



## **BYLAWS**

### **Article 1: Name**

The name of the not-for-profit corporation shall be **“Spokane Hindu Temple and Cultural Center” (SHTCC)**, Spokane, Washington, hereafter referred to as **“The Temple”**.

### **Article 2: Principal Location**

The principal office of the Temple is located at **3223 S High Drive, Spokane, WA 99203**. The Temple may from time to time have offices at other places inside or outside of the State of Washington as designated by the Executive Committee, or as dictated by the goals of the Temple. The Temple, however shall, always, maintain a registered office in the State of Washington as well as a registered agent whose office location shall be identical with the registered office as stated above. The registered office of the Temple may or may not be identical with the principal office in the State of Washington. The Executive Committee may change the address of the registered office from time to time. Appropriate agencies will be notified of any change in address.

### **Article 3.1: Goals and Objectives**

1. To establish a spiritual place to practice “Sanatan Dharma”, the Hindu way of life.
2. To conduct classes for children and adults based on Vedic philosophy.
3. To carry on cultural and traditional heritage via classes in languages, music, dance, art and yoga.
4. To nurture cultural and religious beliefs by performing customary rituals and celebration of Hindu festivals.

### **Article 3.2: Vision**

To form a charitable and educational organization to enhance spiritual, cultural, social, educational and religious values based on Vedic Philosophy.

### **Article 3.3: Values**

1. To coexist with other community members with mutual respect for each other’s beliefs and cultural diversities based on ideology of “Vasudhaiva Kutumbakam” i.e. the world is one family.
2. SHTCC activities shall not involve carrying on of any propaganda, or otherwise attempts to influence legislation. It shall not participate in or intervene in (including the publishing distribution of statements) any political campaign on behalf of any candidate for public office.

### **Article 4: Fiscal Year**

The fiscal year of the Temple shall be January 1 to December 31.



#### **Article 5: Structure**

The governance of the Temple shall be vested in the Executive Committee who shall develop and execute long--term policies on behalf of the Temple. The Executive Committee will be responsible for the day--to--day management and near and long--term policies on behalf of the Temple.

#### **Article 6: Temple Fellowship**

Any person who is 18 years or older, who shares the same objectives as those listed in Article 3 is eligible to become a fellow of the Temple. Fellowship to the Temple is open to all irrespective of race, color, creed, nationality, political affiliations, disability and veteran status, sex and sexual preferences without restrictions as per State and Federal laws.

No annual dues are required to be a fellow. Anyone who wants to be a fellow can sign up by proving contact information for a community directory.

#### **Article 7: Executive Committee – Executive Committee Structure**

The day-to--day governance and near and long--term operational management of the Temple shall be vested in the Executive Committee “EC”. The Officers of the EC comprise: EC President (ECP), EC Vice President (ECVP), EC Secretary (ECS), EC Joint secretary (ECJS), EC Treasurer (ECT) and two EC officer (ECO). There shall be seven members of the EC.

#### **Article 8: Powers and Limitations**

The Temple shall have and may exercise all powers allowed under the Washington Non--Profit Corporation Act, subject only to the following limitations:

##### **Article 8.1: Public Purpose**

The Temple is organized to serve public and community interests; accordingly it shall not be operated for monetary benefit of private interest, such as contributors or members of the Temple, or persons vested directly or indirectly by such private interests.

##### **Article 8.2: Accumulation of Income**

The Temple shall not unreasonably accumulate income within the meaning of Section 504 of the Internal Revenue Code as now in force or later amended.

##### **Article 8.3: Trade or Business**



The Temple shall not be operated for carrying on a trade or business for profit except for charitable fund raising as defined in Section 513 of the Internal Revenue Code as now in force or afterwards amended.

#### **Article 8.4: Distribution of Earnings**

No part of the earnings or other property received by the Temple from any source shall be used for the benefit of or be distributed to any of its fellows, EC Officers, or other private persons, except that the Temple may decide to pay reasonable compensation for services rendered by individuals, organizations or entities, and make payments and distributions in furtherance of purposes herein set forth.

