



CONSTITUTION and BY-LAWS  
OF  
HINDU SOCIETY OF MINNESOTA  
**June 24,2017**

# **CONSTITUTION OF HINDU SOCIETY OF MINNESOTA**

## **Article I - Name**

The name of the organization is Hindu Society of Minnesota (HSMN), and it shall operate as a 501, (c) 3 religious and charitable non-profit organization. The tax I.D. number is EIN # 41-1345301.

## **Article II - Purpose/Objectives**

### **The Mission of the Hindu Society of Minnesota is:**

1. To provide Hindu Temple (Mandir) (place of worship) in **Minnesota**.
2. To bring into closer relation with the members of the Hindu community
3. To provide a forum for scholarly discussions of the Hindu philosophy.
4. To conduct and sponsor religious, spiritual, charitable, educational, social and cultural activities for the benefit of the community.
5. To establish a library in the Temple (Mandir) that **focuses on** Hindu philosophy and religion.
6. To preserve and promote Hindu traditions and cultural heritage
7. To encourage and embrace the values of community service and volunteerism.
8. To teach its **youth and adult** members the history and development of the Hindu philosophy and religion and to inculcate a pride of **our** heritage. Encourage their participation and involvement **in** daily activities of the Temple (Mandir) **and Society**.

## **Article III - Place of Operation and Principal Office**

The operations of HSMN shall be conducted principally within the State of Minnesota. The principal office is located at 10530 Troy Lane, Maple Grove, MN 55311, County of Hennepin, and State of Minnesota.

## **Article IV - Duration**

The duration of Hindu Society of Minnesota shall be perpetual

## **Article V – Membership**

Any person 18 years of age or above who subscribes to the objectives of the Hindu Society and abides by its bylaws and rules may qualify for membership.

## **Article VI -Board of Trustees**

All the executive powers of the Hindu Society and the Temple (Mandir) shall be vested in the Board of Trustees. All long-range policies and planning shall be the responsibility of the Board of Trustees.

## **Article VII - By-laws**

The attached Bylaws define the organizational structure of the Society and outline the procedure for carrying out the intent of this constitution.

Revisions History to By-laws is listed under Appendix Exhibit A.

# BY-LAWS OF THE HINDU SOCIETY OF MINNESOTA

## Preamble

We, the members of the Hindu Society of Minnesota, herein after, referred as HSMN, adopt these bylaws and solemnly pledge ourselves to be governed by its provisions.

There are Twelve (12) articles in the By-Laws:

1.	<b>ARTICLE I</b>	<b>Membership</b>
2.	<b>ARTICLE II</b>	<b>Fiscal Year</b>
3.	<b>ARTICLE III</b>	<b>Dues and Assessments</b>
4.	<b>ARTICLE IV</b>	<b>Voting</b>
5.	<b>ARTICLE V</b>	<b>General Body and Board of Trustee Meetings</b>
6.	<b>ARTICLE VI</b>	<b>Board of Trustees &amp; Trustee Executive Council (TEC)</b>
7.	<b>ARTICLE VII</b>	<b>Trustee Executive Council Committees</b>
8.	<b>ARTICLE VIII</b>	<b>Executive Committee (EC)</b>
9.	<b>ARTICLE IX</b>	<b>Officers of the Executive Committee</b>
10.	<b>ARTICLE X</b>	<b>Nomination and Election Committee (NEC)</b>
11.	<b>ARTICLE XI</b>	<b>Indemnification</b>
12.	<b>ARTICLE XII</b>	<b>Amendments</b>

## APPENDIX

<b>EXHIBIT A -</b>	<b>Revisions History to Bylaws</b>
<b>EXHIBIT B -</b>	<b>Membership Dues Schedule</b>
<b>EXHIBIT C -</b>	<b>Executive Committee (EC) Committees</b>
<b>EXHIBIT D -</b>	<b>HSMN Governing Structure</b>
	<i>(Figures 1-5)</i>

### 1. **ARTICLE I – Membership**

1.1 Any person 18 years of age or above who subscribes to the objectives of the HSMN and abides by its By-laws and regulations shall be qualified to become a member of the HSMN.

#### 1.2 **Classifications of Membership:**

- A. **Trustee Membership:** Trustee Membership shall be granted on an individual basis to duly elected members after payment of initiation fees and annual dues thereafter **to be paid each year**. This class of membership shall be granted only on an individual basis and not to a

family unit, except that if each spouse or another family member pays **his/her** a separate initiation fee and annual dues, each such member of a family shall be deemed a Trustee Member. The initiation fees and annual dues are as described in Article III

- B. **Lifetime Trustee Membership:** Lifetime Trustee Membership shall be granted on an individual basis to duly elected members who pay a lump sum trustee fee as described in Article III.
  - C. **General Membership:** Duly elected members on payment of annual dues as set forth in Article III, shall be eligible for general membership. There shall be no initiation fee required for general membership.
    - 1. **Individual Membership:** Duly elected members on payment of annual dues as described in Article III, here under shall be eligible for Individual membership.
    - 2. **Family membership:** Defined as husband, wife and children under the age of 18 years **of age** and on payment of annual dues as described in Article III.
    - 3. **Student membership:** Duly elected bona fide students and on payment of annual dues as described in Article III, shall be eligible for student membership.
  - D. **Honorary Membership:** Honorary Membership may be conferred upon any person by two-thirds (2/3)-majority vote of the Board of Trustees, at its discretion. Such honorary members, shall not be eligible to hold any office within the organization and shall have no voting rights. No initiation fee or annual dues shall be required of the said membership.
- 1.3 **Duration of Membership:** Except for Lifetime Trustee members and Honorary members. Membership shall be for the period of one year beginning the first day of January, upon payment of annual dues as described in Article III and is renewable each year on payment of said annual dues. A member shall be deemed to be in good standing if he/she pays all membership dues by March 31 of the year.
- 1.4 **Election of Members:** Those wishing to become members should apply to the secretary of the Trustee Executive Council of the HSMN. The Membership Committee shall act on the application and make appropriate recommendations to the **TEC**. The **TEC** shall be vested with the sole authority to accept or reject an application for membership. In the event an application is rejected, the applicant shall be promptly notified of the **TEC's** decision and dues, if paid, shall be returned to him/her.
- 1.5 **Suspension or expulsion of members:**
- A. A member may be expelled or suspended for a determined period for violation of the By-laws or other rules or regulations of the HSMN or for the conduct prejudicial or

harmful to the interests of the **HSMN**. Such expulsion or suspension shall be initiated by the TEC and ratified by a two-third (2/3) majority vote of Board of Trustees. A statement of the charges against the member shall be sent to the member by the registered mail to his/her last known address and at least FIFTEEN (15) days prior to any action to be taken in the matter. The Member shall be given full opportunity to refute any charges levied against him/her and to present any defense he/she may have. A hearing in the matter may be held, if necessary at a place and time mutually acceptable. **The decision of the Board of Trustees shall be final.**

- B. **A HSMN member proven guilty and/or convicted as felon in the court of law for any criminal, sexual, fraudulent acts, etc. is automatically suspended or expelled from the membership and relieved from any position.**

#### **1.6 Member Communication**

- A. **It is each member's responsibility to provide current member postal address, telephone number and email address to TEC Secretary for receiving all HSMN communication, including notices, ballots, donation receipts, etc. by the HSMN member will be sent.**

### **2. ARTICLE II - Fiscal Year**

- 2.1 The fiscal year of the HSMN shall begin every year on **the first day of January**, and end on the last day of December, each **calendar** year.

