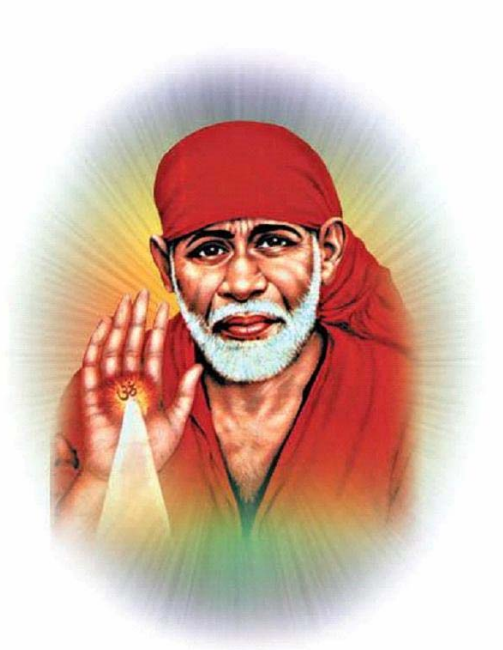


Sri Shirdi Sai Samsthan, Michigan
P O Box 724, Novi, MI 48376-0724 www.saibabami.org

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Constitution and By-laws of Sri Shirdi Sai Samsthan, Michigan

P.O. Box 724, Novi, MI 48376-0724
Ph: 248-349-5545
www.Saibabami.org
Email: Shiridisai@shirdisaimi.org

The By-Laws are originally adopted in 2003 and
Subsequently amended and approved by general body in 2005

BYLAWS OF SRI SHIRDI SAI SAMSTHAN MICHIGAN

A Non Profit Organization

CONSTITUTION

ARTICLE - I NAME OF THE CORPORATION

Section 1. The Name of the Corporation is **Sri Shirdi Sai Samsthan, Michigan**. (Hereafter read as 'SSSS, MI).

Section 2. The Rules and Regulations as stipulated in this constitution and the Certificate of Incorporation shall govern in the administration of the SSSS, MI.

Section 3. The General Body of SSSS, MI shall consist of the following bodies:

- SSSS, MI Members
- Board of Trustees
- Executive Committee

Section 4. Operation as a Shirdi Sai Organization

Compliance with the Internal Revenue Code:

- 1.1 The Corporation shall be operated exclusively for religious, charitable and educational purposes. The Corporation may conduct or carry on only activities permitted to be conducted or carried on by a tax exempt organization described in 501 (c) (3) of the Internal Revenue Code of 1954 or by an organization contributions to which are deductible under section 170 (c) (2) of the code. No substantial part of the activities of the Corporation may be devoted to attending to influence Legislation by propaganda or otherwise, nor may the Corporation participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.
- 1.2 The Corporation, as permitted by the Law may solicit contributions for the use of the Corporation.
- 1.3 The Corporation may otherwise operate exclusively for religious, social or educational purposes, and solely for such purposes, exercise all rights and powers conferred by the Laws of Michigan upon nonprofit corporations.
- 1.4 No part of the net earnings of the Corporation may inure to the benefit of any private person, except the Corporation may pay reasonable compensations for services rendered and make such lawful payments and distributions in furtherance of the purposes set forth herein and in the Articles of Incorporation.
- 1.5 The Corporation may not merge or consolidate with any other corporation.

ARTICLE - II MEMBERSHIP

- 2.1 Any individual, over the age of twenty one and resident of the United States of America, or Citizen of any Sovereign State is eligible to become a Member. The individual should submit an application for Membership in a prescribed Membership Application Form for formal Approval and pay the Membership Dues as stipulated in the Article II. In general, the Member shall be an individual with an interest in Sri Shirdi Saibaba preaching and philosophy and with an interest in the activities of SSSS, MI.
- 2.2 Any member's child on reaching age 21 shall be obliged to become a member in his/her own right provided he/she is eligible for the membership as defined.
- 2.3 Members and their families shall be entitled to all the rights and privileges of the Sri Shirdi Sai Samsthan. However, voting rights shall be limited to the member and his or her spouse. Eligibility for contesting in elections shall be 2yrs in good standing starts on the date of enrollment.
- 2.4 There shall be 5 categories of Membership. Members from all these categories shall be termed as "General Body Members"
 - 1 Annual Member
 - 2 Life member

- 3 Patron
- 4 Benefactor
- 5 Grand Benefactor

2.4.1 Annual Member

Any person who pays \$51 or over to SSSS, MI towards the Membership Dues and meets the requirements under Article 2.1 above shall be eligible to be a Member for that fiscal year (May 1st – April 30th)

2.4.2 Life Member

Any person who pays \$251 or over to SSSS, MI towards membership dues and meets the requirements under Article 2.1 above shall be eligible to be a Life Member.

2.4.3 Patron

Any person who pays \$5001 or over to SSSS, MI towards Membership Dues and meets the requirements of Article 2.1 The total amount can be paid in three consecutive years.

2.4.4 Benefactor

Any person who pays \$10,001 or over to SSSS, MI towards Membership Dues and meets the requirements of Article 2.1 The total amount can be paid in Five consecutive years.

2.4.5 Grand Benefactor

Any person who pays \$100,001 or over to SSSS, MI towards Membership Dues and meets the requirements of Article 2.1 The total amount can be paid in ten consecutive years.

- 2.5 Any member can automatically moved to next level of membership category provided they meet the criteria of that particular category.

