

**CONSTITUTION & BY-LAWS
OF
THE HINDU TEMPLE OF GREATER SPRINGFIELD (HTGS)**

Approved by the HTGS General Body Meeting

Last Revision Effective Date: July 2016

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INCORPORATED IN STATE OF ILLINOIS, APRIL 23, 2007

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Aum Sri Ganeshaya Namah

1001 W. Walnut Street, Chatham, Illinois 62629

Phone/Fax: (217)-697-8174

Contact: Manager@SpringfieldTemple.org

www.SpringfieldTemple.org

ARTICLE I

Section 1: Name

The Hindu Temple of Greater Springfield (HTGS) is a non-profit Organization registered in the State of Illinois.

Section 2: Nature and Status

- 2.1 HTGS is solely organized for religious, spiritual, religious education and cultural purposes, including for such purposes as making of distributions to organizations that qualify under section 501 (c) (3) of the Internal revenue code. All Federal, State, Sangamon County, and Chatham township laws shall preempt provisions mentioned herein this document.
- 2.2 The membership in the HTGS is open not only to all Hindus but also to all who sincerely believe in the universal teachings of Hindu Philosophy as dictated in the Hindu scriptures Vedas, Upanishads and Puraanaas and who shall observe dignity and respect for the sanctity of the holy place consistent with Hindu philosophy and way of life.
- 2.3 The organization and its members shall not discriminate against any individuals based on age, gender, race, color, religion, national origin, spoken language, or physical disabilities.
- 2.4 Definitions: In this document, The Hindu Temple of Greater Springfield will be referred to as the "HTGS ", the temple premises and the buildings as the "temple", the membership associated with the Organization as the "members", and the general body of the Hindu Temple of Greater Springfield as the "general body" .

Section 3: Preamble and Resolution

We, the Trustees, Directors and Founding Members of The Hindu Temple of Greater Springfield (HTGS), do hereby resolve to establish a Temple of worship conforming to established Hindu religious customs and traditions meeting spiritual aspirations of the Hindus residing in the Greater Springfield area. The temple is dedicated to supreme goddess Sri Maha Lakshmi.

The temple shall also conduct religious educational classes, invite discourses by spiritual masters or swamijies or saints; celebrate religious, cultural events and Hindu festivals, and organize and support humanitarian causes.

We, the Trustees, Directors and Founding Members, therefore, do adopt this Constitution to administer, promote and implement the mission and objectives of The Hindu Temple of Greater Springfield (HTGS), on this Saturday of December 13, 2008.

Section 4: Mission

The members of The Hindu Temple of Greater Springfield (HTGS) sincerely believe in the teachings of the Hindu philosophy based on 'Sanathana Dharma' (Ageless Wisdom) of the Hindu religion whose tenets are Truth, Love, Peace, Right Conduct, and Non-violence. For all times to come, HTGS must be only used for Hindu religious purposes based on Sanathan Dharma and no other purposes. HTGS mission is to preserve and promote the Hindu Religion, culture and philosophy.

Section 5: Objectives

- 5.1 To establish and maintain a Hindu Temple, built and serviced in the Hindu Style.
- 5.2 To conduct daily worship services in accordance with traditional Hindu rituals and customs.
- 5.3 To conduct religious education classes, study circles, discourses, celebration of Hindu festivals and religious activities, and cultural events.
- 5.4 To engage in various community service activities and support humanitarian causes.
- 5.5 To enhance pride in Hindu Religion for present and future generations.
- 5.6 To promote understanding and respect for Hindu philosophy.

Section 6: Code of Conduct

No one shall engage in any conduct on the entire temple premises that involves provision and consumption of meat, alcohol, and tobacco products in any form, smoking, animal sacrifice, use of profanity, loud music, noise of any kind, drugs, and any other conduct considered inappropriate or illegal by local, state, and federal laws and Hindu religious texts. No one shall engage in photography or videography anywhere on the temple premises without the express permission of HTGS front desk manager. It is important that the sanctity and decorum of the temple is maintained at all times by everyone.

ARTICLE II - Offices

The principal office of the Organization shall be in Sangamon County, Illinois. The Organization shall also have and continuously maintain in the state of Illinois, a registered office, which may, but need not be, the same as its principal office.

ARTICLE III - Members

Section 1: Membership Qualifications:

Any person becoming a voting member of the HTGS general body shall:

- i. Support the objectives of the HTGS.
- ii. Sign a membership form and pay the appropriate annual membership dues.
- iii. Be at least 18 years of age.

Section 2: Classes and Categories of Members:

The general body of HTGS shall be comprised of two classes of members: A) Regular or Annual members; B) Donor members

A) Regular or Annual Members

Any person fulfilling the membership qualifications and has paid the annual membership dues is a regular member. To be eligible to vote, the membership dues must be paid by September 30th of the election year. The fiscal year for membership starts from January 1st through December 31st. For voting rights, family membership includes husband and wife only. The secretary of Executive Committee shall publish the updated membership list on HTGS website two weeks after the end of each quarter. .