### **3. ARTICLE III – Dues and Assessments**

- 3.1 The Board of Trustees at its discretion may determine from time to time the amount of the trustee membership initiation fee, annual membership dues for all membership classification and Lifetime Trustee Membership lump sum fees. Current dues are listed under **Appendix Exhibit B**, for reference purpose only.
- 3.2 All membership dues and trustee initiation fee **and yearly dues** shall be paid in liquid money (cash/check/**Credit or debit card**) only. **However**, any donation will be accepted in **CC**/cash/check/securities, etc.
- 3.3 Payment of Dues- Membership shall be renewed every year **with** payment of dues on or before March 31, of the year.
- 3.4 Delinquent Dues: A member shall be deemed delinquent if dues have not been paid in full by March 31 of the year. All rights and privileges of membership in the HSMN shall be suspended in the event that a member does not pay the annual dues by March 31 of the year. The membership may be restored **along with all the associated rights and privileges** upon payment of delinquent dues.
- 3.5 The Board of Trustees, at its discretion, may waive the membership dues of an individual

for any valid reason, including but not limited to financial hardship.

- 3.6 Any member, who wishes to have his/her membership classification changed to another, may do so by submitting an application for such change, and amount and addressed to the Secretary of the Trustee Executive Council and by Payment of the difference, if any, in the membership dues and/or initiation fee. Such change in Membership classification shall become effective upon the acceptance of such, by the Board of Trustees and date. No refunds shall be due any member who petitions for a change in membership category.

#### 4. **ARTICLE IV - Voting**

- 4.1 All members in good standing as defined herein above, shall be eligible to vote.
- 4.2 Each member **under all membership classifications** except family membership shall have one vote at General Body **and /or at other** meetings. Family membership shall have two votes, consisting of one vote for each spouse.
- Each trustee member shall have one vote at the meeting of the board of trustees.  
Alternative rules may govern meetings of other governing bodies of the HSMN or at the specially convened meetings, as provided herein elsewhere.
- 4.3 Each member shall be entitled to a single vote except as otherwise provided herein elsewhere.
- 4.4 Any **new** member following thirty (30) days after acceptance to **initial (new)** membership, shall be eligible to vote. **This 30 days waiting period is not a requirement for renewed or restored members. Previous year's members are eligible to vote until March 31<sup>st</sup> even if they have not renewed by then during this grace period. Only members who have renewed membership by paying dues are eligible to vote after March 31<sup>st</sup>.**

#### 5. **ARTICLE V - General Body and Board of Trustee Meetings**

- 5.1. The General Body of the HSMN shall comprise of members of all membership classes. The Board of Trustees shall consist of all Trustee Members.
- 5.2. The annual meeting of the General Body as well as of the Board of Trustees shall be held in **November** of each calendar year for the election of officers, for presentation of reports by various Committees and by officers as provided by these By-laws elsewhere, and for **conducting** other business of the HSMN. A written notice of such meeting with an agenda, specifying the place, dates, and time of said meeting, shall be sent through email or mail to all members by the Secretary of the Trustee Executive Council (**TEC**) not less than **ten (10)** calendar days prior to the date of such meeting.
- 5.3. Any member may place an item on the agenda for discussion at any General Body meeting by sending a written notice addressed to **the TEC Chair**, no less than Five (**5**) calendar

days prior to the date fixed for the said meeting.

- 5.4. **Special Meetings:** Special meetings of the General Body may be convened by the Board of Trustees or **TEC** at their discretion to discuss any specific topic or subject matter. A special meeting may also be called upon **by the TEC** at the written request of at least 10 or 10% of the total Membership, whichever is more, submitted no less than THIRTY (30) days prior to the proposed date of the said meeting. No business other than those specified in the notice of the meeting shall be transacted at any special meeting of the General Body. Notice for any special meeting shall be given in the same manner as for the annual meeting, **as provided in Article 5.2.**
- 5.5. Every member in good standing shall be eligible to vote except as otherwise provided herein elsewhere.
- 5.6. **Quorum:** At least 15% of the voting members in good standing shall constitute a quorum at any regular or special meetings of the General Body as well as of the Board of Trustees. This quorum requirement, however, shall not govern special meetings convened for the express purpose of suspension or expulsion of any elected officer, the required quorum for said purpose being at least two-thirds (2/3) of the voting members in ~~the~~ good standing.
- 5.7. All business which may properly be before the General Body meeting as well as of the Board of Trustees (except those matters regarding suspension of elected officers) shall be decided on the basis of a simple majority vote of members present and voting, provided conditions specified in **Article 5.6** above, shall have been complied with.
- 5.8. **The TEC Chair** shall determine the order of business for annual **and special** meetings of the General Body **and the Board of Trustees**. Robert Rules of Order as amended shall govern all procedures at said meetings, unless otherwise specified herein elsewhere.
- 5.9. **Any member or trustee, who is not a member of any HSMN governing body (TEC/EC/NEC) is prohibited from holding any public meetings or conducting any activities on behalf of HSMN. Any member or trustee wishing to hold such meeting shall make a formal request to TEC/EC Secretary with specific agenda, intended audience and purpose. Final approval must come from the TEC Chair/EC President.**



6. **ARTICLE VI – BOARD OF TRUSTEES & TRUSTEE EXECUTIVE COUNCIL (TEC)**

- 6.1 The Board of Trustees (Board) shall consist of Trustee members. The Board empowers the Trustee Executive Council (TEC hereafter) to carry out all operations of HSMN.
- 6.2 The **TEC** shall consist of maximum **seventeen (17)** members. The Immediate Past Chair of **TEC**, the President of the Executive Committee (**EC hereafter**), and **Nomination & Election Committee (NEC hereafter) Chair**, shall automatically serve as members of the TEC. The **TEC** members **for the following fourteen (14) positions** shall be elected at the **annual** meeting of the Board of Trustees in every odd numbered year:
- A. **TEC Chair**
  - B. **TEC Vice-Chair**
  - C. **TEC Secretary**
  - D. **Six Members for the Chairs of the following committees:**
    - 1. **Finance Committee**
    - 2. **Membership Committee**
    - 3. **Fund Raising Committee**
    - 4. **Public Relations Committee**
    - 5. **Strategic Planning Committee**
    - 6. **Property Management Committee**
  - E. **Five (5) Members at large**
- 6.3 The TEC has full executive powers for all operations of HSMN and its projects. The TEC shall also be responsible for all long-term planning and policies, **including any legal, security, and property transactions**, for the HSMN growth and effective operation. The TEC's authority includes, but is not limited to:
- A. Acting as a long-term Planning body to prepare guidelines and action plans for growth of HSMN.
  - B. Delegating day-to-day operations of HSMN facilities and activities to the Executive Committee or other HSMN Committees as deemed necessary and in accordance with these By-Laws.
  - C. Developing guidelines and plan of action to preserve HSMN history, administrative and office records all assets and properties and ensuring that all committees are maintaining proper records and files.
  - D. Managing Standing Committees and/or Ad-hoc Committees via the respective Chairpersons.
  - E. Giving financial approval as needed for the activities of HSMN with financial powers as established in the By-Laws.

- F. Planning, constructing and operating the Hindu Temple structure and related development of land/property and other tangible assets.
- G. Reviewing and approving annual budget, capital expenditures, fund raising plans and policies.
- H. Ensuring that accounting, investment and cash management policies are appropriate and being adhered to with adequate checks and balances.

#### 6.4 **TERM LIMITS:**

- A. Any HSMN Trustee Member in good standing is eligible to be a candidate for election to the TEC for one (1) **term of 2 years, but not to exceed two (2) consecutive terms (4 years).** Candidate may be eligible again after one term (2 years) **has elapsed.**
- B. **An Individual may serve a maximum of two terms as TEC Chair during his/her lifetime. The two terms may or may not be consecutive.**
- C. The Immediate Past TEC Chair shall **serve as a member of TEC for a maximum of two consecutive terms.**

#### 6.5 **DUTIES OF TEC MEMBERS**

##### **A. The TEC Chair Shall:**

1. Call for the meetings of the TEC, the Board of Trustees, **annual and special meetings of the General Body.**
2. Prepare the agenda for the respective meetings and preside over each meeting. Vote only in the event of a tie.
3. Transact all business and sign all official and legal papers on behalf of HSMN.
4. Communicate to the community at large through monthly reports in the temple web site on the state of the HSMN accomplishments, areas of concern with plans to mitigate such concerns and future outlook.
5. Perform other functions as deemed necessary assigned by the TEC and by the Board and as per By-Laws.
6. **Coordinate with Executive Committee (EC) through its President to carry out all policies established by the TEC in conformance with the Bylaws.**
7. **Bring ideas, comments or complaints received from any member or trustee to the TEC attention for its discussion and resolution as necessary in the interest of the HSMN.**

**B. The TEC Vice-Chair shall:**

1. Perform all the duties of the **TEC CHAIR** in the absence of the Chair.
2. Perform other functions as assigned by the Chair or the TEC.

