



**HINDU TEMPLE ASSOCIATION OF EASTERN IOWA**

**Hindu Temple Association of Eastern IOWA**  
(A non-profit, tax-exempt organization)

# **By-laws**

AMENDED AND RESTATED February 15, 2015



## Table of Contents

1	Article 1: Fiscal Year and definition of abbreviations .....	3
2	Article 2: General Body Eligibility .....	3
3	Article 3: General Body Meetings .....	3
4	Article 4: Executive Committee .....	4
5	Article 5: Duties of the Executive Committee .....	5
5.1	Chairperson: .....	7
5.2	Vice-Chairperson: .....	8
5.3	Secretary: .....	9
5.4	Treasurer: .....	9
5.5	Joint-Treasurer: .....	11
5.6	Standing Committees .....	11
5.7	Fundraising Committee:.....	11
5.8	Facilities and Maintenance Committee:.....	11
5.9	Youth/Adult Education Committee:.....	12
5.10	Program Committee:.....	13
5.11	Financial Planning Committee: .....	13
5.12	Public Relations and Community Service Committee: .....	13
5.13	Hospitality Committee .....	14
6	Article 6: Board of Trustees (BOT) and Board of Trustees Executive Committee (BOT-EC) .....	14
6.1	BOT Eligibility: .....	14
6.2	BOT Emeritus .....	15
6.3	Responsibilities of Active BOTs.....	16
6.4	Voting Eligibility.....	17
6.5	Board of Trustees Executive committee (BOT -EC).....	17
7	Article 7: Annual General Body Meeting (AGBM) and Election of the Executive Committee .....	19
8	Article 8: Employees of the Temple .....	20
9	Article 9: General .....	20
10	Article 10: Ad-Hoc Committees.....	22
11	Article 11: Tax Exempt Status.....	22
12	Article 12: Dissolution .....	22
13	Article 13: Effective date of By-laws .....	23



# HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

Functioning of this Temple shall be in accordance with this Articles of Incorporation and By-laws

## **1 Article 1: Fiscal Year and definition of abbreviations**

The Fiscal year of the Temple shall be from January 1 to December 31 unless changed by the Executive Committee.

GB - General Body

EC - Executive Committee

BOT EC - Board of Trustees Executive Committee

GBM - General Body Meeting

AGBM - Annual General Body Meeting

## **2 Article 2: General Body Eligibility**

Criterion to be part of General Body (GB) are as follows:

1. Any person of legal age, irrespective of caste, color, creed, race or national origin, who agrees to support the mission of the Temple and abide by its Articles of Incorporation and the By-laws
2. Must be a resident of Eastern Iowa, namely Cedar Rapids, Waterloo, Iowa City, Coralville, Marion, Dubuque and surrounding communities.
3. Accounted cumulative donations by the family shall be at least \$100, a week prior to AGBM. This donation will register the individual, family and their children
4. Patrons shall be enrolled in temple mailing list/directory with the current contact information.
5. An individual member in good standing and age eighteen (18) years and over shall have one vote.

## **3 Article 3: General Body Meetings**

1. All the meetings of the General Body shall be presided over by the Chairperson and in his / her absence, by the Vice-Chairperson of the Executive Committee. At least fifteen (15) days advance notice shall be given to members intimating date, time, place and agenda of the meeting of the General Body (other than the annual General Body Meeting).
2. If 75 or more GB members send a written request to the Secretary of the Executive Committee to convene a special meeting of the General Body, specifying the issue to be discussed, the Secretary shall acknowledge the



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

meeting request within a period of fifteen (15) days. Special meeting shall then be held within 30 days from the date of such special meeting written request

3. In special cases the Secretary of the Executive Committee in consultation with the Chairperson of the Executive Committee and the BOT EC Chair may call a short notice meeting of the General Body to discuss important issues.
4. Proposals by the General Body for inclusion as additional items in the agenda after the agenda is published by EC, shall require written endorsement of at least 10 GB members to the Secretary. These additional items will be included only for discussion. Voting and decisions on these items will be made only during a subsequent GB meeting.
5. Decisions made at the General Body meetings shall be by simple majority of members physically present and voting. Those who abstain from voting will NOT be considered in the decision making process.

