



THE HINDU COMMUNITY AND CULTURAL CENTER, INC.

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BYLAWS

Dated April 03, 2016

Revised by BRC 2015- 2016 Committee

Revisions to Jan 30th 2005 Bylaws approved by Steering Committee
Meetings held on March 27th 2016 and April 3rd 2016.

4/16/2016

Srinivasa Malladi
Corporate Secretary - Board of Directors

04.16.2016.

Vigneshwaran Sanmugam
Chairperson - Board of Directors

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ARTICLE I: NAME, PURPOSE AND RESTRICTION

SECTION 1: NAME

The full name of the corporation is: **THE HINDU COMMUNITY AND CULTURAL CENTER, INC.**

The names HCCC, HCCC, Inc., Shiva-Vishnu Temple and Livermore Temple shall be considered equivalent to the full name of the corporation for all business purposes.

SECTION 2: PURPOSE

§ 2.1 To provide a place of worship and to provide a climate for conducting spiritual and charitable functions for the Hindu community and, as appropriate, for the community at large.

§ 2.2 To promote the principles and ideals of the Hindu religion by dissemination of information.

§ 2.3 To preserve, propagate and perpetuate cultural aspects of Hindu religion such as music, fine arts, dance, drama, etc.

§ 2.4 To conduct educational programs (e.g., linguistic, religious and cultural education) and to provide Human Services and other services (as approved by the Board of Directors and the Steering Committee) to benefit the Hindu community and, as appropriate, the community at large.

§ 2.5 To promote and foster amongst all people a spirit of goodwill, understanding, and devotion to the principles of Hinduism.

§ 2.6 To provide community members a place for assembling and performing Hindu ceremonies and festivals.

SECTION 3: RESTRICTIONS

In all events and under all circumstances and notwithstanding merger, consolidations, reorganization, dissolution or winding up of the HCCC, voluntarily or involuntarily, or by the operation of law, the following provisions shall apply:

§ 3.1 The HCCC shall not have or exercise any power or authority either expressly, by interpretation or by operation of law, nor shall it directly or indirectly engage in any activity that would prevent the HCCC from qualifying and continuing to qualify as a corporation described in Section 501 (c) (3) of the Internal Revenue Code of 1954.

§ 3.2 All these Bylaws shall apply in conjunction with the Articles of Incorporation of the HCCC, as filed with the Secretary of State, California, in 1977 and amended in 2012, must be consistent with those articles.

§ 3.3 These Bylaws provide written instructions for the operations of the Steering Committee, Board of Directors, Executive Committee, Functional Committees, Special, Ad Hoc and Strategic Standing Committees and the Advisory Committee so that HCCC will continue to qualify as a Corporation under IRC 501 (c) (3). No member of any of these Committees shall engage in activities or exercise authority or power other than those specifically stated in these Bylaws. Should any need arise for actions or activities not stated in the Bylaws, approval of the Board of Directors and when appropriate, approval of the Steering Committee shall be sought and any required changes to the Bylaws shall be processed diligently.

§ 3.4 The HCCC shall not have any affiliation with any political parties or organizations (US or other) nor engage in any political activities. The HCCC facility shall not be used for conducting all such activities.

ARTICLE II: COMMITTEES AND OFFICE BEARERS

SECTION 1: DEFINITIONS

§ 1.1 STEERING COMMITTEE

The Steering Committee shall be comprised of community members who have demonstrated an active interest in the HCCC by providing voluntary services and/or financial support. The members of the Steering Committee will act collectively by deliberating and voting upon matters relating to the Constitution and Bylaws, Policies, Budgets and Elections of the Office Bearers. The Board of Directors shall publish annually a roster of current Steering Committee members, with their non-participating or wait status as the case may be, no later than 30th November of each year.

The Steering Committee is the supreme body in the organizational structure of HCCC. Its directives are binding on the Board of Directors and the Executive Committee. In the rest of this document, SC will denote Steering Committee.

§ 1.2 BOARD OF DIRECTORS

The Board of Directors shall consist of nine members each of whom shall be duly elected or appointed as per Article II, Section §2.2.2.3 and Section §5.2.4 to the office by the Steering Committee members. Four of the members of the Board of Directors shall hold the positions of Chairperson, Vice Chairperson, Corporate Secretary and President of the Executive Committee.

The Board of Directors is ultimately responsible for the functioning of HCCC in conformance with the Bylaws and implementation of the decisions of the SC. It shall have full purview of any and all activities of the Executive Committee and Functional Committees in order to satisfactorily fulfill its fiduciary and fiscal responsibilities. In the rest of this document, BOD will denote Board of Directors.