**C. The TEC Secretary shall:**

1. **Document and maintain** the records of the meetings of the **TEC, General Body**, and the Board, send meeting notices with the agenda and minutes to the **TEC, General Body**, and Board members, as applicable
2. Keep records of all correspondence and all communications by the TEC and the Board members, electronically. **Keep any available electronic records of HSMN legal/property transactions.**
3. Maintain current Trustee roster.
4. Maintain complete roster of all members of the TEC, the Board, the Executive Committee, and all other committees with their addresses, phone numbers, e-mails, etc.
5. The Secretary of the TEC shall also serve as secretary of the Hindu Society of Minnesota.

**D. Each Committee Chair shall:**

1. **Prepare and publish a brief ~~charter~~ mission of the committee**, roles & responsibilities and list of members
2. Form and manage the Committee's activities as per the TEC policy and guidelines, and as defined in the By-Laws.
3. Appoint several Committee members from the Board of Trustees and General Membership interested and committed in performing the Committee tasks to further HSMN mission.
4. Be present at TEC meeting and provide a status update of the Committee **activities.**

**E. TEC Members-At-Large shall:**

1. Participate in all the matters of the TEC.
2. Perform all the duties assigned by the TEC Chair.
3. Serve as a member on at least one of six (6) committees listed under Article VI.2

**F. Conflict of Interest Policy**

1. **TEC shall adopt and keep in place a Conflict of Interest Policy consistent with best practices for organizations with similar organizations qualifying under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Every member of the TEC, NEC and EC shall be required to sign the Conflict of Interest Policy and comply with the rules and regulations described therein. Any conflicts of interest shall be reported to TEC that will take necessary action and resolution of it.**

**G. Standard Operating Procedure (SOP) Manual**

1. **TEC shall develop, maintain, and update periodically Standard Operating Procedure (SOP) Manual, establishing roles and responsibilities of each**

committee, TEC members, meeting rules, member orientation meetings, efficient communication, membership application and records, emergency and safety procedures, etc. for an orderly and efficient governance of TEC as per the Bylaws.

## 6.6 MEETINGS

- A. The TEC shall meet regularly at least once a month or more as deemed necessary by the TEC Chair. Special meetings of the TEC may be called by the Chair, or at the written request of five (5) TEC members to the TEC Secretary. **All trustees are encouraged to attend TEC meetings. However, they do not have voting privileges in the TEC meetings. The TEC Secretary will send out meeting notices and minutes of meetings to each trustee via e-mail provided by the member.**
- B. The Board shall meet minimum once per **year** or more as deemed necessary by the TEC Chair. Special meetings of the Board may be called by the Chair, or at the written request of, at least ten (10) percent of the Board Trustee members to the TEC Secretary.
- C. Meeting Notice: Minimum ten (10) days advance notice of all meetings shall be given by the TEC Secretary to all TEC or Trustee members as applicable setting forth the place, date and time of meeting and in case of a special meeting, the purpose thereof by a letter or e-mail.
- D. **Quorums and Meeting:**
1. Minimum of **nine (9)** members or more present for the TEC meeting, and minimum of **fifteen (15)** percent or more of **Trustees** present for the Trustee Board meeting shall constitute a quorum for the transaction of the business.
  2. The majority vote of the members present in person **and/or attending by phone** shall be necessary for the adoption of any matter, except otherwise provided in the Constitution or the By-Laws. **If the written resolution has been emailed to the TEC members in advance, TEC member may send a proxy vote on the said resolution via email to the TEC Secretary, if she or he is not able to attend the meeting.**
  3. If the transaction of the business at the meeting is postponed due to lack of a quorum, the TEC Chair at his/her discretion may call a special meeting after seven (7) days in which quorum will not be considered to transact the business. However, a timely written notice of such special meetings shall be given at least seven (7) days before such meeting time to the members by the TEC Secretary by letter or e-mail stating time, date, location and the purpose of the special meeting.
  4. **As an option to Article D.3 above, the TEC chair at his/her discretion may send written resolution via email to all TEC members for the approval within the prescribed time, but not less than seven (7) days. Each TEC member shall return his/her vote by email in the prescribed time to the TEC Secretary. Majority of votes, at least 9 votes, in favor of the resolution will be considered an adoption of the resolution.**

6.7 **TEC meetings & attendance**

- A. Attendance at each TEC meeting by each TEC member is mandatory. except that absence may be excused due to out-of-town **travel**, illness, conflict and emergency situations. TEC member shall **notify** the **TEC Secretary** in advance of each meeting if he or she cannot attend the meeting and reason thereof by letter, e-mail or facsimile. The **TEC Secretary** shall record meeting attendance and excused absence details.
- B. **The TEC Secretary shall keep track of TEC meeting attendance of each TEC member, and bring it to TEC's notice if any TEC member has two consecutive unexcused absences or three (3) consecutive excused absences. TEC will make decision on a such a member and take an appropriate action which will be communicated to the said member by the TEC Secretary.**

6.8 **Annual Meeting of the Board**

- A. An annual meeting of the Board of Trustees shall be held during **November** of each fiscal year for the election of the TEC or the Trustee Nomination and Election Committee(NEC) every other year for two (2) years term.
- B. The **TEC Chair** and various Committee Chairs shall present reports of various activities, items on previous month meeting and progress. The TEC shall also present the long-range plans, financial status report and future projects for the HSMN. A written notice of such meeting shall be sent by the TEC Secretary through a letter or e-mail to all the Trustees, not less than ten (10) calendar days prior to the date, of such meeting.

- 6.9 A petition signed by no less than fifty percent (50%) of the total Trustee membership of HSMN shall be required to reverse any action or decision of the **TEC**. The **TEC's** subsequent action to reverse itself obviates the necessity for further action. If, however, the **TEC** decides to stand by its original action of decision, a notice for a special meeting of the **General Body** shall be issued by the TEC Secretary within thirty (30) days of the receipt of such petition. A two-third (2/3) majority vote of members present at the special meeting shall be required to override and reverse the action or decision of the TEC.

## **7. ARTICLE VII- Trustee Executive Council Committees**

7.1 The Board of Trustees or the TEC may establish committees as deemed necessary to carry out the functions of HSMN. TEC may modify any committee except the Standing Committees.

7.2 **The following are the Standing Committees under the direction of the TEC:**

- A. Finance Committee**
- B. Fund Raising Committee**
- C. Public Relations Committee**
- D. Strategic Planning Committee**
- E. Property Management Committee**
- F. Membership Committee**

7.3 All members of the Standing Committees shall be members of HSMN and the chair of each Committee shall be the member of the Board of Trustees, **in good standing prior to his/her nomination.**

No chairperson of the standing committee shall serve as a chairperson of more than one committee. These committees shall report directly to the TEC. Chairpersons shall be elected by the Board of Trustees as described under Article VI,

### **7.4 Finance Committee**

- A. The Finance Committee shall establish financial policies and review related financial issues of the HSMN
- B. The Committee shall conduct internal audit and review the financial report data prepared by the Treasurer prior to its submission to an outside Auditor.
- C. The finance Committee shall consist of its chairperson elected by the Board of Trustees at Annual Meeting and four (4) members appointed by the TEC Chair. The TEC Chair shall appoint one of the trustees to the Committee.
- D. Accounts shall be maintained for the fiscal year, which will be from January 1st to December 31st of each year. The accounts of the HSMN shall be audited each year by September 30 for the previous year's transactions by a duly Certified Public Accountant appointed by the TEC.
- E. The TEC, **through EC Treasurer**, shall administer, manage and hold titles in the name of the HSMN to all the funds and assets.
- F. Any Member or Officer of the HSMN including the TEC, the Board of Trustees, the Executive Committee or any other Committee Members shall not receive any remuneration. Also, members of HSMN shall not have any right, title or interest, legal or equitable, in or to the properties or assets of HSMN. All the assets of HSMN, including the offerings at the Temple shall be used exclusively for the purpose of the Temple/HSMN.
- G. Any donation to HSMN and/or income from trust fund of HSMN becomes the property of HSMN and will be used for fulfilling the mission of the HSMN, and for such purposes deemed appropriate by the TEC.