#### **4 Article 4: Executive Committee**

1. The Executive Committee shall consists of minimum five (5) and maximum of fifteen (15) elected members from the General Body desirous of serving on the Executive Committee and elected by the General Body. The members elected to the Executive Committee shall serve for a term of two (2) years.
2. An Executive Committee Member who has completed serving two (2) consecutive terms on the Committee is eligible to be elected by the General Body to serve the Committee for additional terms at the annual General Body meeting, provided he/she is genuinely interested and committed to serving the Executive Committee.
3. The Officers of the Executive Committee shall be the Chairperson, Vice-Chairperson, Secretary, Treasurer and Joint Treasurer; and these shall be elected by GB during current AGBM for these specific positions. Election committee shall strive to provide names of members who are desirous of becoming Officers at least one week before the AGBM.
4. A person who is running in an election to serve as a Chairperson shall have served at least one year in any position within any earlier EC
5. Members of the Executive Committee shall be elected to serve a term of two (2) years



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

6. The Executive Committee shall meet no less than six (6) times a year. The meetings may be conducted at a physical premises or by online conference, as decided by officers of the EC
7. Any member of the Executive Committee who is absent for two (2) consecutive meetings without informing the Chairperson of his/her absence may cease to be an Executive Committee member
8. All decisions in the meeting of the Executive Committee shall follow the approval process as mentioned in Article 5 section 3 and require a simple majority vote of the members present as decided by officers of the EC.
9. The immediate Past Chairperson may serve as an Ex-Officio member of the Executive Committee for two years to help maintain the continuity of administration. A Past Chairperson will not have any voting rights during EC meetings.
10. The Executive Committee shall also ensure that no individual committee member enters into any contractual agreements or other instruments (whether written or oral) with any other individual or organization at any time with the exception of the Chairperson acting in consultation with the Executive Committee and BOT Chairperson by virtue of such authority conferred on him/her per Article 5 of the By-Laws.
11. The Executive Committee may fill any vacancy that arises in the Committee for the remainder of the term by appointment. If more than one member is interested in taking up vacant position, then EC shall conduct elections among the members of EC as necessary
12. BOT Chairperson or Vice-Chairperson may attend EC meetings to act as a liaison between BOT and EC. BOT Chairperson or Vice-Chairperson will not have any voting rights during EC meetings.

### **5 Article 5: Duties of the Executive Committee**

1. The Executive Committee is empowered to make decisions and transact all activities related to the Temple. However, the Executive Committee must get BOT EC approval for decisions that involve \$10,000 (ten thousand dollars) or more. But, the Executive Committee must get Board of Trustees approval for any real estate, deeds, mortgages, bonds, refinance or loan transactions, deity additions or removals, even if it is less than \$10,000. These decisions shall be



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

communicated to the General Body once the approval has been obtained from Executive Committee and the BOT EC.

2. Any expense that is exceeding the budgeted amount shall be informed and be approved by BOT.
3. Approval process - Responses to approval requests can be made by being physically present, online or through e-mail. No response to the e-mail approval requests will be considered as abstinence and will not be considered for determining the majority.

### **The Executive Committee shall:**

1. Be responsible for development and management of all assets and funds of the Temple.
2. Ensure that all the Committee decisions are approved with a simple majority of the Executive Committee members - members can agree by following the Approval process discussed in Article 5 section 3
3. All meeting minutes shall be recorded and communicated within twelve (12) weeks to the Committee members, BOT Chair and vice-chair, as well as to the Board of Trustees upon their request.
4. Review and approve next fiscal year's Temple's budget prepared and presented by the Treasurer and allocate funds for the execution of the budget provisions within the Temple's resources. The Executive Committee shall approve the budget by November 15th of current fiscal year and forward it to the BOT for their review and approval. BOT Chair/Vice-chair shall ensure that the budget is approved by BOT by Dec 31st of the current fiscal year. It shall then be presented to GB at the Annual General Body Meeting.
5. Treasurer is advised to itemize Budget under the following categories – Operational, Maintenance, Contingencies
6. BOT EC -Budget/Major Projects (such as New Temple, New deity or any capital projects exceeding \$10,000)
7. Any budgeted or non-budgeted item that was presented during AGBM need not be approved again as long as it does not vary \$500 from the amount proposed in the budget.