B) Donor Members:

Any person fulfilling the membership qualifications and has donated a cumulative amount of \$ 3000 or more is a Donor member. The Donor members shall comprise of the following eight (8) categories:

1. Life Member: requires a cumulative donation of \$3,000 to \$4,999 within two (2) consecutive years.
2. Patron Member: requires a cumulative donation of \$5,000 to \$9,999.
3. Grand Patron Member: requires a cumulative donation of \$10,000 to \$24,999.
4. Benefactor Member: requires a cumulative donation of \$25,000 to \$49,999.
5. Grand Benefactor Member: requires a cumulative donation of \$50,000 to \$ 99,999.
6. Ambassador Silver Member: requires a cumulative donation of \$100,000 to \$149,999.
7. Ambassador Gold Member: requires a cumulative donation of \$150,000 to \$199,999.
8. Ambassador Platinum Member: requires a cumulative donation of \$200,000 or more.

Currently HTGS members would retain their previously earned Donor category. The donations will be counted in a cumulative manner for a member to achieve a particular Donor category. Only donations that have been actually received (not pledged) will count towards achieving any of the Donor categories. Any donations that receive a service back from the HTGS will not be counted towards above Donor categories. Some examples of such contributions are (but not limited to) annual dues, contributions for puja services,, donations dropped in Hundi/Aarathi, Annadatha Program etc.

Section 3: Membership Dues:

- 3.1. Membership dues shall be determined by the Board of Trustees. Annual membership

dues shall be paid on a calendar year basis starting from January 1st to December 31st and covers only the calendar year in which it is paid

- 3.2. HTGS accepts voluntary donations or contributions for the temple operations. HTGS shall not actively seek but welcome generous voluntary donations from charitable organizations, non-profit organizations or government agencies. These institutions will exercise no influence, directly or indirectly, in the policies and operations of HTGS. HTGS shall not be obligated to return any favors for these donations.
- 3.3. The Board of Trustees or Executive Committee may accept, on behalf of HTGS, any contribution, gift or bequest for the general purposes or any special purpose of HTGS. Contributions shall be utilized as per the donor's request and records must be kept on file.
- 3.4. Membership dues:
 - 3.4.1. Current Annual/Regular Membership dues:
 - ✓ Family \$101 per year*
 - ✓ Single Person \$52 per year*
 - ✓ Student \$21 per year*

*Note: Membership amounts are subject to revision periodically

Section 4: Resignation:

Any member may submit resignation in writing at any time to the Executive committee. Upon receipt of such request, the Secretary of the Executive Committee shall strike his/her name from the rolls. Any member submitting resignation will not have claim to any dues contributed to HTGS.

Section 5: Disqualification of Membership Rights (removal/termination)

5.1 Demonstrated activities against the purposes and philosophies of the Organization as defined in the Article I shall constitute grounds for disqualification from membership. This will be determined by a vote of two-thirds (2/3) of the total membership of the Executive Committee. Any member so disqualified shall be eligible for reinstatement subject to the approval by a vote of two-thirds (2/3) of the total membership of the Executive Committee.

5.2 Non-payment of dues shall be a cause for disqualification of membership rights.

Section 6: Rights of Memberships

- 6.1 Each individual member is allotted one vote. Family members are allotted two votes (one for each spouse).
- 6.2 Only members whose membership is paid for the current calendar year have voting right and the right to serve on a committee. Non-members have neither voting right nor can serve in any committees.
- 6.3 Members in good standing will receive newsletters and other temple related information free of charge.

Section 7: Special Meetings

Special meetings of the members may be called for any purpose or purposes by the Board of Trustees or by 30% or more written signatures of the members in good standing. Special meetings of the members shall be held at such time and place as designated by the Board of Trustees through the President or Secretary of the Executive Committee within thirty (30) days of such a request.

Section 8: Notice of Meetings

Notice stating the place, date and time of any meeting of members and, in the case of special meetings, the purpose for which the meeting is called, shall be delivered either personally, or by mail, or by email, or by a phone call, to each member entitled to vote at such meeting, not less than twenty-one (21) days and not more than forty (40) days prior to the date of such meeting, by the President and/or Secretary of the Executive Committee. If mailed, such notice shall be deemed to be delivered, when deposited in the United States Mail, addressed to the member at his or her address as it appears in the records of HTGS.

Section 9: Quorum

One-tenth (1/10) of all members in good standing and entitled to vote at any meeting, present in person, shall constitute a quorum for the transaction of business at any meeting of the members. A proposal is approved if it is accepted by a simple majority. If the required quorum is not present, 2/3 of the members present may approve to transact the business and that constitutes the quorum.

Section 10: No private Interests

HTGS shall be operated exclusively for the purposes set forth in Article I, and none of its earnings shall inure, in whole or in part, to the benefit of any person, business, or organization having a personal or private interest in the activities of HTGS.

Section 11: Proxy

Each member entitled to vote at a meeting of members but unable to attend the meeting person may express consent or dissent to HTGS action in writing by authorizing another person to cast vote for him/ her by proxy, but no such proxy shall be voted or acted on after the end of the Calendar year in which it is issued.

