

PENNSYLVANIA HINDU TEMPLE, Inc

ARTICLE I : Name and Identity

The name of this corporation shall be Pennsylvania Hindu Temple, Inc. Here in will be referenced as Pennsylvania Hindu Temple, Inc. The corporation shall be a non-profit, non-political, social, cultural and charitable organization. The corporation shall not have any stock, and no shares shall be issued to its members during its duration of existence.

ARTICLE II : Mission Statement

This corporation is organized exclusively for religious, charitable, cultural, social and education purposes. Its objectives are: To promote and understanding of the Hindu way of life in the community; To establish and operate a permanent place of worship to meet the religious, spiritual, charitable, cultural and social needs of the Hindu community; To organize and conduct religious, charitable, cultural social and educational activities.

ARTICLE III : Objectives

The objective of Pennsylvania Hindu Temple, Inc shall be strictly based on Hindu religion and Bengali Culture, which will be limited to the following:

Help the Bengali Community to maintain and educate their Hindu Religious values and traditions. Teach the younger Hindu generation the traditional Hindu culture values, customs, Bengali language, various forms of arts and literature to maintain the Hindu culture in this country.

Organize and celebrate Hindu religious festivals and no-religious cultural activities conducted by other religious organizations, and individuals working in the same areas of interest.

ARTICLE IV : Organizational Structure

Section 1: Membership

Criteria: Any Hindu who is a legal age is eligible for the membership. Every member shall pay an annual fee to maintain a valid membership status. The Executive Committee shall determine the membership fee in an annual Executive Committee meeting. The annual membership period shall be paid by the 31st of each month or by December 31st.

Structure:

General Single Member – Any unmarried Bengali who meet legal age is considered as a single member. General member do not have voting right. Only received following benefit: Offer Pujas, attend any religious event.

General Family Member: A family membership is open to any Hindu who is residing in the community as a family (husband/wife, and their dependents). General member do not have voting right. Only received following benefit: Offer Pujas, attend any religious event.

Trustee Board: Board is consist of seven (7) members and shall not be replace unless decided by the board. Board Member shall donate over \$10,000 or more to the Pennsylvania Hindu Temple, Inc as a one time fee to be on the Board. Board members shall be responsible for Approving Budget and overseeing temple operations.

Founding Member: Any individual or family donating money \$5000 or more to the Pennsylvania Hindu Temple, Inc within a year will be granted Founding membership. Founding member will have voting rights in addition to all the other benefit such as Puja, attend religious events.

Functions: A founding member shall abide by the organizational objectives. A general member shall pay the membership fees or other dues regularly. Any individual with at least one year of membership will be considered to be a member in good standing.

Operations: A general member who is also a member for the following committees shall adhere to the operational guidelines of the committees.

Restriction: No member of the organization can use the name of the organization or society for his own benefit under any circumstances.

Life Member: Any individual or family donating money \$1000 or more to the Pennsylvania Hindu Temple, Inc within a year will be granted Founding membership. Founding member shall not have voting rights but receive all the other benefit such as Puja, attend religious events.

Functions: A life member shall abide by the organizational objectives. A life member shall pay the membership fees or other dues regularly if desired but not required. Any individual with at least one year of membership will be considered to be a member in good standing.

Operations: A life member who is also a member for the following committees shall adhere to the operational guidelines of the committees.

Restriction: No member of the organization can use the name of the organization or society for his own benefit under any circumstances.

Section 2: Executive Committee

PA Hindu Temple bylaws shall be followed to determine new or resign member.

Criteria: The Executive committee shall be elected as defined in Article V of the constitution.

Executive Committee Member shall be selected from the Members of the Board until temple loan is paid off. An Executive Committee member can hold only position in the Executive Committee during a full term of the Committee. The terms of the office of the Executive committee shall be two years coinciding with the fiscal year of the society.