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

8. New EC can modify an earlier approved budget no later than 60 days after election but prior to spending any amount in the revised budgeted item by getting approvals from EC and BOT
9. Respective committee chairs shall estimate expenses to cover the cost of any planned religious/cultural events/activities and get approval from the Executive committee
10. The current Executive Committee is also authorized to run the day-to-day activities of the Temple for the next fiscal year (against) in compliance with the approved budget until a new EC is elected.
11. Approve all the religious and cultural activities for the year.
12. Be responsible for giving donations, grants, aids etc. for purposes and in furtherance of the Mission of the Temple subject to the limits of the authorized budget amount designated for that purpose.
13. Ensure all collections/expenses related to programs/activities are accounted and submitted to the Treasurer in a timely manner
14. Review the Temple rules and regulations and update it as and when required. The rules and regulations shall be displayed clearly at the Temple premises for Temple visitors (members and non-members) to read and abide by it.
15. The Executive Committee shall appoint a three (3) member election Committee to receive nominations from GB in order to facilitate the election of the next Executive Committee and inform the General Body of the said appointment and the date of the Annual General Body Meeting at least sixty (60) days prior to the meeting. The Election Committee shall preferably comprise of one (1) member from the current or past Executive Committee, one member from the General Body and one (1) member from the Board of Trustees. The Election Committee members will not be eligible to contest in the elections for that term.
16. The Executive Committee shall identify major donors and solicit donations to cover the cost of construction and maintenance of Temple facilities.

### **5.1 Chairperson:**

1. The Chairperson shall chair all meetings of the Executive Committee and the General Body. He / She can call a meeting of the Executive Committee at any time deemed necessary. He / She is primarily responsible to carry out the



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

functions of the Executive Committee as per the current Articles of Incorporation and the By- Laws. He / She shall ensure that minutes of all meetings of the Executive Committee are recorded and duly documented

2. The Chairperson of the Executive Committee or his/her designee shall execute Deeds, Mortgages, Bonds, and Contracts as representative of the Temple and perform any other functions falling under the powers of the Executive Committee after approval by BOT
3. The Chairperson shall serve as a spokesperson for the Temple **designate BOT Chair or suitable person from EC or BOT's as spokesperson in his/her absence.**
4. The Chairperson shall coordinate the work of all Standing and Ad-hoc Committees; however, Chairperson cannot be member of these committees
5. The Chairperson shall supervise the employees of the Temple. He or She is responsible to give an evaluation of the employees by November 1st and keep track of vacation and working hours.
6. Chairperson shall ensure privacy of accounts and make sure passwords are shared only with the responsible parties
7. In the absence of the Chairperson, the office bearers in the following order shall perform the duties of the Chairperson - Vice Chairperson, Secretary, Treasurer.
8. In absence of all above, officer who is leaving the last shall consult the remaining EC members to designate the acting interim Chairperson and share the credentials as needed
9. In the absence of any EC member, Chairperson is responsible to designate any EC member, or BOT member to perform the duties of the respective position

### **5.2 Vice-Chairperson:**

1. The Vice-Chairperson of the Executive Committee shall assume the duties of the Chairperson in the event of latter's absence or inability to discharge his/her duties.
2. The Vice Chair of the EC committee is responsible for supporting the chairperson by taking the responsibilities as assigned by the Chairperson.





## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

### **5.3 Secretary:**

1. The Secretary of the Executive Committee shall assist the Chairperson and the Vice- Chairperson in carrying out the duties of the Executive Committee. He/ She shall keep record and distribute the minutes of the meetings of the Executive Committee to its members within a week, and to the Board of Trustees upon their request.
2. He/ She shall record the minutes of the General Body meetings and distribute to General Body within thirty (30) days after the meeting and make it available upon request.
3. He/ She is responsible to prepare agenda and communicate meeting notices of the Executive Committee to EC, and meeting notices of the General Body to GB in consultation with the Chairperson ahead of the respective meetings.
4. He/ She is responsible to maintain an updated directory containing addresses and phone numbers of current members of Temple
5. Secretary is responsible for regular maintenance of mails received/sent to temple e-mail ID

### **5.4 Treasurer:**

1. The Treasurer of the Executive Committee shall collect all the contributions (including collections from mail boxes), keep account of all the receipts and expenses and deposit all funds received in the name of the Temple in bank account(s) as designated by the Executive Committee. The bank account(s) shall be in the name of the Temple with its mailing address and with signatures and authority vested jointly in the names of Chairperson, Vice Chairperson, the Treasurer and the Joint-Treasurer, and the Secretary of the Executive Committee
2. The Treasurer shall ensure that funds collected for designated purposes shall be appropriately deposited, accounted (in ledger) and disbursed for the said purposes only
3. He / She must deposit the money received in the bank account of the Temple as soon as possible but no later than one month (1) of its receipt
4. The Treasurer and one other officer of the Executive Committee shall co-sign all checks in excess of one thousand dollars (\$1,000) and make payment in the name of the Temple
5. Any disbursements in excess of one thousand dollars (\$1,000) shall be made only after prior approval of the Executive Committee. Any payment more than one hundred dollars (\$100.00) must be done by check and not by cash