ARTICLE IV– Organizational and Administrative Set Up

The HTGS Organization shall be administered by organizing and forming the following entities:

- a) General Body

- b) Governing Board of Trustees
- c) Executive Committee
- d) Special Committees And Ad-hoc Committees

ARTICLE IV.A – General Body

1. General Body consists of all members in good standing. This is the highest council whose decisions, within the bounds of constitution, are binding on the Board of Trustees.
2. A General Body meeting shall be called and convened by the Chairperson of the Board of Trustees in mid-year (June/July) of every calendar year where the membership will review the progress of all activities of importance to the temple, and amendments needed to the existing constitution. Ten calendar days written notice shall be given to the temple members prior to arranging the general body meeting. In the June/July month meeting, the Chairperson of the Board of Trustees or his designee shall present a comprehensive Annual report of all temple organization activities, its accounting Balance Sheet, budget proposal for approval for the upcoming year, and enumerate all other proposed activities. Each committee may present a brief report of its activities.
3. Annual general body meeting of the members shall be held in the month of December of every calendar year, at the principal office of HTGS in Sangamon County, Illinois or at such other time and place designated by the Chairperson or by a majority of the Board of Trustees. New members of the Board of Trustees shall be elected by the general body members at this meeting. Thereafter, the new Board of Trustees would meet to select Officers of the Board of Trustees (Chairperson, Vice-Chairperson, Secretary, and Treasurer) and the Executive Committee (President and Treasurer) in this meeting. Any other matter deemed fit by the Board of Trustees and the Executive Committee shall be presented to the members by the Board of Trustees at this annual meeting. The General Body meeting is open to members in good standing only.
4. Through free flowing discussions the members may express their views, advice and suggestions for better working of the Temple operations. Any resolutions passed by the General Body shall be binding on the Board of Trustees. Only eligible members who are present shall have the right to vote on any resolution. The minutes of the general body meetings should be taken by the Board Secretary and distributed to the paid members of the general body with the help of EC Secretary. The records of the meeting minutes should be kept at the temple office in a binder.

ARTICLE IV.B – GOVERNING BOARD OF TRUSTEES

Section 1: Number, Tenure and Removal

- 1.1 The Trustees for the Governing Board shall be elected by the General Body at its December meeting. Effective 2017 calendar year, the Governing Board of Trustees shall be composed of a maximum of 9 members and a term of three (3) years.
- 1.2 Out of nine (9) Governing Board positions to be filled each term, seven (7) positions will

be filled from Donor members and two (2) positions from Annual members. If any of the Donor or Annual member positions cannot be filled, those may become available to be filled by any HTGS member in good standing.

- 1.3 The immediate past Chairperson of the Governing Board of Trustees shall be an ex-officio member of the Governing Board of Trustees, with privilege of attending any and all meetings, but with no voting rights. Each trustee shall be elected to serve for a three (3) year term unless otherwise waived by the eligible trustee.
- 1.4 A Trustee after serving for two consecutive terms (irrespective of number of years or months served in each term) either completely or partially shall not be eligible for reelection to the Governing Board of Trustees for a period of at least one term (3-years) unless approved by the nomination committee and sitting Governing Board in some extraordinary conditions.
 - 1.4.1 A trustee may vacate active membership in the Board in favor of his/her spouse once only. In that case, incoming spouse will serve for the remaining term. (Amended December 12, 2010)**
- 1.5 Despite the financial contributions, reflection for experience in the past executive committees and other subcommittees of this Organization or similar organizations, community leadership, dedication and commitment to serve in temple growth and activities, should be given due consideration for electing the Governing Board of Trustees. The Board of Trustees should reflect the diversity of the Hindu community.
- 1.6 Any trustee may resign from the Governing Board after giving a written notice to the Chairperson of the Board of Trustees. Resignation will be effective when notice is delivered unless notice specifies a later effective date. Sitting Governing Board may fill the vacant position first using the eligible pool (Donor or Annual) member list, failing which, shall fill the position with any HTGS member in good standing, for the remaining term of the appointment.
- 1.7 If a member of the Board of Trustees fails to attend three (3) consecutive Board meetings without prior notification of valid reasons to the Chairperson of the Board, the Board may declare that position vacant in next Board meeting.
- 1.8 Governing Board shall appoint President, Treasurer and Board delegate of the Executive committee. Board delegate is a member of the Governing Board and is a voting member of the Executive Committee.

1.9 Removal of a Trustee:

- a. Any Trustee may be removed from office for a cause at any time by members. A petition for such removal shall be signed by at least sixty percent (60%) of the total members, and shall be submitted to the Board of Trustees. The Board of Trustees shall then call a special meeting of the members pursuant to Article III, Section 7. For purposes of removal of a Trustee, a quorum shall consist of one-third (1/3) of the members entitled to vote at such meeting, present in person, but such trustee member shall be removed only upon the approval of two-thirds (2/3) of members in attendance. Lack of quorum shall cause the

removal petition to lapse.