- H. **Ensure that a pledge or financial commitment made by any devotee to HSMN for a designated period will be honored in a timely fashion.**

#### 7.5 **Membership Committee:**

- A. The Membership Committee shall organize and execute membership drives to attract new members for the HSMN. It shall broaden the type of membership so as to include all eligible members from all segments of the community, subscribing to the purposes of HSMN.

#### 7.6 **Public Relations Committee**

- A. The Public Relations Committee **in coordination with the EC Communication Chair** shall work on publicizing in the media (press local community newspapers, radio and TV stations, E-mail) and elsewhere on HSMN vision, mission and activities.

#### 7.7 **Fund Raising Committee**

- A. The Fundraising Committee will develop a fundraising strategy to cover one term of two years.
- B. The Strategy will identify number of sources for revenue to HSMN.
- C. This strategy will be presented for approval to the TEC by the 1<sup>st</sup> quarter of the first year.
- D. For each of the sources of revenue, a goal with a timeline will be established.
- E. A plan will be developed with expected amount to be raised from the various sources and timeline
- F. The Committee will present a status of the fundraising efforts to the TEC every quarter.
- G. **The Committee shall share the details of all the contracts (above \$10,000), including the fundraising events, expenses, contracts with large outside food vendors and material suppliers, well in advance of the event with TEC and shall seek prior approval.**

## 7.8 Strategic Planning Committee

- A. The role of the Strategic Planning Committee is to develop an overall plan for HSMN covering (4) years
- B. Collaborating with the other (5) Committees, the plan will cover the following elements:
  - 1. Building & Facilities
  - 2. Religious Services
  - 3. **Educational and Youth Activities**
  - 4. Collaboration with other Hindu **Organizations** to include other elements to enhance the working of HSMN
- C. To develop the plan, the Committee will recruit other members who have contacts and association with other Hindu religious organizations

## 7.9 Property Management Committee

- A. The role of the Property Management Committee is to assure that policies and procedures are in place for the proper functioning, maintenance and safeguard of the various assets of HSMN.
- B. The Committee will work closely with the Temple Manager and recruit other members of HSMN to arrive at a Property Management plan based on the policies and procedures.
  - 1. The plan will be presented to the TEC for approval by the end of 1<sup>st</sup> quarter.
  - 2. It is suggested that the Committee collaborate and seek assistance from the members who are intimately associated with the construction of the temple.



## 8. ARTICLE VIII- Executive Committee (EC)

### 8.1

- A. The Executive Committee (EC) shall be responsible for the administration of day-to-day operations and regular and special activities of the HSMN within the framework of the Constitution and By-laws and policy guidelines approved by the Board of Trustees/TEC.
- B. The EC may establish regular and special events or activities in keeping with the spirit of the Constitution.

### 8.2 The Executive Committee (EC)

- A. Shall consist of **sixteen (16)** members, six officers, namely, President, Vice-President, Secretary, Treasurer, Vice-Treasurer, Past President and **ten (10)** **appointed** members.  
**Officers of EC, except past president, shall be elected by the HSMN membership at its annual meeting. Past EC president shall serve as the past president and as an EC Officer. Ten (10) members of EC will be appointed by the Officers of the EC in November after the election of EC officers. The newly elected EC Officers shall appoint 10 members to the committee chair positions (defined hereinafter) considering recommendations from NEC for these positions.**
- B. **The six (6) officers of the EC shall be Trustees of the HSMN. The other ten (10) appointed members of the EC shall be trustee or general members of the Society. Hindu Youth of Minnesota (HYMN) committee Chair may be 16 years of age or older and a student member or a child of the parents holding family membership. HYMN chair will be appointed for one year or more by the HYMN group under the guidance of Education Committee Chair.**
- C. **The Members of (EC) Officers will be elected for one-year term and Officers of the Executive Committee can serve only one more year in the same capacity or a position. The term of the appointed committee chairs may be for one year or more as determined by the EC officers.**
- D. In case of vacancies in **Appointed Member positions** during the term, the **EC Officers** with **recommendations** from NEC shall fill them for the remainder of the term.
- E. The EC will assume duties from January 1.

F. **The-appointed ten (10) members of EC shall ~~become~~ serve as the Chairs of one of the following major committees as appointed-by-the EC Officers.:**

1. Administration
2. Religious Activities
3. Food
4. Cultural Events
5. Community Activities
6. Education
7. Communication & Publicity
8. Information Technology (IT)
9. Temple Volunteer Services
- 10. Hindu Youth of Minnesota (HYMN).**

8.3 **The EC** shall meet at least once a month subject to cancellation by the President should there be no business to conduct. Minimum of **nine (9)** members or more present for the EC meeting shall constitute a quorum for the transaction of the business by a majority vote of these members. The President shall preside over EC meetings and shall only vote in the event of tie. In the absence of President, the Vice-President shall preside.

8.4 **The EC Secretary** shall maintain minutes of EC meetings and shall forward them promptly (within one week of the meeting) EC members for their review and records. The meeting minutes should also be sent to the TEC members for information-

8.5 Any action of **EC** in the preceding meeting may be modified by 2/3 majority of the **TEC** members present at the TEC meeting.

9. **ARTICLE IX – Officers of the Executive Committee**

- 9.1 There shall be six officers of the HSMN'S Executive Committee: President, Vice-President, Secretary, Treasurer, Vice-Treasurer and Past President.
- 9.2 The President shall preside at all **EC** meetings. The President is responsible to the TEC in carrying out the policies and plans of the TEC. The President with the support of the TEC will develop / maintain an Operations Manual outlining the procedures for the functioning of the temple and all EC Committees. These procedures will be aligned with the goals established by the TEC.
- 9.3 The President with the support of the EC will manage an organization consisting of a Temple Manager, the Priests and support staff as needed to meet the TEC goals. He / She with the approval of the TEC will be responsible for personnel actions related to hiring, terminations and or salary actions. He / She will initiate requests for additional personnel with appropriate justification. This will be submitted to the TEC for approval.
- 9.4 The **Vice-President** shall, in the absence of the President, be called upon to carry out the duties of the President. In addition, he/she will carry out those functions, which are delegated to him/her by the President.
- 9.5 The Secretary shall record and be custodian of the minutes of the Executive Committee meetings. He/she shall maintain permanent records of these meetings in good order. In addition, he/she will carry out such functions as are delegated to him/her by the President.
- 9.6 The Treasurer shall receive all monies of the HSMN and shall be responsible for depositing all the monies in a bank/s or the trust company approved by the TEC. He/she shall supervise the billing and collection of dues and maintain the books of the HSMN. The funds, books, and vouchers in his/he hands shall be under the supervision of the TEC and subject to its inspection and control. The treasurer may delegate to others the tasks needed to perform the Treasurer's duties.  
He/she shall present the Treasurer's report in writing at each meeting of the Executive committee, the TEC, and at the annual meetings of the General Body and the Board of Trustees. The Treasurer in consultation with the Executive Committee and the Chair of the Finance Committee of the TEC shall prepare a budget and present it to the TEC in the month of January for its approval. No expenditure in the account shall exceed the budget in amount of such account by more than 10% without the approval of the TEC. Funds up to \$100.00 may be extended for the non-budgeted item upon approval of the Executive Committee and if in excess of that, only upon approval of the TEC.
- 9.7 The Treasurer shall submit to the TEC at its monthly meetings the previous month's financial report, which shall include income and expense statement with detailed breakdown of expenses or any other statements, which may be deemed necessary by the Treasurer or the TEC.