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

6. Any disbursements in excess of ten thousand dollars (\$10,000) shall be made only after prior approval of the Executive Committee and BOT.
7. Any unbudgeted payment exceeding two hundred and fifty five hundred (\$500.00) shall require prior approval of the Executive Committee and BOT
8. The Treasurer shall prepare a financial statement for all the receipt and expenses and present it to the Executive Committee at each Executive Committee meeting
9. The Treasurer shall also prepare and submit the annual financial statements to the Internal Auditor in detail within six (6) weeks after the closing of the fiscal year
10. He / She shall also present the Annual Financial Report to the General Body in its Annual Meeting
11. The Treasurer shall prepare the budget estimates for the next fiscal year and submit them to the Executive Committee and to the BOT Chair no later than sixty (60) days prior to the end of fiscal year
12. The Treasurer shall acknowledge and recognize contributors by the end of the fiscal year. The Treasurer shall also send acknowledgement to contributors to comply with IRS requirements
13. The Treasurer shall reconcile bank statements with the books every other month during the fiscal year
14. Treasurer shall be responsible for monthly payroll activities for the employees
15. The Treasurer shall be responsible for preparing and distribution of all IRS related forms to the employees of the Temple
16. The Treasurer shall be responsible for heading the Financial Planning Committee
17. Treasurer shall properly record income and expense to the appropriate budgeted line item while making ledger entries
18. Treasurer shall ensure privacy of accounts and make sure passwords are shared only with the responsible parties
19. Treasurer is responsible for tracking BOT financial contributions so as to help categorizing BOTs as active/emeritus etc.



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

### **5.5 Joint-Treasurer:**

1. The Joint-Treasurer of the Executive Committee shall assume the duties of the Treasurer in the event of latter's absence or inability to discharge his/her duties.
2. The Joint-Treasurer of the Executive Committee is responsible for supporting the Treasurer by taking the responsibilities as assigned by the Treasurer.

### **5.6 Standing Committees**

1. The Executive Committee shall appoint the Standing Committees and their Chairpersons. The Chairpersons shall be from the Executive Committee only
2. The Standing Committees shall be, but are not limited to: Fund Raising Committee, Facilities and Maintenance Committee, Youth and Education Committee, Program Committee, Financial Planning Committee; Public Relations and Community Service Committee and Hospitality Committee.
3. The Chairpersons of these Committees shall attend their relevant Committee meetings and get approval of the activities of their Committee from the Executive Committee.
4. Standing Committees shall meet as and when required.

### **5.7 Fundraising Committee:**

1. The Committee is charged with soliciting contributions and pledges from members, organizations and other sources and organizing fundraising events each year to meet the funding goals as established by the Executive Committee by methods that are legally authorized for non-profit organizations under the U.S. Internal Revenue Code.

### **5.8 Facilities and Maintenance Committee:**

This Committee is responsible to:

1. Manage all the activities related to the day-to-day maintenance of the Temple and its facilities in the most efficient and economical manner
2. Manage all construction work related to the Temple approved by the Executive Committee
3. Obtaining at least two (2) or preferably three (3) quotations for purchases of materials/services costing one thousand dollars (\$1000.00) or more



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

4. Ensure that the Chairperson and Secretary of the Executive Committee sign all contract documents related to the Temple facilities
5. Ensure that the decorum and cleanliness of the Temple is maintained both inside and outside the premises
6. Ensure that the Temple adheres to all city and county ordinances and codes
7. Prepare annual plans and budgets for Temple facility operations, improvements and maintenance
8. Ensure security of the facility and Temple assets
9. Develop and maintain a network of vendors who handle maintenance work
10. Identify and develop plans to continue Temple activities in case of natural disasters in consultation of EC
11. Surveillance camera videos shall be viewed by facilities committee chair ONLY and shall be handled with strict privacy and confidentiality. Additional members are delegated or allowed to see only after approval of the facility committee chair.
12. Shall ensure privacy of security accounts and make sure passwords are shared only with the responsible parties
13. Shall maintain a list of inventory of temple assets and actively update them as needed

### **5.9 Youth/Adult Education Committee:**

This Committee shall organize youth/adult activities and events related to the promotion and education of religious, spiritual and cultural foundations of Hinduism and the mission of the Temple.

The Committee shall be responsible to:

1. Arrange programs, visits, lectures and classes for the education on religious values, culture, customs, and practices for Hindu way of life.
2. Create a youth mentoring program that can motivate and develop youth for future leadership (by recognizing them through incentives and certificates)
3. Develop and maintain a library on Hinduism and related matters.