ARTICLE - III
BOARD OF TRUSTEES

3.1 Overview

- 3.1.1 SSSS, MI shall be governed by the Board of Trustees who shall be policy making body of SSSS, MI.
- 3.1.2 The Board of Trustees shall consist of 9 (Nine) elected members and Executive Committee President as 10th (Tenth) member.
- 3.1.3 The term of each Board of Trustee should be three years and the board of trustee shall not be elected in two consecutive terms.
- 3.1.4 Each year only 1/3 of board (3) should be elected to replace 1/3 (3) of outgoing board of trustees.
- 3.1.5 Each year Board of Trustees shall elect a chairman, vice-chairman and a secretary.
- 3.1.6 Any member of the board found negligent in his/her duties may be removed by a 2/3rd majority vote of the entire board. A vacancy in the Board Of Trustees may be filled by a election process as described by the By-Laws
- 3.1.7 The Board of Trustees with the consent of the majority of general body Members shall have the right to postpone elections by not more than one year, for reasons of emergency, unforeseen circumstances or organizational needs.
- 3.1.8 The Board of Trustees shall be the sole and only legitimate authority to negotiate, and enter into agreements with Banks, Financial Institutions, or other Lending agencies or institutions on behalf of SSSS, MI for obtaining loans. The principal amount of the loan, the interest, terms and amortization schedule shall be clearly documented and approved by the SSSS, MI Board of Trustees.

ARTICLE - IV
EXECUTIVE COMMITTEE

4.1 Overview

- 4.1.1 The Executive Committee will execute the day-to-day operation of the SSSS, MI.
- 4.1.2 The Executive Committee shall consist of 9 (Nine) Members to head different Departments for the administration of SSSS, MI affairs & Activities; **President, vice-president, Treasurer, Joint Treasurer, Secretary, Joint-Secretary, Event Coordinator, Volunteer Coordinator and Temple Manager.** The temple manager is part of the executive committee until the temple is built.

- 4.1.3 At least 60% presence in the executive body meeting is considered as quorum for the meeting for any decision making including finances.
- 4.1.4 The Executive Committee Member shall be elected by the General body Members and shall serve for one year term.
- 4.1.5 The Elected New Executive Committee will take in charge of the office within 14 days from the day of Guru Poonima, with the exception of 3.1.7
- 4.1.6 The Elected President-elect will automatically become President after one year Term.
- 4.1.7 All officers shall not receive any compensation for his or her service to the SSSS, MI.
- 4.1.8 Any member shall not serve in any executive position for more than one term.
- 4.1.9 Any member who serves as President shall not contest for any Executive Committee position except to nominate as a Board of Trustee. Any member served in the Board of Trustees shall not contest for any executive committee position.

4.2 Overview

- 4.2.1 Vacancies among SSSS, MI Executive Committee and Board of Trustees shall be filled by a majority of the remaining respective Executive Committees & Board of Trustees except for president-elect position. The president-elect position should be filled by general body through election process. The new Committee Member filling the vacancy shall serve the balance of the unexpired term.
- 4.2.2 Any Executive Committee Member may resign at any time by giving thirty (30 days written notice of his resignation to the respective Executive Committee Chairperson.
- 4.2.3 An Executive Committee Member may be removed for misconduct and other acts detrimental to the activities of SSSS, MI, after serving show cause notice for a period not less than 30 days and presented to the Board of Trustees. By the consent of at least 60% entire Board of Trustees, the member can be removed.
- 4.2.4 The Executive Member shall serve the SSSS, MI for the full tem or until the acceptance of their resignation or removal from their position. Any executive body member may be removed if they do not attend three consecutive Committee Meetings unless a written notice with valid reason is provided to the committee.

ARTICLE - V GENERAL BODY MEETINGS

- 5.1 The annual General Body Meetings will be held on the First Sunday in the month of May, First Sunday of August and First Sunday of November of every year at a place and time designated by the Board of Trustees.
- 5.2 Board of Trustees Chairman of SSSS, MI shall preside over the General Body Meeting to conduct SSSS, MI business.
- 5.3 The General Body Meeting shall be convened to address one or more of the following activities:
- 5.4 Conduct elections for the Executive Committee & Board of Trustees.
- 5.5 Assist in the selection of Members to serve as Executive Committee President and Executive Committee members.
- 5.6 Reviews the Statement of Accounts prepared by the Treasurer for the past financial year and propose the budget for the current year after review and discussions.
- 5.7 Review the operations and activities of the temple and SSSS, MI as reported by the Secretary. Review general Temple activities and discuss Temple issues.

Quorum for General Body Meetings:

- 5.8 At any general body meeting the quorum shall consist of 1/3 of the enlisted membership. In the event that 1/3 attendance is not possible, the president shall call for another general body meeting.
- 5.9 The vote of the majority of SSSS, MI Members present at the Annual General Body Meeting at which a quorum is present shall constitute the final decision of the SSSS, MI Members in the resolution of the action / problem under consideration, except for the amendments to the constitution and by-laws.
- 5.10 If the required Quorum is not present, the Chairman presiding over the General Body Meeting shall adjourn the meeting and reschedule it for a later date not exceeding two months from the initial meeting date.
- 5.11 Notices shall be sent to Members by regular mail or by e-mail at least 3 weeks before the meeting.

ARTICLE VI
AMENDMENTS

The Board of Trustees may make, adopt, alter, amend, and repeal, no more than once a year, the By-laws of SSSS, MI after obtaining approval of 2/3 majority of general body. These new constitution and by-laws supersede all the previous by-laws including articles of incorporation.

ARTICLE VII
CANCELLATION OF MEMBERSHIP

All members must observe common courtesy and strict discipline while in the premises of the temple. Vandalism or disruptive actions which may undermine the principles set forth in this constitution and By-Laws shall result in the termination of an individual's membership by a 2/3rd majority vote of the entire Board of Trustees. In no case shall the membership dues or donations paid by member be refunded. A cancelled membership may be reinstated by 2/3rd majority of entire Board of Trustee.