The Treasurer shall prepare a budget of estimated income and expenditure and submit it to the TEC by January 30 of each year for TEC's approval.

- 9.8 The Treasurer shall submit for audit his/her books, records, and any papers in his/her possession to an external auditor or auditing committee designated by the TEC. The treasurer will provide all necessary financial records to the HSMN Finance Committee for internal auditing as requested by the Finance Committee. At the expiration of his/her term of office, he/she shall deliver to his/her successor all books, monies, and other property or, in the absence of Treasurer-elect, to the Finance Committee.
- 9.9 The Treasurer shall be responsible for the disbursement of monies approved by the Executive Committee and the TEC, with adequate written proof, receipts and amount of expenditure details. All checks shall be signed by the Treasurer and/or by the President. All expenditures over the amount of \$10,000.00 shall have to be approved by the TEC in writing and any check over the amount of \$5,000 shall bear the signature of the TEC Chair and the Treasurer/President.
- 9.10 The Vice-treasurer shall have all the responsibilities of the Treasurer, with the exception of disbursing funds, in the Treasurer's absence. The Treasurer and the Vice-treasurer shall be responsible for sending out acknowledgment letters for donations to HSMN and the temple.

## 10. ARTICLE X- Nomination & Election Committee (NEC)

### 10.1 Nomination & Election Committee (NEC)

- A. The purpose of the Nomination & Election Committee (NEC) is to **seek** multiple eligible candidates from the HSMN members for the TEC, the Executive Committee (EC) **Officers** as well as members of the incoming Nomination & Election Committee ~~(NEC)~~. **In addition, NEC shall nominate at least one or more candidates for each position if it did not receive any candidate application for any position. NEC shall conduct elections from the eligible candidate applicants and candidates nominated by NEC for each position. In addition, NEC shall recommend to EC Officers the names of the HSMN members who can serve on EC Committee chair positions.**
- B. The Nomination & Election Committee (NEC) shall consist of five (5) members. The **NEC** members (4) and its chair shall be elected at the annual meeting **of** the Trustee Board. The term of **NEC** members shall be one (1), two (2) year. Members may be eligible after one two-year term has elapsed.
- C. The **NEC** shall solicit candidacies for TEC/EC/**NEC** positions by publicizing on HSMN website **from April 1 of the election year.**
- D. If a member of the Nomination & Election Committee (**NEC**) leaves the Nomination & **Election** Committee (**NEC**) for any reason, the TEC shall nominate a replacement Nomination Committee NEC member to serve the remaining term of the departing Nomination & **Election** Committee (**NEC**) member. The departed **NEC** member is not eligible to contest TEC/EC membership during that term.
- E. However, additional Trustee candidates willing and able to serve on the Nomination & **Election** Committee may submit their names as nominee for the election to the present Nomination & **Election** Committee Chair, 60 days prior to the annual **Trustee** Board meeting.
- F. The Nomination & **Election** Committee member shall be HSMN Trustee in good standing and shall not be a candidate for the next TEC or EC.
- G. Members of the Nomination & **Election** Committee shall be required to attend minimum two (2) monthly meetings called in by TEC and EC as observant to get a better understanding of the functioning of the Hindu Society of Minnesota. TEC/EC secretaries shall send TEC/EC meeting minutes to each NCNEC member. The NEC Chair serves as one of the TEC members as per Article 6.2.
- H. **Announcements. The NEC shall publicize to seek candidates for all positions of TEC/EC/NEC as applicable on HSMN website, posters, temple monitors, emails to HSMN members and other means of communication media no later than April 1 of the election year.**
  - 1. **The publicity shall continue monthly until application closing date of August 15.**
  - 2. **The NEC shall inform HSMN members by email, the names of candidates and position applied for after August 15.**
  - 3. **The NEC/TEC/EC shall encourage HSMN members to file candidacy**

for the positions to serve HSMN.

**I. Minimum Requirements for the Candidate**

1. Candidate shall be a member or trustee of HSMN in good standing on April 1 of the election year.
2. Candidate shall contest for only one position as the member is permitted to serve in only one position in all bodies of TEC/EC/NEC as per these Bylaws.
3. Each candidate shall complete the HSMN Candidacy application form, stating the position contested. Each candidate shall also furnish a short biographical sketch (not more than 200 words) with the record of his/her service to HSMN, to other non-profit organizations, professional associations etc., along with a passport size photo. This data will be sent to the members with voting ballots. The complete application with required enclosures shall be submitted to the Nomination & Election committee on or before the application closing date of August 15.
4. Each candidate shall submit in writing, his/her acceptance as a candidate to contest the election and to serve if elected.
5. Each candidate shall sign HSMN "Conflict of Interest" statement.
6. Candidates may withdraw their candidacy by requesting NEC by email before the application closing date, to the NEC Chair

**10.2 TEC/EC/NEC Nominations and Elections**

- A. The TEC Secretary shall furnish the following information to the Nomination & Election Committee by April 15 of the election year as applicable.
  1. List of current Trustee/General membership as of **April 1**, in good standing.
  2. List of current TEC/EC members with their meeting attendance records.
  3. List of Board of Trustees with initiation year as Trustee.
- B. The **Nomination & Election Committee** shall analyze and consider the needs of HSMN and nominate recommend such candidates whose talents and experience will strengthen HSMN and who represent cross section of the total Trustee/General Membership. The **Nomination & Election Committee** may seek advice from the current TEC/EC and the Trustee Board for HSMN future needs and suggestions for new TEC/EC/NEC members.
- B. The **Nomination & Election Committee** shall select/recommend the candidates for the new TEC members such that one third (1/3) of the TEC is from the existing TEC members to keep the continuity of the organization operations and activities as well as bringing in new talent to the TEC. Immediate past Chair shall become TEC member automatically on expiration of his/her term as the Chair. Immediate past president of EC shall automatically become EC Past President Member on expiration of his/her term as the EC President.
- C. The **Nomination & Election Committee** shall prepare **and submit** a list which shall include **eligible candidates who have submitted applications on or before August 15 and who**

have been analyzed by NEC, up to three (3) candidates maximum for each vacancy for the TEC/EC/NEC positions, to be filled by election at the Trustee Board/Member Annual meeting.

- D. The Nomination & Election Committee shall **prepare the ballot for the election with name of each candidate for each position, including his/her applicable application data for the voting members** for the-TEC/EC/NEC to the TEC Secretary at least thirty (30) days prior to the annual Board/General Annual meeting as applicable, **but not later than September 15 of the election year.**
- E. Upon receipt of these **ballots** from the Nomination & Election Committee, the TEC Secretary shall mail or e-mail the ballot of these candidates along with the annual meeting notice at least twenty-one (21) days prior to such **annual** meeting schedule to the Board/General Membership as applicable.
- F. **Election ballot closing period may be thirty (30) days or less from the date of ballot mailing, but the closing/mailling date shall be no later than October 30 of the election year.**
- G. **Any signed and properly voted ballot by each member in good standing, shall be sent to the NEC Chair at HSMN address on or before the election ballot closing date to be considered valid for counting.**
- H. **At the annual meeting, all received sealed ballot envelopes by the NEC Chair will be opened in presence of three people panel consisting of the NEC chair, TEC Secretary and EC Secretary. This panel will count the ballots, tabulate the results and submit the results to the TEC Chair for the announcement.**
- I. **In case of tie votes for the position of the TEC Chair, the Nomination & Election Committee Chair shall have the tie breaking vote. In case of a tie for any other position, the elected TEC chair shall have the tie breaking vote.**
- J. **The newly elected members on TEC/EC/NEC shall begin their term on January 1 of the year following the election.**
- K. The TEC shall be elected at the annual meeting of the Board of Trustees on every odd numbered year and NEC shall be elected at the annual meeting of the Board of Trustees on every even numbered year. The EC **Officers** shall be elected at the annual meeting of the General Members every year. TEC/EC/NEC shall be elected from the ballot list submitted by the Nomination & Election committee as published.
- L. The Nomination & Election Committee shall **recommend more than one and up to three (3) eligible members** to fill any vacancy in the TEC/EC **Officers in consultation and coordination with TEC/EC** for its remaining term with recommendations from the TEC **to the TEC/EC as applicable. TEC/EC Officers will elect the candidate from this list to fill the vacancy as applicable.**