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

### **5.10 Program Committee:**

This Committee is responsible to:

1. Organize religious and cultural programs for the Temple Development
2. Maintain a full year calendar of events for the Temple.
3. Coordinate printing temple-events calendar
4. Coordinate priest's religious activities both inside and outside the Temple
5. Ensure that proper coverage exists to perform the duties of the priest on the days priest is absent. In case of extended absence of the priest, ensure to make proper arrangements by having a temporary priest, or coordinating with volunteers
6. Communicate Temple programs to the community in a timely manner
7. Build a network of volunteers to assist in Temple programs and activities
8. Develop and maintain a pricing sheet for performing temple rituals, religious ceremonies and pujas inside and outside the Temple in coordination with other relevant Committees

### **5.11 Financial Planning Committee:**

1. The Treasurer shall chair this Committee.
2. The Committee shall assist the Treasurer in executing his/her responsibilities.

### **5.12 Public Relations and Community Service Committee:**

The Committee is responsible to:

1. Conduct activities to promote a positive, inspiring, and proper image of the Temple among members and in the community at large.
2. Respond to all emergencies due to a natural calamity, a crisis in any member family or in the community at large.
3. Organize efforts and manpower to help humanitarian causes by utilizing the budgeted funds.



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

4. Generate all newsletters and electronic media, promotional publications and publicity of Temple activities and publishing quarterly newsletter and distributing to the general membership. It shall also solicit articles, letters and information to promote the Mission of the Temple. The Executive Committee shall approve the contents in the newsletter prior to publication
5. Receives requests from outside temple groups (Ex: Churches, school and college students) who are interested in learning about our Temple and religion. The PR chair person in consultation with the Chair and Vice Chair shall appoint a spokesperson in the beginning of his/her term to welcome and educate these groups.

### **5.13 Hospitality Committee**

This Committee shall be responsible to:

1. Organize and manage the food services during programs and events of the Temple
2. Plan and coordinate Annadaatas (Annadaata is a meal service where the sponsor(s) prepare and serve food to devotees for a nominal donation during the calendar year)
3. Ensure cleanliness of the kitchen and dining facilities after temple organized programs and events

### **6 Article 6: Board of Trustees (BOT) and Board of Trustees Executive Committee (BOT-EC)**

#### **6.1 BOT Eligibility:**

1. The eligibility to become a member of the Board of Trustees shall include all of the following:
2. Any person of legal age, irrespective of caste, color, creed, race or national origin, who agrees to support the mission of the Temple and abide by its Articles of Incorporation and By-laws
3. Must be a resident of Eastern Iowa, namely Cedar Rapids, Waterloo, Iowa City, Coralville, Marion, Dubuque and surrounding communities.
4. Shall be registered with the Temple at least twelve (12) months prior to becoming a member of the Board of Trustees as defined in Article 2, Item 3.



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

**To maintain the BOT status, a BOT shall have contributed:**

- A. An amount of \$2,000 (including Poojas etc.) in the previous years
- B. \$2,500 minimum on the day signing up for BOT, and shall contribute remaining \$2,500 in single payment or as instalments latest by the following year

In addition, to continue as active BOT, patron -

1. Shall donate a minimum of \$500 every calendar year - Any accountable amount contributed towards services (Nitya pooja, archana, utsavam, festival, celebrations, special events etc.), or accountable amount contributed as donation towards general temple maintenance will be considered to qualify for this eligibility contribution and will be applied ONLY for that calendar year
2. Shall attend at least one BOT meeting in a calendar year, If an active BOT does not contribute \$500 for two consecutive calendar years, he/she will be designated as BOT emeritus
3. BOT emeritus can then become active BOT by making contributions (\$500 minimum per year) for earlier years
4. If a member of the Board of Trustees does not want to continue being a part of the Board of Trustees, then He / She shall submit in writing his/her intention to the Chair Person of the Board of Trustees. Accordingly, BOT communication will be stopped to the respective resigned member
5. BOT membership can be transferred only to the spouse

### **6.2 BOT Emeritus**

1. BOT Emeritus class is created for existing BOT patrons –
  - a. who no longer can, or wants to be involved in the organization.
  - b. will NOT have any voting rights in BOT meetings
  - c. will get all communications from BOT Chair
2. Eligible members to the Board of Trustees shall express in writing their willingness to serve on as ACTIVE Board of Trustees by submitting an application to the Chair Person of the Board of Trustees.
3. Emeritus-BOTs, who were unable to maintain active BOT status can become Active-BOTs upon paying the required amount of \$500 per year for the two years. During the wait period of two years they can retain the Emeritus status”