BY-LAWS

ARTICLE 1 **ORGANIZATION**

Section 1 Objectives

The facilities of the SSSS, MI are primarily meant to afford an opportunity for the religious, cultural, spiritual and educational growth and awareness of the community.

Section 2 Location

The principal office for the transaction of the activities and affairs of this corporation is located at PO. BOX 724, Novi, MI 48376. For all the financial related activities and affairs will be corresponded to Treasurer's Address. Any change of location must be noted by the Secretary. These addresses will hold good until a permanent Temple location is sought. There after Temple address shall be the official address of SSSS, MI.

Section 3

In these By-Laws, wherever, "he", "his", and "him" occur, they also stand for "she", and "her".

Section 4 Amendments of By-laws

All matters not addressed by this constitution may be modified by a 2/3 rd majority of the general body consisting all current members of SSSS, MI after approved by a ¾ majority of Board of Trustees.

ARTICLE - 2 **MEMBERSHIP**

- 2.1 The Membership Dues shall be made in lump sum for Annual and Life Members. Member ship fee is non-refundable and non-transferable.
- 2.2 In addition to payment to SSSS, MI specifically as membership dues, all payments made to SSSS, MI as Donation to Temple, Donation to Building Fund, Building per sq. ft Donation, Donation for sponsoring idol of Deities, Donation towards sponsorship of puja and/or ceremony at Devotee's home, sponsorship of pujas at temple for which Donation has been made for \$50 or more, sponsorship of functions, and other Donations as determined by Board of Trustees from time to time shall not count towards Membership Dues payment.
- 2.3 The annual list of General body Members shall be compiled and published in English Alphabetical order by the Executive Committee by June 1 of each year.
- 2.4 The Members shall follow the Articles of these by-laws in the performance of all SSSS, MI activities and shall work towards the achievement of SSSS, MI goals.
- 2.5 Member who does not accept the SSSS, MI principles and by-laws and who works against the interest of SSSS, MI may be removed after giving 30 days Show Cause Notice, and in a Board of Trustees meeting consenting for the removal.
- 2.6 The fee for life membership can be increased by a simple majority of the General body members.
- 2.7 Any member can be moved to next level of membership category provided they meet the criteria of that particular category. Patron, Benefactor and grand benefactor can be moved to lower level of membership, if dues are not paid in the stipulated time.
- 2.9 Member Benefits: - Once a year archana will be performed on their choice of day, except on special occasions and festival days.

ARTICLE - 3 **BOARD OF TRUSTEES**

Eligibility requirements and Election process for Board of Trustees

- 3.1 The Board of Trustees shall be elected from the General Body members or a person suggested by majority of the general body or by majority of existing Board of Trustees. The two year "member in good standing" may not apply for election of a Board of Trustee; however, the incoming board of trustee must a member at the time of appointment.

- 3.2 The total number of Board of Trustees should not be more than Ten (10) including Executive Committee President.
- 3.3 In case of vacancy in the Board, the Board of Trustees can choose a temporary Board member from the general body until the term of the vacancy expire. Each year at least one person shall be elected from the General Body members and two persons shall be elected from the "community at large".
- 3.4 In the event of no such person available from the community at large, the remaining Board of Trustee(s) shall be elected from the general body.
- 3.5 Since the Board of Trustees is highest authority in the SSSS, MI part of nominations for New Board of Trustees can be invited from the respected community people who can help SSSS MI monetarily or keep the integrity of SSSS, MI at high among other similar organizations.
- 3.6 The existing Board of Trustees should have the authority to nominate such person(s). Exception for the 2005: Out of 9 one time elected members of the first board committee, three (3) Board members shall retire in 2006 and three (3) in 2007 to accommodate incoming newly elected Board of Trustees.
- 3.7 All the Board of Trustees shall be general body members of SSSS, MI on the day of their election and must be at least 21 (Twenty one) years of age.
- 3.8 The Board of Trustees shall exercise those powers delegated to it by these by-laws and shall protect the interests of the SSSS, MI in all affairs. They shall discharge the duties of their position with great diligence, care and skill, and which ordinarily prudent person would exercise under similar circumstances.
- 3.9 The Board of Trustees shall assist from time to time and work towards achieving the goals of SSSS, MI along with Executive Committee.
- 3.10 Trustees shall work as a team and take appropriate steps to coordinate all activities for achieving the SSSS, MI objectives. They shall actively participate in Fund Raising activities, Temple Administration, building and expansion projects, Public Relation etc.

ARTICLE - 4 **EXECUTIVE COMMITTEE**

- 4.1 All Executive Committee Members shall be members of SSSS, MI in good standing on the day of nomination and election.
- 4.2 An Executive Committee Member at the time of election must be a general body Member of SSSS, MI in good standing for at least two (2) consecutive years and must be at least 21(Twenty one) years of age. This rule may not apply for 2005 and 2006 executive committees since there is no possibility of 2 year minimum good standing. The revised by-laws will be effective from October 23, 2005. Exception: Nominations for President Position should be called only if President-elect sends a resignation letter to the Board of Trustees stating that he/she is not interested to take charge as President.
- 4.3 The record date of membership eligible to vote shall be May 1st of each year.
- 4.4 Each eligible Member and his/her spouse shall have one vote each for the election of the Executive Member.
- 4.5 Executive Committee Members shall be elected by the general body for a period of one year.
- 4.6 The specific duties and responsibilities of the Officers are detailed in under Article - 5.
- 4.7 Conflict of Interest: Any executive committee member can not be an officer of any other religious organization during the term serving SSSS, MI.
- 4.8 Nominations for all the positions should be called in the News Letter.
- 4.9 The contesting member should be a resident of Michigan at the time of nomination.