#### **Article 8.5: Specific Restrictions**

Non--vegetarian food(s) and alcoholic beverage(s) of any kind shall not be allowed on the Temple premises at any time or for any reason. Smoking and consumption of controlled substances shall not be permitted on the premises of the Temple. The temple shall be for the exclusive purpose of conducting spiritual, religious, social, cultural, and educational activities, subject to restrictions approved by the Executive Committee. In all religious functions at the Temple devotees shall wear appropriate attire. Guns and firearms or any other weapons are prohibited on the Temple property.

#### **Article 9: Dissolution**

In the event of Dissolution of the Temple, the Executive Committee shall, after paying or making provisions for payment of all of the known liabilities of the Temple, dispose of all the assets of the Temple 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 of 1954 (or corresponding provision of any future United States Internal Revenue Law) as the EC shall determine.

#### **Article 10: Officers of the Executive Committee & General Rules**

##### **Article 10.1: Officers of the Executive Committee**

1. EC President (ECP): The EC President shall be the Principal Executive Officer of the Temple and shall supervise and manage the operational affairs of the Temple. He/she shall preside over meetings of the Executive Committee. In general, the ECP shall perform all duties expected of the Office of the President including presenting annual budget for approval to the EC.
2. EC Vice -President (ECVP): In the absence of the President, the ECVP shall preside over all the regular and special meetings of the EC; and shall perform all duties expected of the ECP.
3. Secretary (ECS): The ECS shall keep the minutes of all the meetings of the Executive Committee in digital and/or hard copy formats. He/she shall attend to the sending and receiving of all notices of the Temple and such other books and papers as the EC may direct. Such notices and minutes shall be open to examination by any fellow(s) upon written request.



4. EC Joint Secretary (ECJS): In the absence of the Secretary, the ECJS shall attend all the regular and special meetings of the EC; and shall perform all duties expected of the ECS.
5. EC Treasurer (ECT): The ECT shall have custody and keep account of all money, funds and property of the Temple. He/she shall render such accounts and present such statements to the EC as may be required of him/her. The Treasurer shall deposit all funds of the Temple received by him/her in bank account(s) held by the Temple in a timely manner. He/she shall make available for viewing the books and accounts at reasonable times to any fellow upon written request. The Treasurer shall pay out the money as the purposes may require upon the order of the properly constituted EC officer(s) of the Temple, taking proper vouchers and receipts.
6. EC Officer (ECO): The ECO shall participate in short-term and long-term planning and development of SHTCC. The ECO shall perform all the duties to achieve SHTCC's objectives and therefore, shall attend regular/ special meetings as and when required.

## **Article 10.2: General Rules**

1. Transactions shall normally be by means of checks. All checks above a prescribed limit approved by the Executive Committee (\$1,000) must be signed by both the ECP and ECT.
2. Reimbursement checks written favoring committee members for routine purchases required for Temple, utility bills, corporate commission fees, mailbox dues, insurance premiums and other such dues to be paid on periodic basis for services obtained by Temple may be signed by the ECT. In the absence of Treasurer, the ECP may issue checks with a single signature.
3. In the event cash is accepted for any transaction, then a Temple cash receipt shall be provided except for anonymous donations through the Hundi (secure cash box) at the Temple.
4. All checks and cash received on behalf of Temple by any person shall be given to the ECP or ECT for appropriate follow-up action.
5. Tariffs for religious and other temple services shall be according to the fee schedule as set by the EC.
6. The Executive Committee shall maintain accounting of all financial transactions. In addition, ECT shall be required to provide annual financial reports to the EC.

## **Article 11: Elections**

The EC officers will vote by a simple majority to elect the ECP, ECVP, ECS, ECJS, ET & ECO during their mandatory annual meeting which must be attended by all the officers.

The term for the officers will be 2 years and renewable. The officers cannot hold the posts of ECP, ECVP, ECS, ECJS, ECT or ECO for more than two consecutive full terms.