§ 1.3 EXECUTIVE COMMITTEE

The Executive Committee (EC) shall consist of 18 members (excluding President of EC) who are elected or appointed as per Article II, Section § 2.2.3.2 and Section § 5.4.5 to the office by the Steering Committee. These members share the responsibility of carrying out the day-to-day operations of the HCCC smoothly and effectively.

Membership of this committee shall include

- a. President (who shall be a member of the Board of Directors)
- b. Vice President
- c. EC Secretary
- d. Treasurer (Finance Committee)
- e. Joint Treasurer (Hundi Committee)
- f. Some or all of the remaining members of the committee shall serve as the Chairperson or Vice Chairperson of a Functional Committee (listed below), at the request of the President.

§ 1.4 FUNCTIONAL ROLES and COMMITTEES

The following are the standing functional roles and committees appointed to carry out the day-to-day operations of the HCCC:

1. Vice-president
2. EC Secretary
3. Finance Committee (Treasurer)
4. Hundi Committee (Joint treasurer)
5. Construction Committee
6. Cultural Committee
7. Publicity Committee
8. Religious Committee
9. Administration Committee
10. Fund Raising Committee
11. Information Systems Committee
12. Public Relations Committee
13. Maintenance Committee
14. Food Committee
15. Youth and Education Committee
16. Volunteer Coordination Committee
17. Human Services Committee
18. Facilities Committee
19. Human Resources Committee
20. Religious Inventory and Procurement Committee

Functional committees may be added by the President of EC after consultation with the BOD and will become effective only on approval by the members of the SC. Functional committee duties may be combined and assigned on a needed basis by the President of EC after approval with the BOD. At least fifty percent of the members of Functional Committees shall be SC members who are not serving either in the EC or in the BOD. In the rest of this document, FC will denote Functional Committee.

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§ 1.5 SPECIAL, AD HOC AND STRATEGIC STANDING COMMITTEES

§ 1.5.1 The Chairperson of the BOD and the President of EC with the approval of the BOD and, by resolution duly adopted, may appoint Special and Ad Hoc committees to discharge specific tasks for the BOD and/or EC. Each Committee shall have a Chairperson and Vice Chairperson.

§ 1.5.2 The Chairperson of the BOD, by resolution duly adopted and with the approval of SC, may appoint Strategic Standing Committees with specific charter for the matters of strategic importance and those that require multiple years for implementation. Endowment Fund Committee and Master Plan Committee are examples of Strategic Standing Committees.

§ 1.5.3 The committees so designated shall have such powers and functions as the SC, BOD or EC may provide by resolution and shall receive a written statement from the Chairperson of BOD or President of EC indicating the tasks to be accomplished, a time-line for achieving them, a budget if considered appropriate and a deadline for the dissolution of the committee. The SC, BOD or EC who originally approved the charter shall approve any modifications to these instructions in advance.

§ 1.5.4 Special Committees consist of members of BOD and/or EC members as needed. Ad Hoc Committee members shall not be current BOD or EC members. At least fifty percent of Ad Hoc Committee members shall be active SC members; others may be from the community at large. Strategic Standing Committee may consist of members of SC, BOD, EC and community at large.

§ 1.5.5 The Chairpersons of the committees shall report to the Chairperson of BOD or President of EC who appointed them.

§ 1.5.6 The committees may adopt policies and guidelines, consistent with these Bylaws, for their own governance.

§ 1.5.7 Any and all members of the committees may be invited to participate as non-voting members to the meetings of BOD or EC.

§ 1.5.8 The Special and Ad Hoc committees shall be dissolved upon completion of their tasks or at the discretion of the corresponding appointing officer, either chairperson of BOD or President of EC with the approval of BOD.

§ 1.5.9 The Strategic Standing Committee dissolution shall be approved by SC.

§ 1.5.10 The Election committee is an Ad Hoc committee governed by Article III and Section § III.6 of these Bylaws.

§ 1.5.11 The Bylaw review committee is an Ad Hoc committee governed by Article IV and Section § 5 of these Bylaws.

§ 1.6 ADVISORY COMMITTEE

This is an advisory body of five members, who are active SC members but not on the current BOD or EC, nominated by BOD and approved by the SC. This committee will report to the Chairperson of the SC. This committee will elect its own Chairperson and Vice Chairperson and will establish its operational procedures.