ARTICLE - 5 **EXECUTIVE MEMBERS RESPONSIBILITIES**

5.1 President:

The President is responsible for all SSSS, MI affairs. The President is elected by the general body. President shall provide leadership and direction to the SSSS, MI activities. President shall ensure that there are adequate checks and balances in the financial operations of SSSS, MI. President shall attend Government and public relations activities to promote the activities of SSSS, MI. The President shall attend all meetings of the Board of Trustees. In addition, he may attend any or all of the individual Committee meetings. The President will work with the Chairman of Board of Trustees to share his/her ideas to promote SSSS, MI's growth.

The President shall be the principal Executive Officer of SSSS, MI. He/she shall be in charge of the day to day

business and affairs of SSSS, MI. He/she shall preside at all meetings of the Executive Committee; shall, ex-officio, be a member of Executive Committees with vote; shall be responsible for public relations for SSSS, MI ; shall present the report of the Executive Committee at the General Body Meetings. He/she shall see that the resolutions and directives of the Board are directed to and carried out by the Executive Committee, except in those instances in which that responsibility is assigned to some other person by the Board of Trustees. In general, he/she shall discharge all duties incident to the office of the President and such other duties as may be prescribed by the Board except in those instances in which the authority to execute is expressly delegated to another officer or agent of the Corporation or a different mode of execution is expressly prescribed by the Board or these Bylaws. He/She may execute for the corporation any contract, deeds, mortgages, bonds, or other instruments which the Board has authorized to be executed, and he may accomplish such execution under the seal of SSSS, MI and with the Secretary and any other Officer there unto authorized by the Board according to the requirements of the form of the instrument. He/She shall be responsible along with Treasurer for filing the annual income tax returns in time to the Internal Revenue Service to maintain the tax-exempt status for SSSS, MI. He/She shall also submit annually all necessary documents to all other governmental agencies to maintain the non-profit status and the tax-exempt status. He/She may vote all securities, which SSSS, MI is entitled to vote except as, and to the extent, and such authority is vested in a different Officer or agent of the Corporation by the Board of Trustees.

5.2 President-Elect:

The President-elect shall serve as a coordinator of all the activities as may be assigned to him/her by the President and executive committee. He or she shall assume the duties of President in his/her absence. The President-elect, will automatically become as President after one year term. The President-elect coordinates ad-hoc activities at the request of the President.

5.3 Secretary:

The Secretary shall record the minutes of the meetings of the Board in one or more books provided for that purpose; shall call periodically Executive committee meetings to discuss SSSS, MI affairs, shall ensure that all notices are duly given in accordance with the provisions of these Bylaws or as required by the Law; shall be the custodian of SSSS, MI records and of the Seal of SSSS, MI; shall keep a register containing the current Mailing address, Telephone Number, and e-mail address of each Trustee (which shall be furnished to the Secretary by each Trustee); shall perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned to him/her by the President of the Executive committee. He/She shall cooperate with the Treasurer to publish the annual certified alphabetical list of SSSS, MI Members by category by May 1. He/She shall make this list available, when necessary, to the Nominations/Elections Committee, and the Membership Committee for use only in official communications. The secretary shall serve as coordinator of all the activities of the Executive committee and the general body.

5.4 Joint-Secretary:

The joint-secretary shall serve and co-ordinate all the activities assigned to him/her by secretary and helps the secretary in his/her duties. He/she also assume the duties of secretary in his/her absence.

5.5 Treasurer:

The Treasurer shall be the principal accounting and financial Officer of SSSS, MI. He/She shall: (a) have charge of and be responsible for the maintenance of adequate books of account for SSSS, MI, as recommended by the Board of Trustees and; (b) have charge and custody of all funds and securities of SSSS, MI, and be responsible thereof, and for the receipt and disbursement thereof; and (c) perform all the duties incident to the Office of the Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Board. If required by the Board, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such survey or sureties as the Board shall determine. He/She shall issue audited income and expense statements and balance sheets for publication in the newsletter bi-annually. He/She shall produce all records necessary for internal audit. He/She shall be responsible along with for filing the annual income tax returns in time to the Internal Revenue Service to maintain the tax-exempt status for SSSS, MI. He/She shall also submit annually all necessary documents to all other governmental agencies to maintain the non-profit status and the tax-exempt status. He/She shall be the custodian of all non-cash and non-check items donated to the temple, community center and other acquisitions of SSSS, MI. He/She shall get all the records audited and surrender the same at the time of leaving office. He/She shall cooperate with the Secretary to publish the annual certified alphabetical list of SSSS, MI. Members by category by May 1. He/She shall set up and implement a regular procedure, in consultation with the Finance and Accounting Committee, for counting

and recording the Hundi and Aarti offerings.

5.6 Joint Treasurer:

The joint-treasurer shall serve as a coordinator of all the activities as may be assigned to him/her by the Treasurer and executive committee. The joint-treasurer coordinates ad-hoc activities at the request of the Treasurer. The joint-treasurer shall work in day-to-day operations with treasurer. In case of treasurer's absence, joint-treasurer should take complete charge except writing checks.

5.7 Event Coordinator:

The Event Coordinator coordinates all major events including any religious events. He/she shall be responsible in arrangements of all schedules, spiritual, cultural programs; also he/she is responsible to coordinate with other shirdi Sai Organizations in USA and rest of the world. He/she shall be responsible to coordinate with temple manager and voluntary coordinator for all respective major events. He/she shall be in charge of Activity Sub committee. The Event Coordinator evaluates future needs for activities and he/she shall be the contact person(s) for participants.

