well use by IMA and an occasional rental or community use.

#### **E. Finance Committee**

- a. The Treasurer of the Trustee Board will serve as the Chairperson of this committee. He/She shall also serve as the Comptroller and carryout the functions outlined at present in the article VII-4. (Article VI-4-b-4 has been removed from previous By Laws).
- b. The members of this committee will consist of Treasurer of the Executive Committee along with 2 or 4 Members chosen by the two treasurers (From Trustee Board and Executive Committee or members of the community who are Life, Patron or Trustees for their expertise and willingness to serve.)
- c. They will
  - i Review the financial Procedures and compliance annually.
  - ii They will develop the annual Budget for the upcoming year and present it to the TB and EC minimum 2-4 weeks prior to annual meeting of the General Body Meeting.
  - iii They will monitor the various Bank Accounts, and compliance with annual budget
  - iv They will Monitor the performance of Endowment Fund and recommend on the amount to be distributed in keeping with the performance of the 'Fund', within the parameters specified in the By Laws as it relates to the Endowment Fund.
  - v They will meet no fewer than two times a year.
  - vi They will maintain the Records and prepare to file necessary Paperwork per regulatory requirements.
  - vii They will MONITOR AND ASSURE THE compliance with Financial Procedures as established and revised from time to time by the Executive Committee and approved by the Trustee Board.

#### **F. Long term planning & Advisory Committee**

- a. The Chairman will be elected by the Committee members.
- b. The members will consist of Chairman elect of Trustee Board, one elected Trustee Board member, the President elect of the Executive Committee.
- c. Additional three to Five members will be nominated by the Chairperson of the Trustee Board based on the bases of their expertise from community.
- d. They will meet at least three times a year and discuss and suggest ways to:
  - i Improve the involvement of the Community
  - ii identifying and prioritizing the needs of the organization such as the facility needs and service needs of the community
  - iii identifying the new revenue sources for the organization

### **G. Membership Committee**

- a) Chairman appointed by the Chairman of the Board of Trustees in consultation with the Executive Committee from amongst the elected member of the either board.
- b) Members: 3-5 selected either from the elected member of either board or general membership.
- c) Function:
  - i Identify and encourage the new Community Members to become Life, Patron, or Trustee Members;
  - ii Upon receipt of an application for Membership, authenticate the eligibility of the applicant and monitor the Member's dues payments and follow up the members to encourage the open pledges.
  - iii Review the annual letters of donation and encourage eligible Members to upgrade their Membership from Life Member to the Patron or Trustee Membership
  - iv Meet at the beginning of the last quarter to approve the Roster of Eligible Voters according to their Membership levels;
  - v Keep the minutes of the meetings and communicate them to the Executive Committee and Trustee Board
  - vi Meetings: Minimum three per year
  - vii Report to both the Executive Committee and Trustee Board

### **H. Technology Committee**

- a) Chairman to be nominated by the President of EC in consultation with the chairman of TB and he reports to EC and TB.
- b) One member to be nominated by the TB chairman.
- c) Rest of 2 OR 4 members to be chosen by these two from the community on the bases of their expertise. They must be the members of the Organization.
- d) Number of meetings as needed.
- e) Tasks: The Technology Committee is responsible for managing all the organization's technology needs. This includes:
- f) Computer hardware and software maintenance and upgrades
- g) Network and Wifi coverage
- h) Website updates and maintenance
- i) All Cybersecurity measures
- j) Operation of web cameras and web streaming platforms
- k) Management of electronic signage and televisions
- l) Coordination of public and private announcements (blasts)
- m) The committee works closely and only on the data provided by the Chairman of the Trustee Board, President, Secretary, Treasurer, and Finance Committee to:
- n) Ensure we have the proper process and system to help maintain the membership database and donor history.
- o) Ensure all accounting software and tools (QuickBooks, PayPal, and Zelle) are appropriately configured
- p) Since everything is electronic, implement appropriate checks and balances for adequate oversight.

## **Article XIV**

## **Endowment Fund**

The objective of the Endowment Fund is to use the investment returns of the fund for the designated purposes perpetually in the name of the donors.