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

### **6.3 Responsibilities of Active BOTs**

1. The responsibilities of the Board of Trustees include the following:
2. Provide overall guidance and a three to five year mission and vision for the Temple
3. Review and approve the annual budget with a two thirds (2/3) majority
4. Identify major donors and solicit donations to cover the cost of construction, maintenance of Temple facilities and other Temple related activities
5. Resolve any conflict between the General Body and the Executive Committee, and among Executive Committee
6. Review and approve any expenses of ten thousand dollars (\$10,000) or more
7. Every two years, nominate two (2) members from within the Board of Trustees to be the Chair and Vice-Chair. The Board of Trustees Chair and Vice-Chair shall not be a part of the Executive Committee and they shall be nominated prior to the annual General Body Meeting.
8. The Chair and Vice-Chair will act as a Temple liaison at large and coordinate all activities related to the Board of Trustees. The Chair or Vice-Chair shall attend the EC meetings and their email id will be part of the EC group. Also, the EC chair or EC vice chair can attend the BOT EC and BOT meetings.
9. The Chair and Vice-Chair shall formulate proper leadership and Committees/Groups as necessary from within the Board of Trustees in order to better conduct and execute the affairs of the Board of Trustees
10. The Board of Trustees shall meet as a group at least three (3) times a year
11. In the event the Executive Committee being unable to discharge its duties or if there are irreconcilable conflicts amongst the Executive Committee, the Board of Trustees reserve the right to suspend the current Executive Committee with two thirds (2/3) majority approval of the Board of Trustees and may undertake a caretaker role administering Temple activities for a period of sixty (60) days within which a new Executive Committee shall be formed by calling an emergency General Body Meeting
12. In case of Dissolution of the Temple, The Board of Trustees shall proceed with the dissolution as described in Article 13 of the by-laws (check article number after final copy)





## **6.4 Voting Eligibility**

1. Only Active BOTs are eligible for voting
2. The vote will be counted only if the member of the Board of Trustees is physically present in the meeting or communicates in writing prior to the requested deadline for the decision making process.
3. Those who abstain from voting will NOT be considered in the decision making process
4. A two third (2/3) percentage of all responses received either in writing, or voted physically during the meeting, shall be required in order to approve any motion by the Board of Trustees

## **6.5 Board of Trustees Executive committee (BOT -EC)**

This Committee will be a core group of committed Active BOTs who will make strategic recommendations on behalf of overall BOT Group.

1. This Committee will consist of Seven (7) members of committed active BOTs including BOT Chair and Vice-Chair.
2. Any active BOT can volunteer themselves to be part of the committee. If there are more than five (5) volunteers, then they will be elected by the BOTs. If there are not enough volunteers, then the Chair/Vice Chair of this Committee will have the option to select the right candidates from BOTs.
3. Both individual and his/her spouse cannot be on the committee at the same time.
4. The committee will elect a Secretary, as needed, to conduct the operations of the committee.
5. This committee will serve for 2 years and committee members can change their roles within this 2 year period
6. This committee Chair person, vice-chair or secretary will schedule their periodic meetings as needed ahead of time. The period (such as monthly, quarterly etc.) can be defined and agreed upon by the committee members.
7. The members shall commit to attending scheduled meetings which would be scheduled for the whole year in advance and schedules shared with BOT



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

8. They shall commit to working on agenda items without personal biases, agenda and shall work as a team and resolving any and all differences within the core team, keeping in mind the overall welfare and growth of the Temple all the time, and maintaining harmony within the community.
9. They shall always look for opportunities that will help advance (enhance religious, spiritual and cultural experience) of the entire community and not just one group or region or belief. They shall also look for opportunities to enhance the visibility of the Hindu Temple amongst the general public of the area (i.e. through participation in groups like Inter Religious Council of Linn County and other Faith Groups, etc.)
10. They shall commit to clearly communicate topics, options, recommendations to the rest of the BOT group and to the EC committee. Communication to rest of BOT shall be done by Chair and in his absence, by Vice Chair. The items discussed and recommendations made by this committee shall be discussed only with BOT or EC (If needed) or at the General Body meeting and not be discussed at the social gatherings.
11. This committee must leverage technologies such as E-mail, teleconferencing, etc to allow all the members to participate in meetings and key recommendation discussions.
12. At times where more frequent meetings are necessary to get to a critical recommendation, the meeting dates and times shall be communicated to the rest of the BOTs in a reasonable time frame (to facilitate quick action within 7 days)
13. Any BOTs who have concerns/issues regarding the recommendations made by the BOT EC committee and not in agreement with the recommendation will need to communicate back to BOT Executive Committee by e-mail within fourteen (14) days after receiving the recommendation.
14. If this Committee receives any disagreement e-mails from the BOTs, then the recommendation will be re-evaluated and revised as appropriate or BOT Chair & Vice-Chair will call for a BOT meeting and follow the approval process as per the Temple By-Law document.
15. If there are no issues/concerns/objections from the BOTs within fourteen (14) days after receiving the communication, then the recommendation or recommendations made by the BOT Executive Committee will be considered as "APPROVED BY BOTs".