Any fellow who is willing to take up the voluntary position of an EC officer can approach the EC with their intent on being a part of the EC. The current EC officers will decide on the eligibility of that candidate and vote by simple majority for his/her inclusion into the EC.



## **Article 12: Resignation, Removal/ No Confidence, Vacancies, Meetings**

### **Article 12.1: Resignation**

An elected Officer of the Executive Committee may resign at any time by delivering a written resignation to the EC President. The acceptance of any such resignation shall be necessary to make the above resignation effective. An elected Officer who shall have four unexcused absences to the scheduled meetings shall be considered to have resigned and such position shall be deemed vacant.

### **Article 12.2: Removal or No Confidence**

The EC with two--third majority can vote to suspend or remove, for reasons of any action against the policies or interest of the Temple, any officer of the Executive Committee. For the replacement of that officer, the election should be held within 60 days of such action.

### **Article 12.3: Vacancies**

A vacancy in any office of the Executive Committee, because of death, resignation, or otherwise may be filled by a simple majority vote of the Executive Committee for the unexpired period of the term or until next election whichever is sooner.

## **Article 13: Meetings**

The Executive Committee shall meet at least every 2 months, or more often as determined by the consensus of the Executive Committee members. The ECP shall call for regular meetings of the Executive Committee. Special meetings of the Executive Committee may be called by the ECP when a written request for such a meeting is made by 33% of the members on the Executive Committee. The ECS shall promptly disseminate minutes of the Executive Committee meetings to all members on the Executive Committee. At least 66% of the EC members should be present for these meetings and that will constitute a quorum.

A mandatory meeting for review of budget and voting of officers (if voting is required) will be held on an annual basis. All EC members must be present for this annual meeting.

## **Article 14: Temple Acts**

### **Article 14.1: Contracts with Officers of the Temple**

No Officer of the Executive Committee of the Temple shall be interested directly or indirectly in any contract relating to the operations conducted by the Temple, nor in any contract for furnishing services or supplies to the Temple, unless such contract is authorized by a majority of the EC at a meeting at which



such Officer is not present, nor involved for such authorization, and the nature of such interest is fully disclosed or known to the EC.

#### **Article 14.2: Indemnification of Officers**

Any person (or his/her estate) made or threatened to be made a party to any action, suit or proceeding by reason of the fact that he/she is or was an officer of the Temple shall be indemnified by the Temple against any liability and reasonable expense (including attorney's fees) incurred by him/her in connection with the defense or settlement of such action, except in relation to matters as to which it shall be adjudged by the court that such officer is liable for negligence or misconduct in the performance of his/her duties. Such right of indemnification shall not be deemed exclusive of any rights to which such officers may be entitled apart from this Article.

#### **Article 15: Grievance and Conflict Resolution**

Efforts shall be made to resolve conflicts related to the Temple's affairs at the level of its origin first in a democratic and professional manner. The guiding principle for conflict resolution shall be the interests of the Temple. In general, a grievance shall be investigated by an ad-hoc committee so formed by the EC in which the grievance is filed. The EC will then deliberate on the finding and try to get appropriate remedy and with a majority vote will have the ultimate authority to decide on issues that are not resolved.

#### **Article 16: Conflict of Interest Policy**

To ensure that the Temple operates in a manner consistent with the charitable purposes and does not engage in activities that could jeopardize the tax--exempt status, the EC will abide by the Sample Conflict of Interest Policy guidelines recommended in Appendix A of the IRS document Instructions for Form 1023 (June 2006).

#### **Article 17: Amendments**

The Constitution and/or By Laws may be amended or repealed, and the new Constitution and/or By Laws may be adopted by the EC at any regular or special meeting called by the ECP subject to appropriate quorum requirements. A summary of such proposed alterations, amendments or repeals shall be submitted to each EC officer at least three days prior to such meeting. Upon adoption, appropriate insertions shall be made in the Constitution and/or By Laws document with statement "It is hereby certified that these amended Constitution and/or By Laws were adopted by the EC of the Temple at a meeting held at Spokane, Washington, on " \_\_\_\_\_ " and duly signed by the EC President, and the Secretary of the Temple.