5.8 Voluntary Coordinator:

The volunteer coordinator coordinates all voluntary activities. The Voluntary coordinator shall coordinate with temple manager and Event Coordinator for all the events. He/She shall be in charge to invite/appoint volunteers as needed. He/She should be in charge Voluntary Sub Committee and responsible for all the items listed under volunteer section 7.13

ARTICLE - 6 **ADMINISTRATION**

6.1 Temple Manager

Until Temple is built, the general body shall elect the Temple Manager. The term of Temple manager shall be one year. The temple manager shall nominate 4 volunteer members for the activities of the temple. Once temple is built the Temple Manager shall be appointed by Board of Trustees on a salary basis.

The Temple Manager organizes and plans for smooth and safe operation of the temple, community center, and its environment. He/She reports to the Executive Committee until the temple is built. He/She shall submit a written report on his/her activities to the President on a monthly basis, including all temple functions. He/she shall be responsible for maintaining all relevant receipts, bills and documentation for all monies received or expenses incurred on forms prescribed by the Treasurer. He/She is accountable to the Treasurer on all monetary matters. He/She shall be suitably compensated for his/her services. His/Her responsibilities are as follows:

- Assure that a responsible person is available in the temple premises at all times to answer the telephones, perform the daily service, look after the utilities, and other routine duties relating to the temple
- Be responsible for reservations of religious functions in the temple and at devotee's home. This includes maintaining a log for Reservation for Pujas at devotee's home and at Temple; and keeping a record of monies received from Devotees for services rendered in a format as prescribed by the Finance and Accounting committee.
- Assign the Priest by rotation, for Puja Services requested by Devotees either at Temple or at devotee's house
- Supervise timely completion of all projects for the building and ground as designated by the Board and the building maintenance committee.
- Be responsible for collecting donations on a daily basis for the temple and the community center functions and maintain a proper record for the same as prescribed by the Finance and Accounting committee and submit the records to the Treasurer
- Be responsible for distributing mail
- Coordinate all community activities with the executive committee.
- Assist Treasurer and all other committees in data processing and in preparing financial statements.

6.2 Priests

The Priests of the temple must in their appearance, demeanor, and personal hygiene, especially in regards to cleanliness and appearance. Priests are expected to wear clean and harmonious dress warranted for religious service. Priest's demeanor shall always be appropriate for a House of Worship. Priests are not expected to collect monies, count monies or otherwise be involved in the financial function of SSSS, MI. The responsibilities of the Priests include:

- The Priests shall be ex-officio member of the religious committee and will assist and advise the committee on all aspects of tradition and the observance of the festivals and daily worship.
- The Priests should be available for religious services in private homes upon request by the devotees. This request shall be made (with all necessary arrangements) only with the Religious Committee chairperson, the President or the Temple Manager. Priest Services at private homes shall be suggested donation for the temple as \$75.00 per pooja performance.
- Priests are not to perform any personal services for any devotee unless the arrangements and the proper payments have been made and documented by the Temple manager, the President, or the Executive Committee Chairperson.
- The Religious Committee and/or the President will settle any dispute between the Priests.
- The employment and termination shall be governed by the formal contract agreed to between employee and SSSS, MI.
- The Priest shall meet monthly with the Religious Committee Chairperson and/or Religious Committee Members to discuss all Temple activities and Problems.

ARTICLE - 7 EXECUTIVE COMMITTEE AND CHARTER

The Executive Committee President upon recommendation from the Board of Trustees form additional Committees depending upon the need at that time, all the sub-committee chairpersons shall be members of SSSS, MI. All Committee Chairpersons shall prepare an annual Budget proposal for their respective Committees for the current year. All the following committees shall operate under the Executive Committee. The duration of these committees shall be same as the executive committee. For the smooth operation of SSSS, MI, it is recommended that these committees shall be appointed as soon as the new Executive Committee is formed; all the sub-committee chairpersons depending on the need may choose volunteers from devotees at large. All the decisions made/recommended by these sub-committees shall go through the Executive Committee for a final decision. The executive committee chairperson should inform the Board of Trustees all such decisions.

7.1 Facilities Management

The facilities Management Committee shall consist of temple devotees and the Community Center participants who choose to volunteers their services for the following purposes:

- Procure Tents, Public Address System, Chairs, Tables, Stage Preparation, and other infrastructure related items
- Obtaining Permits for Fire, Township related Ordinance etc.
- Prepare seating charts and function as host/hostess for large functions and events

7.2 Fund Raising

The fund raising committee shall have members of the SSSS, MI who are active fundraisers. The Board may also co-opt some of the members of the Board of Trustees to serve on this committee.

Functions of this committee are:

- To raise funds by soliciting contributions
- Arranging fund raising events
- Arrange sponsors for Fund Raising events

7.3 Activities

The Event Coordinator is in-charge of this sub committee. The activities committee shall be responsible for promoting Sri Shirdi Sai Principles and Preachings among its members as well as to the community in general. Committee shall be responsible for:

- Arrange and schedule spiritual and cultural programs as often as possible
- Evaluate values of artistes and programs for temple sponsorship
- Be in contact with Shirdi Sai Organizations in the US, India, and other countries and coordinate temple and community center activities
- Evaluate future needs for activities
- Be available as contact person(s) for participants

7.4 Religious Activities

The religious committee shall be responsible for temple vigil and shall consist of members conversant with Shirdi Sai Principles and Preachings. The Priest(s) shall serve as a non-voting member of the committee. The Religious committee shall have the following functions:

- Recommend the religious days to be observed and the religious festivals to be celebrated
- Prepare annual Hindu religious calendar for publication
- Oversee performance of daily service, rituals and feasts and availability of supplies for performing religious functions
- Schedule performance of religious services in the homes of the devotees through the Religious Committee Chairperson or the Members of the Religious Committee
- The Religious Committee Chairperson shall evaluate prospective candidates for Priests and make recommendation to the President and the Board of Trustees for final selection
- The Religious Committee Chairperson shall hold a monthly Priest meeting to discuss on-going activities and problems
- Review and make recommendations for any text material to be used by the Temple
- Arrange special Pujas at the Temple by the Priests on special occasions
- Prepare a quarterly calendar of events for religious activities
- Select and print Prayers, Bhajans, and other religious material for devotees
- All religious functions protocols shall be recorded and used for future activities. Thus, the information will be in custody of the Executive Committee President and Chairman of BOTs.