1. This fund will accept and be funded by minimum individual designated donation of \$10,000.00 or more.
2. The fund will be invested in accordance with prudent investment principles with the goal of capital preservation and total return on investment. Our goal is to maintain and increase the corpus of the fund.
3. A portion of the total return on investment, as determined from time to time by the endowment fund investment committee, will be distributed once per year to the NWIHRC operating account primarily for the following four purposes:
  1. Priest Welfare
  2. Anna Danam
  3. New Capital expenses of \$5,000.00 or more
  4. To address a “catastrophic expense” (e.g., a loss not covered by insurance) of \$10,000.00 or more, if other sources of revenue are exhausted.
4. The charitable intent of the Donor at the time of the donation will be considered and acknowledged, but the trustee board will retain the authority to allocate distributions among the above categories.
5. Not all the return on investment need be distributed. A surplus may be reinvested into the fund, as the committee deems appropriate.
6. We will set up a recognition wall for the donors.

## **Article XV**

Upon the dissolution of the corporation, assets shall be distributed for one more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such Corporation or Corporations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### **Appendix A.**

#### **Procedure to Call the Special meeting of General Membership:**

A special meeting of the General Membership shall be convened upon written request from fully paid Trustee, Patron, or Life members. Such a request is valid only if it is signed by **100 fully paid Life members-then entitled to vote and in good standing**. This request must also include a clear statement of the purpose for convening the meeting. If the Trustee Board determines that a valid request is made it will schedule a meeting of the General Membership to address only the requested topic within 60 days on or near the Corporation’s Premises.

**\*100 Fully paid members** in good standing. Good standing refers to the period since last voting roster.

### **Appendix B.**

#### **Procedure to remove the elected member from the office or membership No-Confidence Motion**

An **elected official of the organization** may be removed from office by a two-thirds majority of the Trustee Board members present at a Trustee Board meeting. Additionally, a **member may be disqualified from membership** rights by a two-thirds majority of Trustee Board members present voting in favor of such removal. **This action requires demonstrated activities that are contrary to the purpose of our organization and its core values as defined in Article II.**

The following procedure is designed to ensure fairness, transparency, accountability, and the overall well-being of the organization. This provision provides a mechanism to address serious issues that may arise during an elected official's term or due to a member's behavior while safeguarding the interests of the organization and its members.

**Procedure for No-Confidence Motion:**

1. **Initial Motion:** If a valid motion for removal of the member from the elected position or the organization is made and passed by the Board of Trustees, it shall be regarded initially as an **“Intent to Pass No Confidence Motion”** against the member.
2. **Notice of Intent:** Upon passage of such a motion by two-thirds of the Trustee Board members present, (i) a written notice will be sent to the member against whom the motion is considered and (ii) the member will be temporarily suspended from his/her current position. This notice will inform the member of his/her right to appeal within 30 days. The notice will be signed by the Chair of the Board of Trustees and sent to the member’s last recorded mailing address. If the motion involves the Chairperson of the Trustee Board, the proceedings will be conducted under the chairmanship of the Chairman Elect, and the notice will be signed by the Chairman Elect.
3. **Opportunity to be Heard:** The member facing removal will have the opportunity to present his/her case to an Appeals/Review Committee, either in person, via teleconference, or in writing, within two weeks of receiving the notice.
4. **Composition of Appeals/Review Committee:** The committee will be chaired by the Chairman of the Bylaws Committee. Its members will be: (1) the Past Chairman of the Trustee Board, (2) the Past President of the Executive Committee, and (3) the Chairman Elect of the Trustee Board. If any of these individuals are unavailable or if the proceedings are against any of the above, the Bylaws Committee Chair will nominate from amongst the fully paid Trustees to form a three-member committee.
5. **Committee Decision:** The committee will evaluate the case based on available evidence and will communicate their findings to the Trustee Board within four weeks of their first meeting. If additional time is needed for evaluation, a request may be submitted to the Chairman of the Trustee Board for an extension of up to two weeks.
6. **Final Decision:** Following receipt of the Appeals/Review Committee's evaluation, the Board of Trustees will convene to act on the original motion to remove the member from their elected position, within four weeks.

As amended by voting in Special General Body Meeting  
with members on 06/01/2025

Signed by

Hemendra Parikh  
Chairman By-Laws Committee  
Date: 06/01/2025

Panna Barai  
Chairman, Trustee Board  
Date: 06/01/2025