- b. Alternatively, a Trustee may be removed by the Board of Trustees by two-thirds (2/3) of majority vote of the full Board. Prior to the vote, the trustee shall be suspended for a period of 60 days for investigation of causes by an ad hoc committee appointed by the Board. The committee shall report in writing to the Board at a special meeting called for the purposes.

Section 2: Special Meetings

A special meeting of the Board of Trustees may be called by or at the request of the Chairperson, or any four (4) trustees. Special meetings of the Board of Trustees shall be held at the principal office of HTGS, or at such other place as designated by the Chairperson of the Board of Trustees with the concurrence of the Board of Trustees.

Section 3: Quorum

A simple majority of the members of the Board of Trustees present in person shall constitute a quorum for the transaction of business at any meeting of the Board of Trustees. Proxies shall not count towards determining quorum. The quorum at Board meeting shall be equal to (Total number of Board of Trustees divided by two) +1. To bring the final number to be an odd number, subtract or add 0.5 as necessary.

Section 3A: No Board member shall carry more than one proxy vote when attending the Board meeting.

Section 4: Manner of Acting

The action of a majority of the trustees present at a meeting at which a quorum is present shall be the action of the Board of Trustees. In the case of a tie, the Chairperson of the Board of Trustees shall have an additional vote to break the tie.

Section 5: Vacancies

Any vacancy occurring in the Governing Board of Trustees shall be filled by the Governing Board of Trustees. A Trustee elected from the eligible pool (Donor or Annual) member list to fill a vacancy shall be elected for the unexpired term of vacancy. If the vacancy cannot be filled from the eligible pool list, then the Board may fill the position with any HTGS member in good standing.

Section 6: Officers of the Governing Board of Trustees

1. The officers of the Governing Board of Trustees shall be Chairperson, Vice Chairperson, Secretary, and Treasurer.
2. At the December meeting of the general body members, each officer shall be selected by the Board members immediately after electing the Governing Board of Trustees. .

- i. Qualified members residing outside the Greater Springfield area are eligible to be the member of the Governing Board of Trustees. However, the officers of the Governing Board of Trustees must reside within 50 miles of the Hindu Temple of Greater Springfield. (Amended December 12, 2010)
3. Each officer elected shall serve a term of three (3) years, or until a successor officer is duly qualified and elected. An officer after serving for two consecutive terms either completely or partially shall not be eligible for reelection to the same officer position for a period of one term (three years) unless approved by two thirds (2/3) of the attending Governing Board.
4. Chairperson shall be the principal executive officer of the Board of Trustees, shall preside at the meetings of the Board of Trustees, and subject to the supervision and direction of the Board of Trustees, shall have the general responsibilities for the policies and affairs of HTGS. The Chairperson shall be authorized and empowered, with the Secretary or any other officer of HTGS authorized by the Governing Board of Trustees, to execute and deliver any deeds, mortgages, bonds, contracts or securities which the Governing Board of Trustees have authorized to be executed and delivered.
5. Vice Chairperson – In the event of the absence or other inability of the Chairperson, the Vice-Chairperson shall perform all the duties and exercise all of the powers of the Chairperson. The Vice-Chairperson shall be the Chair of the Election Committee and shall have such further powers and duties as may be prescribed from time to time by the board of Trustees.
6. Secretary – The Secretary shall keep the minutes of the meeting of the Board of Trustees in one or more books provided for that purpose, see that all notices are duly given in accordance with the provision of the constitution, be custodian of the corporate records, see that the seal of the Organization is affixed to all documents and in general, perform all duties incident to the office of Secretary and such other duties as may be prescribed from time to time by the Board of Trustees. The Secretary shall prepare the necessary progress reports, bulletins etc., to keep the members informed at periodic intervals about the activities of the Organization. He/She is responsible for asset management of the Organization.
7. Treasurer - The Treasurer would be responsible for endowment funds, capital projects such as new temple and keeping track of related income and expenses. The Treasurer should work closely with the Executive Committee Treasurer. The Treasurer would submit quarterly reports to the board at its board meetings and work with the Executive Committee to publish the financial reports

Section 8: General issues

- 1) The Board of Trustees should meet at least once in each quarter of the year. The Board of Trustees shall meet four times a year, with a date for next

meeting decided at a current meeting. Minutes of the Board meetings shall be prepared by the Secretary and approved by all members present and filed within two weeks of each meeting.

- 2) In special or urgent circumstances when a Board meeting is not possible the members may discuss and consult each other by phone or electronic means and make decisions. Such decisions shall be recorded, signed by all members and filed with Board records.
- 3) The Board of Trustees may convene its special meetings with a minimum notice of two days.
- 4) All records of Board of Trustees meetings shall be made available to members on request. However, Board, at its discretion may withhold any confidential information, which it considers inadvisable to release at the time of request.
- 5) The Board of Trustees may invite member of any committee of the HTGS or special invitees from outside to attend its meeting. These invitees shall not take part in voting but allowed to express his/her opinions on issues based on his/her expertise.