7.5 Membership & Public Relations

The membership committee shall be responsible for maintaining information about the membership. The committee shall consist of members experienced in Public Relations and Communications as well as with designing and managing databases. The committee shall circulate information about the temple and the community center, its functions and activities, media releases to its membership as well as to the community in general. The committee shall have the following functions:

- Take responsibility for Newspaper, TV, Radio and other media releases and advertising
- Provide publicity and arrange reception for special guests
- Act as Consultant to other committees to assure good public relations
- Research all local, state and federal Government relationships that apply to the purposes of SSSS, MI
- Increase the membership of SSSS, MI
- Review all membership applications
- Maintain a confidential database for all purposes of SSSS, MI
- Organize an annual assembly of the members of SSSS, MI for General Body and other meetings
- Publish temple news
- Print and/or publish approved announcements and invitations

7.6 Food Services

The food committee shall consist of devotees of the temple who choose to volunteer their services for the following purposes:

- Preparation of Prasadam in the Temple premises and its distribution
- Preparation of food in the Temple premises for distribution to the devotees

- Solicit volunteers willing to prepare Prasadam in the Temple premises for distribution at the Temple during festivals and special occasions
- Collect donations from devotees for food and refreshments

Until the temple is built, the Executive Committee should ask volunteers to prepare prasadam for all regular and special events of SSSS, MI. A signup sheet should be maintained by the food services committee with a minimum of five volunteers for regular events and more for special events.

7.7 Community Services

The Community services committee shall consist of members with experience and interest in the field of raising funds and working for humanitarian causes. The community services committee shall perform the following functions:

- Organize fund raising activities for supporting humanitarian programs on a continuing basis
- Organize Soup kitchens
- Organize activities for Senior Citizens
- Any other humanitarian events
- Organize assistance for disaster victims, provide assistance to needy individuals and families during emergencies

7.8 Building & Construction

The function of the committee shall be to organize, plan, and control building activities. The building committee shall consist of representative members with background in architecture and building construction, if possible. The building committee shall have the following functions:

- Prepare and recommend plans for temple and other facilities to the Board
- Review, research, and investigate applicable township, county, city, state, and federal regulations and laws
- Ensure liaison with Sthapathi's, building contractors, and architects
-

The Board may also co-opt some of the members of the Board of Trustees to serve on this committee.

7.9 Building Maintenance

The building maintenance committee shall consist of members of the temple who choose to volunteer their services for the following purposes:

- Identify and supervise Janitorial services for regular cleaning of the SSSS, MI premises
- Ensure that the temple and SSSS, MI premises are clean all the time
- Supervise lawn care, planting of flowers and landscaping
- Supervise electrical, plumbing, HVAC requirements and signboards requirements

7.10 Finance & Accounting

The finance and accounting committee shall consist of members experienced in Finance and Accounting procedures. It is suggested that there shall be at least three members on this committee including chairperson of the committee. Treasurer shall be an ex-officio member of this committee. The committee shall perform the following broad functions:

- Audit
- Finance & Business

The Finance and Accounting committee in general shall be responsible for the following:

- Safeguarding the cash and cash equivalents of SSSS, MI
- Ensure the reliability and integrity of records and information
- Ensure conformance to financial policies, procedures, rules & regulations
- Achievement of the financial goals and objectives

7.10.1 The audit sub-committee shall perform their functions independent of the Treasurer and the Board of Trustees. The audit committee shall conduct internal audit of SSSS, MI operations periodically. On a regular basis, shall review accounting procedures, review receipts and disbursements, review

disbursement authorization procedures, and report all findings to the Board of Trustees at least once every six months.

7.10.2 Finance & Business sub-committee will advise the Board on all financial matters of the temple and the community center, and other acquisitions of SSSS, MI. The sub-committee shall perform the following functions:

- Receive and evaluate the budget proposals submitted by various committees and recommend a master budget for the consideration by the Board
- Recommend Investments and allocations to the Board
- Recommend allocation of funds to the Board and the Executive Committee
- Set-up and maintain a half-yearly statement of inventory of all mobile and stationary belongings of the temple, Community center and other acquisitions of SSSS, MI

7.11 Education and Library

The education and Library committee shall consist of members with credentials, experience, and interest in the field of education. The committee shall be responsible for organizing, planning and instituting educational pursuits for the temple, the community center, and other acquisitions of SSSS, MI. Its objective shall be furtherance of education in all aspects (such as studies on Hindu Religion, classical Music, Classical Dance, Drama, Art and Craft, Yoga, Meditation etc.). The instructions shall be given to all segments of the community, both adults, and children. The committee shall have the following functions:

- Receive and evaluate suggestions for subjects to be taught and the text material to be used and arranged for class rooms
- Prepare religious materials, translate Bhajans, for publication after review by the religious committee
- Maintain a library and Reading Room
- Foster art and culture, and conduct classes for Classical Dance, Drama and Music etc.
- Conduct classes for Yoga, Meditation etc.