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§ 1.7 AUDITORS

§ 1.7.1 INTERNAL AUDITOR

In order to keep HCCC's books (financial details) current and in compliance with all applicable laws, provide advice and ongoing vigilance on all HCCC processes or procedures or policies or transactions that affect HCCC's finances, a qualified Internal Auditor shall be appointed.

§ 1.7.2 EXTERNAL AUDITOR

In order to review HCCC's financial operations to ensure compliance with its legal status, prepare annual tax returns, and provide advice on updating or modifying processes or procedures to keep up with existing, changes or new laws, a qualified External Auditor shall be appointed.

§ 1.7.3 The individuals or entities for the above two functions shall be recommended by the President and the Treasurer, and approved by the BOD. They shall report to the Chairperson of the BOD and on a dotted line basis to the President and work with the Treasurer.

§ 1.7.4 The same individual or entity shall not be used as both internal and external auditors.

§ 1.8 MEMBER

As used in the Bylaws, member shall refer to a member of the SC.

§ 1.9 MEETINGS

§ 1.9.1 Attendance at the meetings of the SC, shall mean the physical presence of members of SC at the Steering Committee meetings.

§ 1.9.2 BOD, EC and Joint EC-BOD meetings can be in-person or through interactive voice communication. The members should attend at least 4 meetings in person. Confidentiality of HCCC communications has to be maintained at all times.

§ 1.10 FAMILY

Family is defined as spouse, parents of the person and spouse, children and their spouses.

SECTION 2: NUMBER, QUALIFICATIONS AND TERMS

§ 2.1 NUMBER: The number of persons in the following Committees or bodies shall be as indicated below:

Steering Committee:	Minimum fifty
Board of Directors:	Nine
Executive Committee:	Eighteen
Election Committee	Five
Advisory Committee:	Five
Special Committee:	As needed
Ad Hoc Committee:	Five
Strategic Standing Committee:	As needed

§ 2.2 QUALIFICATIONS

In order to qualify for the above committees, a person shall not be a salaried employee of HCCC or receiving remuneration from HCCC in any form or be an immediate family (as per Article II, Section § 1.10) of such a person.

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§ 2.2.1 STEERING COMMITTEE

§ 2.2.1.1 In order to be appointed as a member, an individual shall be in good standing, 18 years or older and:

§ 2.2.1.1.1 Be a Donor who has donated \$10,000 or more in a calendar year and in whose name a receipt is issued, the donation being verifiable and membership requested by the donor or HCCC. Every additional \$10,000 per person may be used for requesting SC membership for the spouse, children and their spouses and the parents of the donor and donor's spouse, or

§ 2.2.1.1.2 A trustee of a family foundation that has donated \$10,000 or more in a calendar year, the donation being verifiable and membership requested by the trustee or HCCC. Every additional \$10,000 per person may be used for requesting SC membership to the trustees of the foundation not exceeding 5 in number. The trustees of the foundation shall be verifiable by submitting trust document to HCCC at the time of donation, or

§ 2.2.1.1.3 Be recommended by at least three Active SC members with the consent of the nominee (refer to the consent form Appendix H) in recognition of dedicated, sustained, and demonstrable voluntary service to HCCC for a period of not less than three consecutive calendar years and to provide opportunity for individuals to participate in the future governance of HCCC and approved by the EC and BOD in that order abiding to Section § 5.4.14. Volunteer work needs to be tracked with date, time of service; functions coordinated, and signed off by HCCC Functional Committee chairperson, as provided in Appendix G. The number of such approved committee members shall not exceed five per calendar year. No SC member shall recommend more than one person to SC in a calendar year.

§ 2.2.1.2 In order to maintain their status as active SC member, a member shall attend, in person, at least one SC meeting in a calendar year. An SC Person is deemed in attendance, even if the meeting is cancelled due to lack of quorum.

§ 2.2.1.3 All newly appointed SC members shall complete 12 months and go through one election cycle, during these calendar months, before they are eligible to participate and cast their votes in an HCCC election or any SC resolutions.