Section 9: Functions of the Board of Trustees

- a) Asset Management
- b) Endowment Trust Fund
- c) Land acquisition, construction and future expansion of the temple including buying Real Estate property for temple usage
- d) Fund raising activity
- e) Upholding constitution and safeguarding bylaws
- f) Long term goals and continuation of established policies
- g) Develop new procedures and policies as deemed necessary to meet the objectives of HTGS
- h) Works with the Executive Committee and provide guidance to the Executive Committee
- i) Public relations
- j) Facilitating with all community and religious organizations as well as humanitarian activities
- k) Acting to uphold the conduct of HTGS
- l) Conducting organizational elections
- m) Develops policy matters in accordance to the Constitution & Bylaws and exercises overall supervision and is responsible for the successful management of the HTGS operations. Board is accountable to the general body of the HTGS. As deemed necessary, Board shall call for special meeting of the general body prior to taking major decisions that may be perceived to significantly impact the overall temple community.
- n) Trustees periodically review major projects of the temple related to both economic

and worship activities, provide guidance to the Executive Committee for planning and execution of overall temple activities, smooth running of HTGS and future expansion or improvements of the temple operations in general.

- o) Trustees do not have the responsibility of administering the organization on a day-to-day basis. Executive Committee shall assume this role.

ARTICLE IV.C – EXECUTIVE COMMITTEE

Section 1: General Powers

The Board of Trustees and Executive Committee of the Temple shall manage all of the affairs of the Organization.

Section 2: Number, Tenure and Removal

The number of executive committee members shall be seven (7), all of whom shall be members in good standing. The members of the Executive Committee shall be elected by the members at the December meeting with the exception of President, Treasurer and Board Delegate who will be appointed by the Governing Board of Trustees. The President of the Executive Committee may or may not be a member of the Governing Board of Trustees. Members of the Governing Board of Trustees can/may serve on Executive Committee when duly nominated/proposed. Each member shall be elected to serve a term of two (2) years, or until a successor member is duly qualified and elected. A member after serving for two consecutive terms either completely or partially shall not be eligible for reelection to the same officer position of the Executive Committee for a period of two years. Any member of the Governing Board of Trustees may serve on Executive Committee when duly nominated and elected.

Section 2A:

Any member of the Executive Committee may be removed from office for a cause at any time by the general body members. A petition for such removal shall be signed by at least thirty percent (30%) of the total members, and shall be submitted to the Executive Committee. The Executive Committee shall then call a special meeting of the members pursuant to Article III. For purposes of removal of a member, a quorum shall consist of one-third (1/3) of the members entitled to vote at such meeting, present in person, no proxies being allowed, but such committee member shall be removed only upon the approval of two thirds (2/3) of members in attendance. Lack of quorum shall cause the removal petition to lapse.

Section 2B:

Alternatively, a member may be removed by the executive Committee by two-thirds (2/3) majority vote of the full Executive Committee. Prior to the Vote, the member shall be suspended for a period of sixty (60) days for investigation of causes by an ad hoc committee appointed by the Executive Committee. The Ad hoc committee shall report in writing to the Executive Committee at a special meeting called for the purpose.

Section 2C:

The immediate past president of the Executive Committee shall be an ex-officio member of the Executive Committee, with the privilege of attending any and all meetings, but with no voting power.

Section 2D:

If any Executive Committee member is absent for three (3) consecutive meetings without valid reason, this may be a cause for the disqualification of the member from the committee.

Section 2E:

In cases of crisis, with the concurrence of the general body, the Board of Trustees has the authority to dissolve the Executive Committee and call for elections within sixty (60) days.

Section 3A: Regular Meetings

The Executive Committee should meet at least once a month.

Section 3B: Annual Meetings

The annual meeting of the Executive Committee shall be held in the month of February after the election of the new Executive Committee members. The Executive Committee shall schedule the meetings at such times and places as necessary to conduct the business of HTGS.

Section 3C: Special Meetings

A special meeting of the Executive Committee may be called by or at the request of the President, or any four (4) members. Special meetings of the Executive Committee shall be held at the principal office of the Organization, or at such other place as designated by the President of the Executive Committee. In urgent or special circumstances members may discuss and arrive at decisions without a meeting. The decisions reached are recorded and signed by the members.

Section 4: Quorum

A majority of the members of the Executive Committee shall constitute a quorum for the transaction of the business at any meeting of the Executive Committee. The quorum at Executive Committee meeting shall be four (4).

Section 5: Manner of Acting

The action of a majority of the members present at a meeting at which a quorum is present shall be the action of the Executive Committee. In the case of a tie, President shall have an additional vote to break the tie.

Section 6: Vacancies

Any vacancy occurring in the Executive Committee shall be filled by the Executive Committee with a general consent of Board of Trustees. A member appointed to fill a vacancy shall be appointed for the un-expired term of vacancy.

Section 7: Relationship between Board of Trustees and Executive Committee

- a) President of Executive Committee will attend Board of Trustees meetings with no voting rights. If President of the Executive Committee happens to be the Board member, then he is allowed to vote in the Board meetings in the capacity of the Board member.
- b) Chairperson of the Board of Trustees may attend the Executive Committee meetings without voting rights.
- c) The retiring Chairperson of the Board of Trustees and the retiring President of the Executive Committee shall be ex-officio members of the Board of Trustees and the Executive Committee, respectively. They may attend any or all meetings, offer advice and guidance but will have no voting rights.
- d) Good faith effort should be made to avoid conflict of interest arising out of joint appointment of the same person for Board Secretary and Executive Committee Treasurer positions or Board Secretary and Executive Committee Secretary positions.