11. **ARTICLE XI – Indemnification**

- 11.1 Unless otherwise prohibited by law, **HSMN** shall indemnify any and all members, trustees, or officers, or any and all former members, trustees, or officers or any person who may have served at its request or by its election as a trustee or officer of the Trustee Executive Council or the Executive Committee against any and all expenses and liabilities incurred by him or her in connection with any claim, action, suit, or proceeding to which he or she is made a party by reason of being a member, trustee or officer. However, there shall be no indemnification in relation to matters as to which he or she shall be adjudged to be guilty of a criminal offense or liable to HSMN for damages arising out of his or her own gross negligence in the performance of a duty to HSMN.
- 11.2 HSMN will authorize the purchase of insurance on behalf of members, trustees and officers against any liability incurred by him/her which arises out of such person's status as a member, trustee, and officer, elected or appointed office bearer.

12. **ARTICLE XII - Amendments**

- 12.1 These **By-laws** may be amended by changing, altering, suspending, or supplementing the same by two thirds (2/3) of the voting members present and entitled to vote at a duly organized general meeting of the Society, and the proposed amendment shall be mailed to each member at least ten (10) days before the date of meeting.
- 12.2 **If Board of Trustees** does not agree with the amendment recommended by a two-thirds (2/3) majority vote of the members, such amendment will be adopted if it again receives at least two-thirds (2/3) majority vote of the members present and voting in the next general body meeting of the Society.
- 12.3 These **By-laws** may also be amended by changing, altering, suspending, or supplementing in whole or in part **by** a two-thirds (2/3) majority vote of the Board of Trustees, provided that any such amendment shall be subject to a majority vote in the next general body meeting of the Society, pending which amendment shall become effective immediately after the Board of Trustees voting, or as otherwise desired by the Board of Trustees.
- 12.4 Any amendment in Section 1 to 4 of this article of these By-laws and all the articles of the Constitution shall require a two-third (2/3) majority vote of the HSMN members.

**End of Document**



## **APPENDIX**

All Exhibits, Operation Manual and any future changes to the Appendix are not subject to By-laws amendments as they are referenced here for the understanding and coordination.

## EXHIBIT A-Revision History

Copy of Original Constitution: (Insert)

### Constitution of The Hindu Society of Minnesota

#### Article I - Name

The name of the organization shall be the Hindu Society of Minnesota, and it shall operate as a religious organization.

#### Article II - Purpose

The purposes for which the religious society is being organized are:

1. To provide a Hindu Mandir (place of worship) in the Twin Cities area.
2. To bring into closer relation the members of the Hindu community in the Twin Cities area and the State of Minnesota.
3. To provide a forum for scholarly discussions of the Hindu philosophy.
4. To conduct and sponsor religious, spiritual, and cultural activities for the benefit of the Hindu community.
5. To establish a library that will depict Hindu philosophy and religion.
6. To preserve and embellish Hindu traditions and cultural heritage.
7. To teach its younger members the history and development of the Hindu philosophy and religion and to inculcate a pride of their heritage.

#### Article III - Place of Operation and Principal Office

The operations of the Society shall be conducted principally within the State of Minnesota. Its principal office shall be located at 86 Many Levels Road, Dellwood, White Bear Lake, Minnesota 55110, County of Washington, State of Minnesota.

#### Article IV - Duration

The duration of the Society shall be perpetual.

#### Article V - Membership

Any person or family unit who subscribes to the objectives of the Society and abides by its by-laws and rules may qualify for membership.

1

#### Article VI - Governing Body

All the executive powers of the Hindu Society and Mandir shall be vested in a Board of Trustees. All matters of long-term policy and planning shall be the responsibility of the Board of Trustees.

#### Article VII - By-laws

The attached By-laws define the organizational structure of the Society and outline the procedures for carrying out the intent of this Constitution.

#### Article VIII - Officers

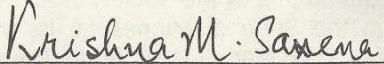
The names and addresses of the first Officers of the Executive Committee are as follows:

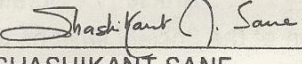
President: Dr. Krishna M. Saxena  
86 Many Levels Road, Dellwood  
White Bear Lake, Minnesota 55110

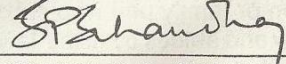
Secretary: Dr. Shashikant Sane  
9515 Briar Circle  
Bloomington, Minnesota 55437

Treasurer: Dr. Surendra P. S. Chaudhary  
5640 North Danube Road  
Fridley, Minnesota 55432

In witness whereof, we have hereunto set our hands,  
this      day of      , 1978.

  
KRISHNA M. SAXENA

  
SHASHIKANT SANE

  
SURENDRA P. S. CHAUDHARY

2

Revision 0: The original Constitution and By-laws were adopted in 1978.

Revision 1: At a meeting of the Board of Trustees held on October 12, 1986 at the Hindu Temple (Mandir) the following amendments were adopted and approved in the general body meeting on October 25, 1986.

1. Position of the Vice-President was created.
2. The Chairperson of the Board of Trustees shall appoint the Nominations Committee. If necessary, he/she would also appoint an election officer.

Revision 3: At a meeting of the Board of Trustees held on November 11, 2001 at the Hindu Temple (Mandir) several amendments were adopted unanimously. The revised amended By-Laws were approved in the general body meeting on November 17, 2001.

Revision 4: In November 2003, these By-Laws were approved by the Board of Trustees creating the Trustee Executive Council from the Board of Trustees as per Article XIV.3. These Bylaws were approved at the General Body meeting of HSMN on December 7, 2003 as per Article XIV.3. The new Trustee Executive Council will be formed as per By-Laws Article VI and be operative as of January, 2004.

Revision 5: Updated and revised in November of 2007. Additions/changes are in bold letters.

Revision 6: Updated and revised after General Body Meeting on Nov. 18, 2007

Revision 7: Updated and revised in October of 2013. Additions/changes are in bold letters.

**Revision 8: Updated and revised after all proposed amendments approved at the Special General Body Meeting on June 24, 2017. Additions and changes are in bold face letters as applicable.**

## EXHIBIT B- Membership Dues

As per by-laws Article III- Dues and Assessments

B.1 Annual Dues shall be as follows for the various membership classifications as determined by TEC:

Current Dues:

- A. Trustee Member: \$500 per year. (Plus, one time Initiation Fee \$500 for the first year)
- B. Lifetime Trustee Membership Onetime Lump Sum amount to be determined by TEC in future date.
- C. Individual Member: \$100 per year.
- D. Family Membership: \$250
- E. Student Member: \$50 per year.

## **EXHIBIT C-Executive Committees**

C.1 As per bylaws Article VIII, ten (10) committees of EC will be formed to carry out the following major functions/ activities. Their activities/roles and responsibilities will be described in the **EC** Operation Manual which may be revised from time to time by the EC with **review from TEC**.