§ 2.2.2 BOARD OF DIRECTORS

In order to be a member of the Board of Directors an individual shall:

§ 2.2.2.1 Be an member of the SC for at least 48 calendar months and four election cycles, during these calendar months, and

§ 2.2.2.2 Have served in the EC for at least one full term, prior to the election cycle, and

§ 2.2.2.3 Be elected to the office by the SC, or be appointed by the BOD on an interim basis and subsequently be confirmed at the next SC meeting. Such appointed members shall serve only the duration of the current election cycle. Appointed members of the Board shall not be reappointed to any of the elected positions for three election cycles following completion of their appointed term. However, they are eligible to contest in the elections upon completion of their full term as an appointed member, and

§ 2.2.2.4 Execute the legal papers that are necessary to assume the financial and legal responsibilities as an office bearer, and

§ 2.2.2.5 Not have served as an elected member on the BOD for a period of 24 calendar months and two election cycles, during these 24 calendar months immediately preceding an election term, and

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§ 2.2.2.6 Not have an immediate member of the family (as per Article II, Section § 1.10) of such a person serving concurrently in the EC or BOD, and

§ 2.2.2.7 In case the member resigns in writing and the resignation is accepted by the BOD, the member is not eligible to run for BOD/EC for two election cycles.

§ 2.2.3 EXECUTIVE COMMITTEE

In order to be a member of the Executive Committee, an individual shall:

§ 2.2.3.1 Be a member of the SC for at least 24 months and 2 election cycles, during these calendar months, and

§ 2.2.3.2 Be elected to the EC by SC, or be appointed by the BOD on an interim basis until confirmed by the SC at the next SC meeting. Such appointed member shall serve only the duration of the current election cycle. Appointed members of the EC shall not be reappointed to any of the elected positions for two election cycles following completion of their appointed term. However, they are eligible to contest in the elections upon completion of their full term as an appointed member, and

§ 2.2.3.3 Not have served as an elected member on the BOD for 24 calendar months and a period of 2 election cycles, during those 24 months, or as an elected member of the EC for a period of 12 months and one election cycle, during those 12 months, immediately preceding an election term, and

§ 2.2.3.4 Not have an immediate member of the family (as per Article II, Section § 1.10) of such a person serving concurrently in the EC or BOD, and

§ 2.2.3.5 In case the member resigns in writing and the resignation is accepted by the BOD, the member is not eligible to run for EC for one election cycle.

§ 2.2.4 FUNCTIONAL COMMITTEES

In order to be a member of any Functional Committee (FC), an individual shall:

§ 2.2.4.1 Be appointed by the Chairperson of the respective FC, and

§ 2.2.4.2 Be in good standing in the community.

§ 2.2.5 SPECIAL, AD HOC AND STRATEGIC STANDING COMMITTEES

In order to be a member of any Special Committee, an individual shall:

§ 2.2.5.1 Be in good standing in the community, and

§ 2.2.5.2 Be appointed by the Chairperson of the BOD or the President of EC, in consultation with each other and with the consent of the BOD

§ 2.2.6 ADVISORY COMMITTEE

In order to be a member of the Advisory Committee, an individual shall:

§ 2.2.6.1 Be a member of the SC for at least 48 months, and

§ 2.2.6.2 Be nominated by the BOD and approved by the SC, and

§ 2.2.6.3 Not be a member of current BOD or EC

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§ 2.3 TERM OF OFFICE

An election cycle starts on the day the transfer of responsibilities occurs to the incoming BOD and EC as per Article II, Section § 6 and ends the next year on the day these two bodies hand over responsibilities.

Board of Directors:	Three Election Cycles or the balance of term of an elected vacancy.
Executive Committee:	Two Election Cycles.
Advisory Committee:	Three Election Cycles.
Ad Hoc & Special Committees:	Completion of task or reappointed by the Board.
Strategic Standing Committees:	As required by Charter.
Election Committee:	Automatically dissolved after the transfer of responsibility of the officials elected.

SECTION 3: VACANCY DEFINED

§ 3.1 The position of any member of the BOD, the EC, or the Advisory Committee shall be deemed vacant, if:

§ 3.1.1 The member resigns in writing. The resignation shall be effective as dated, at the discretion of the majority of the BOD, unless, the member retracts the resignation in writing, within five business days.

Resignation letters shall be addressed to the Chairperson of the BOD, except in the case of the Chairperson of the BOD who shall address it to the Vice Chairperson of the BOD.

§ 3.1.2 The member has been absent with or without excuse for a maximum of four BOD or EC meetings or more than three consecutive BOD or EC meetings, for that election cycle.

§ 3.1.3 The member is removed by the BOD or the SC, as per Article II, Section § 4.

§ 3.1.4 A vacancy may be declared by the BOD when an individual is unable to discharge his/her functions because of death, health reasons or due to geographical relocation or any other reason, including non-cooperation.

§ 3.2 Notice of a vacancy caused by any of the above factors shall be served to the member concerned within ten business days by the Corporate Secretary, by Certified Mail.