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

16. All major decisions (e.g.: efforts that are budgeted for more than \$50,000 USD) approved during BOT EC will have to be approved by EC and shared with General Body. EC Chair shall be responsible for getting approved by the members of EC all decisions made by BOT-EC

17. EC Chair in consultation with BOT-EC Chair person can request for by-law revisions as needed by appointing an ad-hoc committee

### **7 Article 7: Annual General Body Meeting (AGBM) and Election of the Executive Committee**

1. The Executive Committee shall decide on the date, place and the members of election committee for the AGBM and inform the General Body no later than the end of November each year.
2. The Annual General Body Meeting shall be conducted within the first sixty (60) days of the new calendar year. The Annual meeting Agenda shall include the following:
  - a. Presentation of the State of the Temple Report by the EC Chairperson.
  - b. Presentation of financial statements of the Temple by the Treasurer of the Executive Committee duly audited by the appropriate Auditor or the Audit Committee. The Treasurer shall also present the proposed annual temple budget for the next year
  - c. Presentation of reports by the Committee Chairpersons on the activities of their respective Standing and Ad-Hoc Committees.
  - d. Election of Executive Committee for the next fiscal year.
3. The Executive Committee shall appoint a three (3) member Election Committee to facilitate the elections. The Election Committee shall comprise of one (1) member from the current or past Executive Committee, one (1) member from the General Body and one (1) member from the Board of Trustees. The Election Committee members will not be eligible to run or be elected in the elections for that term.
4. The Election Committee shall send notice to the General Body members ( As defined in Article-2) seeking nominations at least forty five (45) days prior to the date of Election. Secretary shall provide the listing of General Body members to the Election Committee. The nominee shall fill out the required forms and submit them to the Election Committee before the deadline stated in the form.



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

5. The Election Committee shall inform the members of the General Body of the final list of candidates fifteen (15) days prior to the election. No new nominations will be accepted after the final list is published.
6. Election will be held for the published nominated candidates on the Election Day, if nominations are more than vacancies.
7. However, if the number of nominations received is less than the number of vacancies, the nominees will be elected to the Executive Committee without elections after approval by General Body
8. For any unfilled position(s), nominations can be submitted from the floor on the Election Day; if number of nominations are more than positions, then an election will be held to fill those vacant position(s) only.
9. All Elections shall be by majority vote of all General Body members in good standing present and voting.

### **8 Article 8: Employees of the Temple**

1. The employees of the Temple, including the priest, shall be properly appraised, hired and compensated by the Executive Committee in consultation with the BOT EC.
2. The Chairperson shall supervise the employees of the Temple. He or She is responsible to give an evaluation of the employees by November 1st of current year and keep track of vacation & working hours

### **9 Article 9: General**

1. Any contributions, gifts, real estate, donations, grants, aids, etc., once made to the Temple by the members or by non-members shall be non-refundable on any grounds
2. Indemnification: Assets and Liabilities of the Temple shall vest in the Board of Trustees administered by the BOT EC. However, no Trustees or Executive Committee members shall be personally responsible for any liability (ies) of the Temple, incurred in the interests of the Temple.
3. The Temple shall indemnify any, and all its current and former members, Trustees, Executive Committee Members, or Officers, or any persons who may have served at its request or by its election as a member, Trustees, Executive Committee Members, or Officers of another corporation, 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 being or having been a member, Trustees, Executive Committee Members, or Officer of the Temple or of



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

such other corporation, except in relation to matters as to which any such member, Trustee, Executive Committee Members, or Officer or former member, Trustees, Executive Committee Members, 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.