Structure: The Executive Committee will comprise of no more than 5 members. The members of the Executive Committee shall have a President, a Vice President, a General Secretary, a Treasurer and conveners of different activities. The Executive Members shall be elected and chosen by the Trustee board members.

President: The President is the chief executive officer and shall provide leadership within the framework of the constitution of the society. The president shall promote the objectives of the society and shall preside over all the Executive Committee and General Meeting. In any matter of Executive Committee the president has the privilege of asking votes for a decision from the Executive Committee as well as the General Body.

Vice President: The Vice President shall exercise all authorities and perform duties granted to the president in the event of the absence or resignation of the President.

General Secretary: The General Secretary shall have custody of all records of the society, including minutes of all Executive Committee and Board Meetings. The Secretary shall be responsible for all authorized correspondence and functions on behalf of the President and the

Executive Committee. The Secretary shall keep a record of all active members of the Society. Secretary shall provide a copy of the list of members eligible to vote, to the election officers prior to the election.

Treasurer: The Treasurer shall maintain all the financial transactions (revenues & expenditures) of the Society and maintain the bank account of the Pennsylvania Hindu Temple, Inc. The treasurer shall make all payments of obligation approved by the Executive Committee. At the end of each year, Treasurer will furnish an annual financial report of the Society as per accounting procedures for the annual Board meeting. Treasurer shall keep a list of all assets of Pennsylvania Hindu Temple, Inc, which shall also include the custodians of those properties. Any vacancy in the Executive Committee shall be filled, by nomination from the president with majority agreement of the members in the Executive Committee and the Advisory Committee. All members of the Executive committee will serve on a voluntary basis, without any remuneration.

Any member of the Executive Committee or Board Member may vacate his/her office by submitting the resignation letter to the President of the Executive Committee and if the President of the Executive Committee intends to the he/she will submit the resignation the the Chairman of the Board. Such resignation may be approved with the majority agreement of the member of the Executive Committee and the Board Committee in the meeting.

Function: The activities of the society shall be managed and administered by the Executive Committee.

Operation: The President with the majority vote from the Board Member may remove any Executive Committee member from the committee if he or she fails to attend three consecutive meetings without a reasonable cause.

Section 3: Board Member

Criteria: The Board Member committee shall comprise of seven members. The Board Member shall be elected as defined in Article V of the constitution.

Functions: The Board Member shall govern the affairs of the society. Overall management strategic planning and policy decisions of the society shall be vested on the Board Member. The Board Member may initiate all appropriate activities and objectives of the Pennsylvania Hindu Temple, Inc including funding, planning and expansion of the Pennsylvania Hindu Temple, Inc.

Operation: The Board Member shall not intervene in the day to day functioning of the Executive Committee. The Board Member, Executive Committee and Founding Members shall approve any proposal from the Board Member.

ARTICLE V : Election

Members of the Executive Committee shall be elected from the Board Meeting in the month of November every two year. The Executive Committee shall be elected for duration of two years. The Board member shall select the Executive Committee members. PA Hindu Temple bylaws shall be followed to determine new member and resign.

Eligibility: Trustee Board Members and Current Executive Committee shall nominate Executive Committee from the Founding Members. General Member/Founding Members/Life Member shall not be eligible for Board Member or Executive Committee member per PA Hindu Temple

bylaws. Executive Committee member shall not be from outside the Board Member until Temple is fully paid and approved by Board Member.

Procedure: Trustee Board Members and Current Executive Committee shall invite nominees for each position in the Board Meeting. If there is more than one candidate for a position, the Board and Executive Committee will vote and the person receives the majority of the vote will be selected for the position. Executive Committee Member shall be selected within the Members of Board until temple loan is paid off.

ARTICLE VI : Meetings

General Body: The General body shall consist of Executive and Founding Members. At least one General Body Meeting shall be held within two months from the end of the fiscal year. More than fifty percent of the voting members must be present in person to constitute a quorum. The Executive Committee shall decide the location and schedule of the meeting. The General Secretary shall send out written notice with an agenda of the meeting, at least two weeks before the commencement of the meeting.