Section 8: Functions of the Executive Committee

- a) Responsible for the day- to-day administration of the temple and make decisions thereof. Implement policies laid down by the Board of Trustees. May develop operational policies as deemed appropriate.
- b) Run maintenance of the temple, conduct worship services, organize education classes and discourses, facilitate services to needy and elderly, run programs and events planning, manage publicity and public relations, maintain close rapport and communication with members and the Board of Trustees.
- c) Plan fiscal budget and accounting matters and maintain records.
- d) Be responsible to the Board of Trustees and work in close cooperation.
- e) Institute or dissolve special and/or Ad Hoc committees and appoint members whenever necessary.
- f) Promote harmonious and cohesive work environment for all members of the Board of Trustees, Executive Committee, Special Committees, Ad-hoc Committees, employees including Priests, volunteers, members and visitors of the Temple.

- g) Respect the suggestions and recommendations provided by the members of the temple and committees, and use them in the decision making process as appropriate, for the benefit of HTGS' mission and objectives.
- h) Invite any committee chairperson or a special invitee to attend the Executive Committee meetings.
- i) Exercise authority to remove any member of the Executive committee or Special Committee or Ad hoc committee, as deemed necessary. In such cases, majority of the vote shall govern and due process shall be followed.
- j) Executive Committee members are elected by the General body at its Annual General Body meeting of the Organization
- k) Employ necessary personnel, such as priests, office staff and maintenance workers as deemed necessary to operate the temple.
- l) Appoint interim-officers till the next election date so that the operations of the temple are not interrupted due to a vacant position.

Section 9: Officers of the Executive Committee

9.1. Officers

The officers of the Executive committee shall consist of President, Vice President, Secretary, Joint Secretary, Treasurer, Joint Treasurer, Board delegate and outgoing president as non-voting member. The officers shall be members of the Executive Committee.

9.2. Election, Qualification and Term of Office

The, Vice President, Secretary, Joint Secretary, , and Joint Treasurer shall be elected by the members at the December meeting of the general body. Vacancies may be filled at any meeting of the Executive Committee. Each officer shall hold office for a term of two (2) calendar years or until a successor is duly elected. Each officer shall transfer all original corporate records and other temple assets; if any, in his/her possession to the successor in office not later than thirty (30) days after his/her successor takes office. The immediate past President shall serve as an ex-officio member of the Executive Committee to help maintain the continuity of administration, without voting rights. Each member of the Executive Committee shall assume the responsibility of an elected office at least one year during his/her tenure.

Reflection for experience in the past executive committees and other subcommittees of HTGS or similar organizations, financial contribution, community leadership, and dedication and commitment to serve in temple activities should be given due consideration for electing the Executive Committee officers. The Executive Committee should reflect the diversity of the Hindu community.

9.3. President

The President shall be the chief executive officer of the Executive Committee, shall preside at all meetings of the Executive Committee, and subject to the supervision and direction of the Executive Committee, shall have general responsibility for the policies, business and affairs of HTGS. The President shall make appropriate decisions and operational policies for the maintenance and routine administration of HTGS within the policies prescribed by Executive Committee. In general, the President shall perform all duties incident to the office of the chief executive officer, and such other duties as may be prescribed from time to time by the Executive Committee and/or Board of Trustees.

9.4. Vice President

In the absence of or unavailability of the President, the Vice President shall perform all the duties and exercise all the powers of the President. The Vice President shall have such further powers and duties as may be prescribed from time to time by the Executive Committee.

9.5. Secretary

The Secretary shall keep the minutes of the meeting of the Executive Committee in one or more books provided for that purpose, see that all notices are duly given in accordance with the provision of the constitution, be custodian of the corporate records, see that the seal of HTGS is affixed to all documents and in general, perform all duties incident to the office of Secretary and such other duties as may be prescribed from time to time by the Executive Committee. The Secretary shall prepare the necessary progress reports, bulletins, etc., to keep the members informed at periodic intervals about the activities of HTGS.

9.6. Joint Secretary

In the absence of the Secretary, the Joint Secretary shall function as the Secretary. He/She shall also discharge the functions delegated to him/her by the President.

9.7. Treasurer

The Treasurer shall receive dues, keep accounts of all the receipts and expenses, and all funds received in the name of HTGS. The Treasurer or Joint Treasurer along with the President or his designee shall always be the co-signers on the checks in excess of \$1,000.00, or such other amount authorized by the Executive Committee. Below such amount, any authorized person shall sign the checks in the name of HTGS and make payments in the name of HTGS as may be authorized by the Executive Committee. The Executive Committee shall engage the services of an independent accountant to prepare periodic reports. The Treasurer shall perform all duties incident to the office of Treasurer and such other duties as may be prescribed from time to time by the Executive Committee.