7.13 Volunteers

The volunteer coordinator is in-charge of this sub committee. The Volunteers committee shall consist of devotees of the SSSS, MI who shall devote their time and services for carrying out various chores of SSSS, MI. Apart from enlisting required Volunteers from Membership for various SSSS, MI activities, the Volunteer Committee shall have the following functions:

- Identify and prepare a list of Members (with their addresses and Telephone Numbers) who are willing to Volunteer for services during various SSSS, MI functions
- Coordinate with the Management for front desk activities
- Obtain and complete decorations
- Prepare schedule for Volunteers
- Coordinate telephone communication with volunteers
- Welcome devotees and give pooja materials
- Direct traffic during festival days
- Prepare seating charts, and function as host/hostess for large functions and events

7.14 Gift Center

The Gift Center Committee shall be composed of a Committee Chairperson and two additional Members. The Committee shall manage and administer the Gift Center which shall function for the benefit of Donors to SSSS, MI. From time to time the Gift Center Committee shall make available to Devotees, after approval of the Board of Trustees and President., Temple Offerings on suitable donation to the Temple. The Gift Center shall not sell any item to public.

The Gift Center Committee shall have the following functions.

- Make a list of items such as *Sarees, Vasthras, Silk, Ornaments* and other *Temple Offerings* which have been donated by Devotees to the Temple.
- Maintain a Log book for income and expenses and submit the report along with the money to the Treasurer on weekly basis.

- Prepare an Inventory of Gift items quarterly for review by Board of Trustee
- Identify and recommend vendors and volunteers who are willing to donate Time and Money to the Temple by opening Food Stalls and Gift items stall etc., on special occasions.

7.15 Nominations & Elections

7.15.1 Election Committee

The election committee shall be constituted no later than one (1) month prior to election. The Board of Trustees of SSSS, MI shall select the election committee who shall be responsible for conducting election. The election committee shall consist of no more than five (5) members in good standing. The five members will have One out going President, Two Board of Trustees and Two SSSS, MI Members. The Executive Committee members except outgoing executive President shall not be member of the election committee. The nominations committee shall have the following responsibilities:

- The election committee shall not nominate themselves or anybody while serving on the election committee.
- Election Committee is formed to conduct elections
- Publish and implement nomination/election schedule and procedures for use in the elections
- Receive nominations for various positions and after scrutiny for eligibility, conduct elections, and announce the results.

7.15.2 Election Process

Elections for Executive Committee shall be conducted by Ballots in sealed envelopes. The Ballots with Instructions shall be sent to the eligible SSSS, MI Members as determined in Articles – II under constitution prior to General Body Meeting. The Ballot shall be returned in sealed envelope to the Nomination/Election Committee either in person or by regular US Mail to reach the Nomination/Election Committee on or before July 5th.

ARTICLE - 8 **COMMITTEE MEETINGS AND QUORUM**

- 8.1 The Board of Trustees shall meet at least six times in a year. They shall meet immediately following Annual General Body Meeting and to take appropriate action on SSSS, MI matters. The Board shall call for special meetings to resolve urgent work/problems upon three (3) days notice to all Board members. The Executive Committee President shall call for the Board of Trustees special meetings.
- 8.2 At least seven (7) of the Board Members presence in a meeting shall constitute a Quorum for the transaction of the business.
- 8.3 The act of the majority of the Board of Trustees at which Quorum is present is the act of the Board.
- 8.4 Any action that may be taken at a meeting of the Board of Trustees may be taken without a formal meeting, if consent in writing setting forth the action so taken is signed by all the Trustees and filed with the Secretary of SSSS, MI.
- 8.5 Meetings can be face-to-face or through teleconference. Trustees can meet individually or in a group through any of the media above, provided facilities are available. Correspondence shall be conducted through US Mail or e-mail or by FAX.

ARTICLE - 9 **NOMINATION PROCEDURES FOR ELECTIONS**

Nomination Procedures for Elections

- Request for nomination for the executive committee and Board of Trustee shall be mailed on May 2nd by executive committee or by a nominating committee appointed by Board of Trustees. Nomination for President-elect, Board of Trustee and all other positions should be received by May 25th. (If the day falls on Sunday or Holiday the next business day should be considered).
- No person shall contest for more than one position.
- Nominations shall be in writing, nominated by a member and seconded by two other members and shall be with full consent of the candidate to serve the full term of office. If more than one candidate is nominated for the same position, all such candidates must be informed and given opportunity and time to withdraw or reconsider their nomination by June 10th. If no nominations are received voluntarily by May 25th, Board of Trustees shall nominate

executive committee members from the eligible general body members.

- If two or more candidates are still contesting for the same position during the same year, elections shall be conducted as specified herein under by-law 8. Under this by-law, elections will be conducted by Election Committee.
- Ballots should be mailed in sealed envelopes by June 15th. The ballots must be returned by in person or by mail (post marked) in sealed envelopes on or before July 5th. The election committee shall inform the results to executive body by July 15th. The new committee shall be introduced in the general body meeting to be held on the first Sunday of August. All accounts and inventory should be transferred within one week after the general body meeting.

ARTICLE - 10 **FINANCIAL CONTROL & ACCOUNTING INSTRUCTIONS**

10.1 Overview

SSSS, MI is a *non-profit, and tax exempt* organization. Its sources of income are through;

- 1 Donations
- 2 Membership Dues
- 3 Contributions through Fund Raising activities
- 4 Sponsorship of Pujas and Religious Functions
- 5 Religious services performed by Temple Priests
- 6 Donation / collections from Activities
- 7 Donation as non-consumable items such as ornaments, gifts etc.

In addition to the administration of the above Accounts Receivables, SSSS, MI activities cover various Accounts Payable functions associated with the administration of:

- 8 Purchases for Daily and Special Pujas
- 9 SSSS, MI Publications etc.
- 10 Maintenance of the SSSS, MI building and ground
- 11 Temple Priests' salaries, etc.
- 12 Expenses for Fund Raising activities etc.
- 13 Other Expenses

To meet the needs of the organization's operation, SSSS, MI buys and leases (or rents) various products and services from outside vendors. It is absolutely necessary that appropriate controls are in place in the administration of these Accounts Receivables and Accounts Payables functions to ensure that they are fully transparent, and due care has been bestowed in their administration. Furthermore, proper records with supporting documents have to be kept on file for audit trail, and to ensure that the SSSS, MI assets are properly safeguarded, and the expenditures adequately controlled by Board of Trustees and executive committee.