Request for meetings, other than the annual General meeting shall be submitted in writing to the General Secretary. Then General Secretary should send notices of such meeting to each member.

Executive Committee shall be held at regular interval. Any member of the Executive Committee may also call such meetings by giving a written notification to the President. No individual other than the Executive Committee members shall attend the Executive Committee meetings unless invited by a majority of the Trustee Board and Executive Committee.

ARTICLE VII : Compensation

Section 1: Compensation of Board/Executive/Members

Pennsylvania Hindu Temple, Inc shall not pay any compensation or salary for the Boards and Executive Members. All positions held by any officers/members shall be voluntary.

ARTICLE VIII : Finance

Section 1: Funding

Pennsylvania Hindu Temple, Inc shall be financed by primarily by member fees, contributions and donations from the members. Pennsylvania Hindu Temple, Inc shall maintain two accounts, the Checking account and the Money Market account, in the form of bank accounts registered in the name of "Pennsylvania Hindu Temple, Inc". The Checking account shall consist of funds required for and collected from normal day to day operations. Surplus proceeds from day to day operations shall be transferred to the Money Market account after all related expenses and financial obligations have been satisfied. The balances in the Money Market account shall be used for the specific purpose of purchasing, constructing or operating a facility to be used as a temple. The bank accounts for both the Checking account and the Money Market account shall be maintained by the Treasurer. The Treasurer and the President shall have the authority to operate these accounts. The President may confer the same authority on other committee member. The Treasurer shall be responsible to report all the account activities upon request by

the board at any time and quarterly meeting. Temple funds shall not be used for personal use or gain.

Section 2: Budget

The Executive Committee shall approve the budget prepared by the Treasurer for each fiscal year and their approval is necessary for expenditure, purchases and other financial obligations of the Society. The Executive Committee shall present the budget to the Board in the Quarterly meeting.

Section 3: Expense

The Treasurer shall make deposits of funds. The withdrawal of funds exceeding one hundred dollars (\$100) shall require a joint signature by the Treasurer and the President or the committee member assigned by the President. Individual withdrawal of one hundred (\$100) or less will require the signature of the Treasurer only. The Executive committee can authorize expenditure of less than one thousand dollars (\$1000) for single occasion. The Executive Committee must seek approval of the Board for expenditure over one thousand dollars (\$1000). Any Temple funds shall not be used for personal use.

Section 4: Reimbursement

Any actual and reasonable cash expenses incurred by any member in the business of Pennsylvania Hindu Temple, Inc shall be reimbursed with proper documentation (receipt or PO).

Section 5: Records

All records, assets, liabilities, cash and bank accounts shall be handed over to newly elected committee members within one month after the election.

Section 6: Fiscal Year

The Fiscal Year of Pennsylvania Hindu Temple, Inc shall begin on January 1st and end on December 31st of the same year.

Section 7: Donation

All/any donations made to the Temple shall be non-refundable and donation shall be tax exempt. Donator shall receive receipt with the donation amount signed by the Treasurer or by the Executive Member of the Temple.

ARTICLE IX: Procedure of Amendment

Amendments of the constitution shall be made by the Trustees, Executive Committees and Life Members present in the meeting and approved by majority of the vote.

ARTICLE X: Dissolution

In the event of the dissolution of the Pennsylvania Hindu Temple, Inc the Trustees, Executive Committees and Life Members shall, after paying or making provision for the payment of all liabilities of Pennsylvania Hindu Temple, Inc, dispose of all the assets exclusively for the purpose of the society in such manner, or to such organization or organizations organized and operated exclusively for charitable or Hindu religious purpose as shall at that time qualify as an exempt organization or organized under section 501 ©(3) of the Internal Revenue code of 1998. Any such assets not so disposed of shall be disposed by the court of common pleas of the county in which principle office of the Pennsylvania Hindu Temple, Inc