9.8. Joint Treasurer

In the absence of the Treasurer, the Joint Treasurer shall function as the Treasurer. He/she shall also discharge the functions delegated to him/her by the President.

ARTICLE V – Committees

Section 1: Appointment

The President with the approval of the Executive Committee shall appoint appropriate committees and chairpersons to facilitate functioning of HTGS.

Section 2: Special Committees List

At the inception of the constitution, the following Special Committees may be established. The Executive committee may revise the number of these special committees as and when necessary.

Audit/Compliance; By-laws/ Constitution and Nomination; Humanitarian Services; Education and Library; Fund Raising; Office Administration; Personnel; Prasadam (excluding Annadatha Program committee); Property management; Public Relations; Puja & Religious committee; Strategic Planning Committee; Technology Committee; Youth committee; Safety and Security Committee.

Section 2A: Special Committees General duties

- a) The Executive Committee at its discretion may change or add to the responsibilities of the above special committees except the ones reporting to the Board of Trustees. Each special committee may have at least three (3) active members, one of whom shall be appointed as Chairperson by the Executive Committee. The duration of each committee is for one (1) year unless extended by the Executive Committee.
- b) The Constitution and Nomination Committee, the Strategic Planning Committee, the Fund Raising Committee, the Audit Committee, and the Safety and Security Committee shall report directly to the Board of Trustees and work closely with the Executive Committee to get input on any operational issues related to a specific project.
- c) With the concurrence of the Executive Committee, each Special committee shall develop its own policy and operational procedures while maintaining the overall integrity of the Temple organization's mission and objectives.
- d) All Special committees' recommendations are advisory in nature. Executive Committee has the final say. In situations of critical issues, the executive Committee may seek advice from the Governing Board of Trustees.

- e) Special committees may meet once a month or more often as deemed necessary. Shall maintain records of all proceedings and meeting minutes, and be submitted to the Executive Committee Secretary in a timely manner (no later than two (2) weeks after the meeting).
- f) Each special committee can have unlimited number of volunteers.
- g) All members of such committees shall be the members of HTGS in good standing. Reflection for experience in the past executive committees and other subcommittees of this Organization or similar organizations, financial contributions and community leadership and dedication and commitment to serve in temple activities, should be given due consideration for electing the volunteers to serve on special committees or Ad hoc committees. The committees should reflect the diversity of the Hindu community.
- h) The chairperson of each special committee (except the ones reporting to the Board of Trustees) shall report to the Executive Committee on the progress, status and update of committee activities at regular intervals.

Section 3: Ad hoc Committees

Ad hoc committees are appointed by the Executive Committee. These are special committees formed for a particular purpose and are dissolved when purpose has been served. Although temporary in nature their duration may be extended as deemed necessary. Ad Hoc Committees may meet once a week or month or more often as deemed necessary. General duties of the Special committees shall apply unless otherwise specified.

ARTICLE VI – Election Committee (for Executive Committee and Board of Trustees)

Section 1:

The Chairperson with the approval of the Board of Trustees shall appoint an Election Committee ordinarily at least three months before the election. The election committee shall consist of three members: Vice Chairperson of the Board, President of the Executive Committee, and Chair of the Constitution Committee and shall be Chaired by the Vice Chairperson of the Board. This committee shall be responsible for receiving nominations for vacant positions and conducting election of candidates for the vacant office.

Section 2:

The nominations should be proposed by a member in good standing and duly seconded by another member in good standing on a form prescribed for the purpose. The nomination form may be sent by mail or electronically as decided by the election committee to the election committee chairperson duly signed by the proposed person, person seconding the candidate as well as the nominee before the deadline established by the Board.

Dates of Election Process:

- | | |
|-------------------------------------|------------------------------------|
| a) Request of nominations | 60 days prior to election |
| b) Receiving nominations | 30 days prior to election |
| c) Announcing tentative nominations | 15 days prior to election |
| d) Final list of nominees | One week prior to election |
| e) Election | 2 nd Sunday of December |

Section 3:

- i. Upon receipt of all nominations, the Election Committee shall evaluate the nominations for conformity with eligibility requirements and select such nominations as are in accordance with the bylaws of the Organization for presentation at the annual general body meeting.
- ii. In case of a discrepancy regarding the eligibility of a nominee, the burden of proof of eligibility will rest on the nominee.
- iii. The election of members for vacant positions shall be conducted at the annual general body meeting.
- iv. If the number of nominations exceed the number of vacant positions, the floor shall not be open for nominations and, a secret ballot voting by the members present at the annual general body meeting shall be used to elect the Trustees and the Executive committee members.
- v. If the nominations received by election committee are less than the number of vacancies in the Board or Executive Committee, the election committee shall open the vacancy/vacancies by inviting the nominations from the floor.
- vi. The names of the newly elected members shall be published in HTGS' newsletter as soon as possible.
- vii. If there are not enough members to form a quorum at the annual meeting, all the members present shall vote to waive the requirements for a quorum. If the waiver is approved by a majority vote, the election committee shall proceed with the election of officers.
- viii. In case of a dispute on the eligibility status to vote, the decision of the election committee is final.
- ix. For quorum requirements refer to article III Section 10.
- x. In case of a dispute on the eligibility status to vote, the decision of the election committee is final.