**1. Administrative**

- A. Assist Temple Manager**
- B. Assist Committee Chairs as Needed**
- C. Front Desk**
- D. Mailing and Distribution List**
- E. Temple Store**

**2. Religious Activities**

- A. Religious Services at the temple.
- B. Religious events
- C. Interfaith participation
- D. Religious Services outside the Temple**

**3. Food**

- A. Lunch Sponsorship
- B. Inventory.
- C. Money Collection.
- D. Kitchen/Dining Upkeep/Maintenance
- E. Kitchen/Dining Records.
- F. Catering
- G. Snacks

**4. Cultural Events**

- A. Diwali.
- B. Holi.
- C. Special Events
- D. Cultural Heritage Day**

**5. Community Activities**

- A. Humanitarian
- B. Recognition/awards/**Graduation**
- B. Community Service.
- C. Senior Programs,
- D. Health Awareness Programs.
- E. Outreach
- F. Youth Summer Camp

6. Education

- A. School-**Dharma, Culture and Languages**
- B. Yoga **& Meditation**
- C Summer Camps**
- D Graduate Honoring
- E Interfaith Education**
- F Library
- G. Summer Internship
- H Career Fairs
- I Temple Discourses**
- J Temple Tours**
- K Math and Science Camp**
- L Adult Education**

7. Communication/Publicity

- A. E-newsletter
- B. Coordination with other Committees

8. Information Technology (IT):

- A. Web Site
- B. Email address /data management
- C. E-Commerce

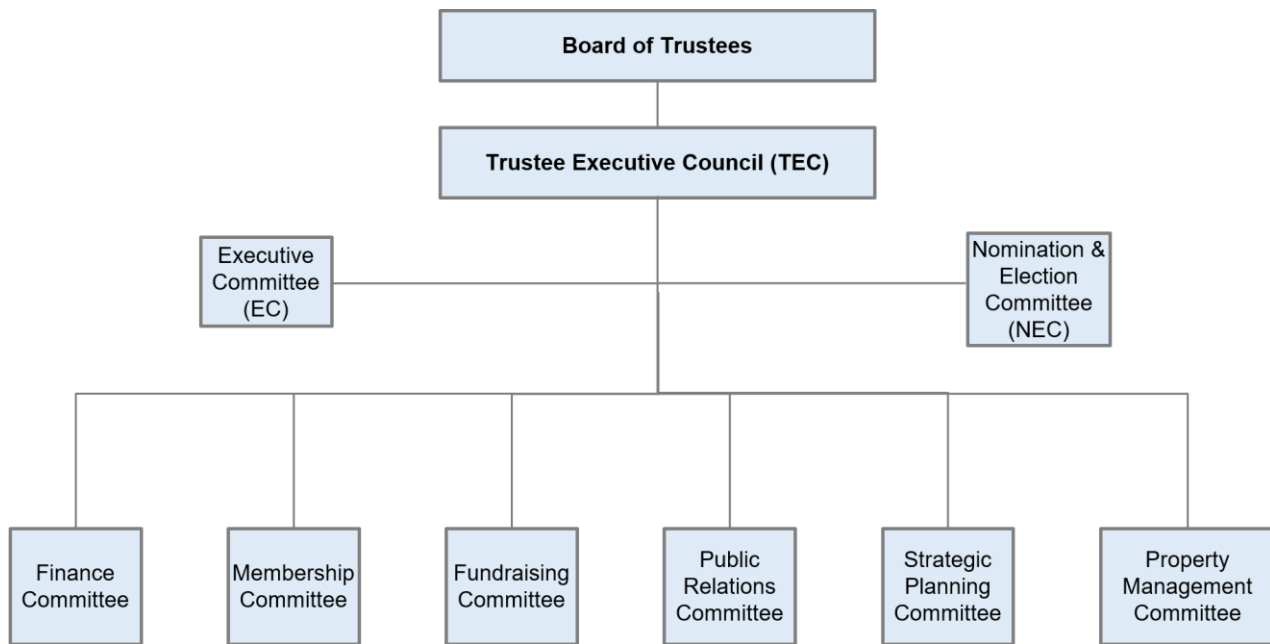
9. Temple Volunteer Services:

- A. Temple Information Service Desk
- B. Meet & Greet
- C. Volunteer Pool**

10. Hindu Youth of Minnesota (HYMN):

- A. Lead Teenager Activities**
- B. Partner with Education & Cultural Committees.**
- C. Assist Outreach to Colleges.**
- D. Help transition HSMN to meet needs of the next generation**
- E. Involve teenagers to HSMN activities.**