In order to safeguard the SSSS, MI assets, and to fully comply with the Rules, Regulations and Laws of the Government, and the Local bodies, these Accounting Instructions have been established and shall be followed.

10.2 Accounts Receivables

10.2.1 Classification

The Accounts Receivables shall be classified in the following broad categories. These classifications shall be further modified as and when necessary.

- 101 TEMPLE PUJAS & HUNDI COLLECTIONS
- 102 RECEIPTS FROM SPECIAL PUJAS
- 103 RECEIPTS FROM SPONSORSHIP OF PUJAS

- 201 Membership Dues
- 202 Life Member Dues, patron, Benefactor, Grand Benefactor
- 203 Fund Raising

- 204 Other Contributions
- 301 Bldg. Per Sq. Ft/ Donation
- 302 Temple Building Donation.

- 401 Donations from Functions
- 402 Donations received against Religious Books
- 403 Donations received against Miscellaneous Items
- 404 Donations received from Promotional Dinner

10.2.2 The receipt of the amount shall be clearly and legibly recorded on a Receipt with preprinted Serial Numbers. The Receipt shall contain *duplicate copies*; the duplicate copy shall be kept with the SSSS, MI office, and the original copy shall be given to the *customer / Devotee / Donor*. The Receipt shall contain the following fields:

- NAME
- ADDRESS / Date / Gotra / star
- TELEPHONE NUMBER & E-MAIL ADDRESS
- AMOUNT
- DONATION TYPE
- DESCRIPTION
- SIGNATURE OF TEMPLE REPRESENTATIVE / TREASURER
- REMARKS

10.2.3 The Treasurer for future reference and for generating appropriate Reports shall properly keep completed Receipt on File.

10.2.4 All canceled Receipts shall be clearly marked as canceled and with a reason for canceling the Receipt clearly marked on the face of the Receipt. The canceled Receipt shall be kept with all other Receipts in serial order.

10.2.5 The Board of Trustees shall periodically review the administration of the Receipt to ensure that the Receipts are properly documented and controlled.

10.2.6 The amount received by SSSS, MI shall be properly documented by Treasurer or Joint Treasures of the SSSS, MI. Refer to "Records" under section 10.4.

10.3 Accounts Payable

10.3.1 SSSS, MI expenses shall be properly documented. Refer to "Records" under section 10.4.

10.3.2 Expenditures shall have supporting Vendor *Bill or Vendor Invoice or a Cash Receipt*, to denote proof of payment.

10.3.3 All Expenditures and Vendor Payments shall be approved as follows:

- \$500 and under: Treasurer or President
- \$500 and over: President & Treasurer, (Two Approvals Required)
- \$2,500 and over: President, Treasurer and majority of the Board of Trustees approval. (60% quorum)

10.3.4 All Receipts, Vendor Invoices / Bills shall be kept on File (for at least seven years) by the Treasurer for future reference.

10.3.5 The Bank Accounts and other Bank Documents such as Checks and Cash Equivalents shall be kept in a safe under the collective custody of Treasurer, President and Board of Trustees Chair Person to ensure that adequate controls exist over them.

10.3.6 The following Representatives shall be authorized to sign checks on behalf of the SSSS, MI as per monetary limits indicated below:

- Up to \$500: President or Treasurer
- \$500 and Over: President & Treasurer. (Two approvals required).

10.4 Records

- 10.4.1 The Treasurer or an Authorized Representative shall enter data into ledger as well as computer on a daily basis so that all amounts Received and Payments made are properly entered and updated.
- 10.4.2 A SSSS, MI Accounts Database shall be established incorporating all the required fields for different Accounts Classifications. The Accounts Receivables and Accounts Payables shall be promptly input to the database and Report generated monthly.
- 10.4.3 Half-yearly and annual financial statements shall be generated by the Treasurer. The financial statements, after audit, shall be kept on file by the Treasurer and shall be made available for review by members. On quarterly basis assets of Samsthan shall be reviewed in form newsletter to members only.

ARTICLE - 11
GENERAL PROVISIONS:

- 11.1 **Fiscal Year:**
The fiscal year of the Corporation shall be from April 1 to March 31. Temporary Registered office: PO Box# 724, Novi, MI 48376-0724 until a Temple is built.
- 11.2 **Corporate Address**
Until temple is built, the corporate address of SSSS, MI shall be the Executive President's address.
- 11.3 **Seal:** The Corporate Seal shall have inscribed thereon the name of the Corporation, the year of its organization, and the words, Michigan. The seal may be used by causing it or a facsimile to be impressed, affixed or in any manner reproduced, such impression, affixation, or reproduction to be attested by the signature of the Secretary or Treasurer of the Corporation.
- 11.4 **Checks, Drafts, etc.:** All checks, drafts or other orders for payment of money requiring signatures for their transfer shall be signed by persons as from time to time determined by the Board of Trustees. Every check, draft or other order for payment of money should be approved in accordance with Article 7.3.6 of these BY-LAWS. Checks for \$500 and over should be signed by two Officers of the Corporation, namely treasurer & President.
- 11.5 **Annual Report:** The President and Treasurer shall submit an Annual Report to the Board of Trustees at the annual meeting in conformance with the requirements of the Michigan statutes. The annual report shall be reviewed and approved by the Board of Trustees and then shall be filed with the minutes of the meeting and shall be made available to the General body members.