ARTICLE VII – Bylaws

- A. The Bylaws are written and adopted for the smooth running of HTGS.
- B. The Board of Trustees stipulates the Bylaws enumerating the duties and responsibilities of the Trustees, members of the Executive Board, members of the Special Committees and all other committees. The rules and regulations, code of conduct, and disciplines for everyone to follow will be stated.
- C. All committees of the Organization shall devise and adopt their own Bylaws for governance and smooth running. All Bylaws framed should be approved by the Board of Trustees.
- D. All Bylaws formulated should conform to the provisions of the Constitution.
- E. Bylaws manuals, handbooks or instruction manuals on a variety of activities including temple worship services will be given to the concerned members or individuals.
- F. The latest edition of Robert's Rules and Order shall be of authority on all questions of procedure not specifically stated in this Constitution.
- G. This organization shall function in accordance with this constitution and its bylaws. Any amendments to the bylaws shall be made in accordance with the procedures outlined in article IX.

ARTICLE VIII - Indemnification

HTGS shall indemnify any and all of its members, Trustees, Members of the Executive Committee or officers, or former members, Trustees or officers or any personnel who may have served at its request or by its election as a member, trustee or officer of another Organization, against the expense (including attorney's fees) actually or necessarily incurred by them in connection with the defense or settlement of any action, suit or proceedings in which they, or any of them, are made parties, or a party, by reason of such other Organization, except in relation to matters as to which any such member, trustee or officer, or former member, trustee, or officer or person shall be adjudged in such action, suit or proceeding to be liable for willful misconduct in the performance of duty, and to such matters as shall be settled by agreement predicated on the existence of such liability.

ARTICLE IX – Amendments to the Bylaws

This constitution may be altered, amended or replaced at the duly convened General Body meeting of the Organization, pursuant to the procedure stated below:

- A. The Governing Board of Trustees may propose an amendment to the bylaws provided

it is passed by a two-thirds (2/3) membership of the full Board of Trustees without the use of proxy votes.

- B. Any member with voting rights can propose an amendment to articles and bylaws of HTGS provided it is supported in writing by thirty percent (30%) of total members with voting rights. Amendments to the bylaws should be proposed and published for informing the General Body through the Temple's newsletter at least thirty (30) days in advance of the General Body Meeting.
- C. A proposed amendment to the Constitution duly presented for voting to the members shall be deemed to be approved if it is accepted by at least two-thirds (2/3) of the members present at duly convened meeting of HTGS. No new proposals or changes in bylaws shall be allowed from the floor at the annual meeting of the members.
- D. Whenever referred, members in good standing refer to the members with voting rights.

ARTICLE X – Utilization of Funds

- A. No part of the net earnings of HTGS shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private person(s) or organization(s), except that HTGS shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this Constitution.
- B. No part of the activities of HTGS shall involve propaganda or an attempt to influence legislation and HTGS shall not participate in, or intervene in (including publishing and distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- C. Notwithstanding any other provisions of these articles, HTGS shall not engage in any activities not permitted (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal revenue code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE XII – Maintenance of Discipline and Disciplinary Action

- A. All members at the temple premises shall maintain strict discipline, order and obedience to rules. Utmost reverence to all the temple deities and cleanliness shall be observed. Members shall not violate the code of conduct.
- B. Members disobeying the rules or acting against the best interests of the Organization or displaying objectionable behavior shall be promptly relieved of their membership and all privileges. Membership of disbarred members will not be returned unless approved by the Board of Trustees and the Executive Committee.
- C. The disciplinary action may be initiated by the Board of Trustees on recommendations of the Executive Board.
- D. All elected and appointed members to various offices shall sign an oath of Office and

The Hindu Temple of Greater Springfield (HTGS) EIN 20-8889846
agree to uphold and foster the high principles of HTGS and its mission and objectives.
Also agree to abide by the code of ethics, conduct and discipline policy of HTGS.

ARTICLE XIII - Dissolution of the Organization

- A. In the event that The Hindu Temple of Greater Springfield has to be dissolved for any reason such decision should be taken by the unanimous vote of the Executive Committee and the Board of Trustees. The Chairperson of the Board of Trustees shall call the General Body meeting with a notice explaining the reasons for dissolution. Ninety percent (90%) approval vote of the attending members of HTGS shall be needed for the dissolution to pass.
- B. A special ad hoc committee will be formed to organize the dissolution. The net assets of the Organization will be distributed to a similar non-profit religious organization that is in concert with the stated purposes of this organization having tax-exempt status under section 501(c)(3) of the Internal revenue Code or the corresponding section of any future federal tax code. Any such assets not so disposed off shall be disposed off by Common Pleas Court of Sangamon County of Illinois exclusively for such purpose or purposes or to such organization or organizations as said court shall determine which are organized and operated exclusively for such purposes. The plan of dissolution shall be conducted in accordance with Illinois law.