**EXHIBIT D -HSMN Governing Structure**



*Figure 1*

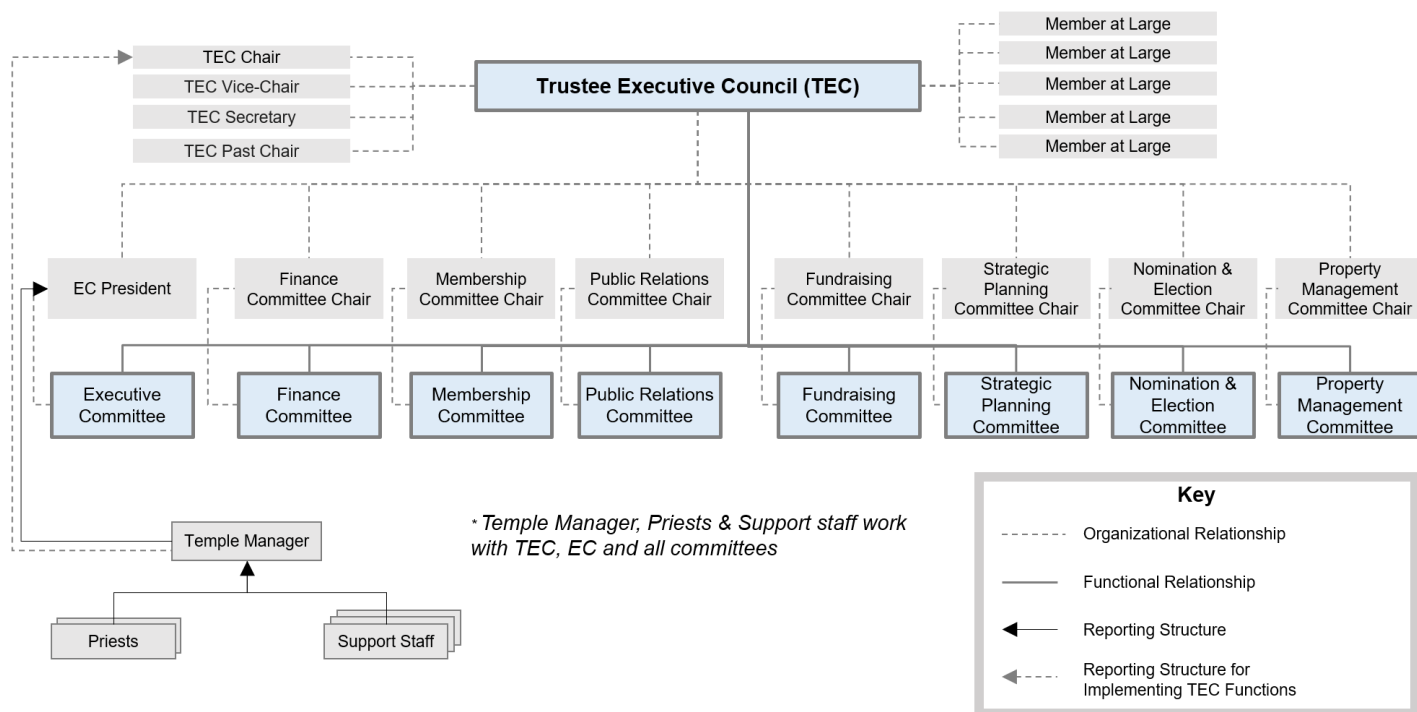


Figure 2



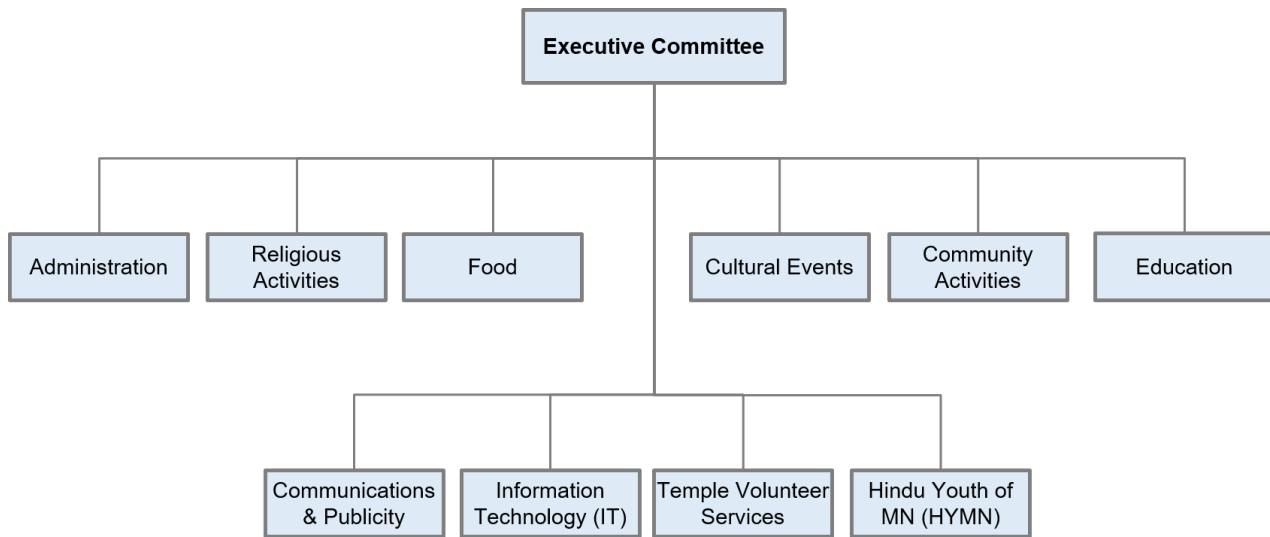


Figure 3

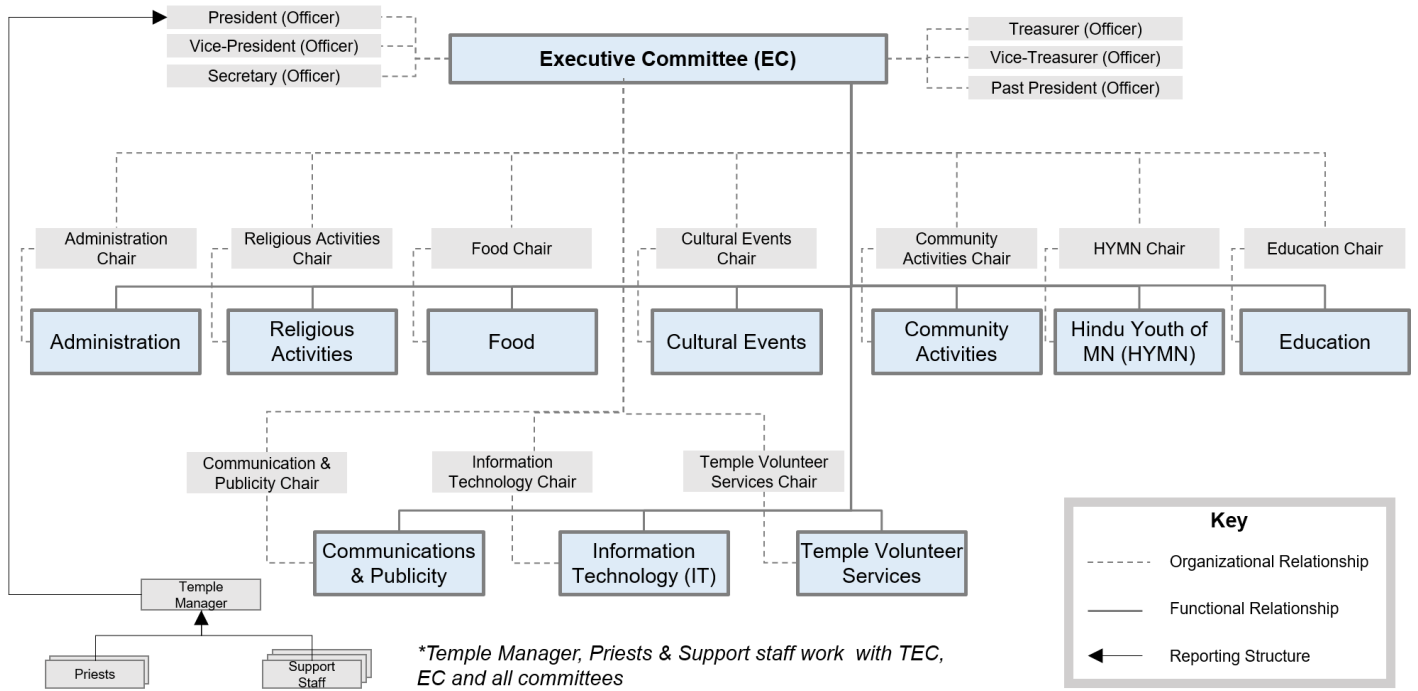


Figure 4

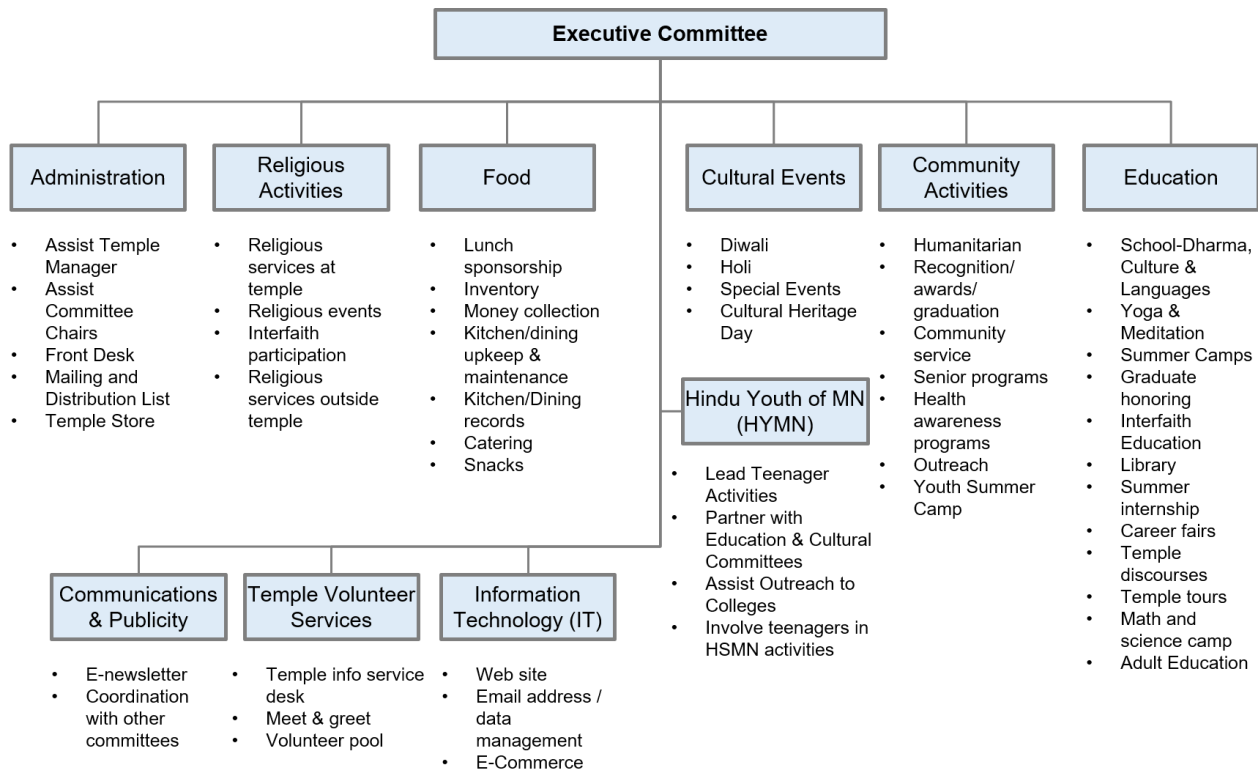


Figure 5