4. Insurance: The Temple shall obtain and maintain comprehensive insurance for its facilities and assets etc., at its own expense, to protect itself and any Trustees, Executive Committee Members, or Officers, employees or agents of the Temple.
5. All temple visitors shall follow the Temple rules and regulations as posted in the Temple
6. Meeting Guidelines
  - A. The general procedure of meetings of the Temple shall be in harmony with the principle set forth by the Executive Committee Chairperson. Robert's Rules of Order (latest version) shall be the final authority as to parliamentary procedure, in so far as they do not conflict with the provisions of this Constitution and By-laws.
  - B. Quorum - The Executive Committee/BOT EC shall have half (1/2) plus one (1) of total members of the Executive Committee/BOT EC as quorum. The quorum for all other committees shall be one third (1/3) plus one of the total members of that committee except the Executive Committee/BOT EC. In the absence of quorum, Robert's Rules of order shall apply for conducting all the meetings.
  - C. The minutes of the meeting shall be circulated within twelve (12) days after the meeting and considered approved if no objection is received within fourteen (14) days after the day of circulation. The subsequent meeting to ratify the resolution shall not be subjected to Quorum. In case of General Body meeting, Quorum shall be ten (10) percent of the General Body, physically present and voting.
7. No Confidence - No confidence resolution may be moved against the member(s) of the Executive Committee and the Standing Committees in a General Body meeting provided such a resolution is presented with a written endorsement of at least twenty five percent (25%) of General Body in good standing to the secretary of the Executive Committee at least two (2) months before the meeting. Such a resolution shall require for its passage the support of a two third (2/3) majority of the members of the General Body, physically present and voting.



## HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

8. **Membership Removal Rights** - The Executive Committee, in consultation with the BOT EC, has the right to remove from its membership, any individual whose activities may be considered as detrimental to the interest of the Temple. Such expulsion(s) shall, however, be subject to approval of a two third (2/3) majority of the members, present and voting in a General Body meeting and subject also to the appropriate procedures affording full opportunity to the individual's concerns to be heard.
9. **Recognition of The Patrons** - Any person providing exceptional services/contribution, financial or otherwise, to the Temple may be honored to become a Patron. A Patron shall be nominated by the Executive Committee and the active BOTs, and shall be informed to the General Body. There could be one or two Patrons designated as the Patron of the Year and the nomination is at the discretion of the Executive Committee and the active BOTs.

### **10 Article 10: Ad-Hoc Committees.**

1. The Executive Committee/BOT EC shall, if and when required, appoint Ad-Hoc Committees, for the specified functions and terms. The EC/BOT EC Chairperson shall coordinate the work of all Standing and Ad-hoc Committees; however, EC/BOT EC Chairperson cannot be member of these ad-hoc committees, except for committee reviewing and revising By-Laws of Temple

### **11 Article 11: Tax Exempt Status**

No part of the net earnings of the Temple shall inure to the benefit of, or distribution to, its members, trustees, officers or other private persons, except that the Temple shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the mission set forth in Article 6 hereof. No substantial part of the activities of the Temple shall include engaging in propaganda or otherwise attempting to influence legislation and the Temple shall not participate in, or intervene (including the publishing and distribution of statements) in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Temple shall not carry on any other activities not permitted to be carried on (a) by an Organization exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code (or corresponding provision of any future United States Internal Revenue Law), and (b) by an Organization, contribution to which are deductible under section 170 (c) (2) of the Internal Revenue Code (or corresponding provision of any future United States Internal Revenue Law).

### **12 Article 12: Dissolution**

In the event of dissolution of the Temple Association, the Board of Trustees, after paying or making provisions for payment of all of the known liabilities of the Temple



# HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

shall dispose of all its assets exclusively for the purpose of the Temple in such manner, or to such Organization(s) organized and operated exclusively for Hindu religion, educational, and charitable purposes as shall at the time qualify as a tax exempt Organization(s), under Section 501 (c) (3) of the Internal Revenue Code (or corresponding provision of any future United States Internal Revenue Law) as the Board of Trustees shall determine.

### 13 Article 13: Effective date of By-laws

The Revised By-Laws shall take effect from February 15, 2015 as voted by General Body.

In witness whereof, we have hereunto subscribed our names this 24 day of April 2015.

  
\_\_\_\_\_

Suresh Kumar Kavula - Chair person

k. sirsula  
\_\_\_\_\_

Sirisha Kota - Vice Chair

\_\_\_\_\_

STATE OF IOWA:

SS

LINN COUNTY:

On this 24 day of April 2015, before me, the undersigned, a Notary Public in and for said State, personally appeared and provided identification, to me known to



# HINDU TEMPLE ASSOCIATION OF EASTERN IOWA

be the identical persons named in and who executed the foregoing instrument and acknowledged that they executed the same as their voluntary act and deed.

Notary Public.