SECTION 4: REMOVAL BY THE BOD, SC, NON-PARTICIPATING STATUS AND WAIT STATUS

§ 4.1 REMOVAL BY THE BOARD OF DIRECTORS

If, in the opinion of two-thirds of the membership of the BOD, any member of the, BOD, the EC, Advisory Committee or any FC is unable to serve or is unsuitable for serving (per Section § 3.1.4 above) the HCCC, the said member shall be removed from the office and the notice of removal shall be sent by Corporate Secretary to him/her by certified mail within one calendar month of such decision.

If the said member wishes to appeal the decision of the BOD to the SC, he/she may do so by a written appeal to the Chairperson of the BOD to be sent by certified mail within one calendar month of the receipt of the notice of removal. If the written notice of appeal is received by the BOD postmarked within the said one calendar month period, the removal shall have no effect on the position, rights, privileges, and responsibilities of the said member, until a duly convened SC decides the case.

The removal of the said member shall be voted on by the membership of the SC, after he/she has explained the appeal. A two-thirds majority of the SC members present, including the proxies, is required for removal and the decision of the SC is final.

§ 4.2 REMOVAL BY THE STEERING COMMITTEE

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The SC may take action to remove any member of the SC, the BOD, the Advisory Committee, and the EC or of any the FCs, if the SC considers such action to be best in the interest of the HCCC. Such action shall be begun by sending to the Chairperson of the BOD a written request for such removal(s) signed by at least one-third of the total active membership of the SC. The Chairperson shall inform all members of the BOD, at their next meeting, of the written request from the SC. Corporate Secretary shall send Notice(s) of removal(s) to the said member(s) by certified mail within ten business days of the meeting.

If the said member wishes to appeal the decision to the SC, he/she may do so by a written appeal to the Chairperson of the BOD to be sent by certified mail within one calendar month on the receipt of the notice of removal. If the written notice of appeal is received by the BOD postmarked within the said one calendar month period, the removal shall have no effect on the position, rights, privileges, and responsibilities of the said member(s), until a duly convened SC decides the case.

The said member(s) shall be given an opportunity to explain his/her/their appeal at the SC meeting. After hearing the explanation, if two-thirds of the SC members present (including proxies) approve removal of the said members(s), such removal(s) shall be considered final.

§ 4.3 NON-PARTICIPATING STATUS AND REINSTATEMENT

The Corporate Secretary shall maintain records of attendance at the SC meetings. The names of those SC members, including those in Wait Status, that have not met the requirements for qualification for continuing as SC members per Section § II.2.2.1.2 shall be placed on a Non-Participating Members List.

The Non-Participating member status shall be effective for a minimum period of one calendar year. Reinstatement shall be effected after he/she has demonstrated compliance with the meeting attendance requirements for continuing as a SC member and a pledge to comply with the qualification requirement for continuing as a SC member. The members on Non-Participating member status shall not be eligible to contest or vote in an election or vote on any resolution; however, they shall be included in distribution of meeting notices for SC meetings to enable them to regain their SC member status.

The members on Non-Participating Member Status will not be considered in the total number of SC members for quorum or voting purposes. Members who provide written advance notification of their inability to participate in the SC meetings due to valid reasons such as relocation, ill health, etc. will be reinstated immediately upon written notification of their intent to become active again.

§ 4.4 WAIT STATUS

Per Section § II.2.2.1.3 new SC members will be eligible to exercise their voting rights after a waiting period. The Corporate Secretary shall maintain a Wait List indicating their date of approval as a SC member and when they will become eligible for the voting rights. Such members shall not be considered in the total number of SC members for quorum or for voting in annual elections.

SECTION 5: POWERS AND RESPONSIBILITIES

The following powers and responsibilities shall rest with the various committees and officers of the HCCC. Any powers not specifically covered shall rest with the SC who may delegate such powers upon identification to any committee or officers.

§ 5.0 STEERING COMMITTEE MEMBER

§ 5.0.1 Follow the Hindu Religion.

§ 5.0.2 Be familiar with the HCCC Articles of Incorporation and the HCCC Bylaws.

§ 5.0.3 Project a good image of HCCC in the community.

§ 5.0.4 Actively participate in SC meetings and in the HCCC election process.

§ 5.0.5 Be informed of any resolutions that may be voted on in SC meetings.

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§ 5.0.6 Has the right to nominate any SC member, who has demonstrated commitment to HCCC, for elected positions, subject to eligibility, and to vote in HCCC elections.

§ 5.0.7 Has the right to propose ideas and speak without reprisal.

§ 5.0.8 Recognize the right of the majority to decide voting on proposals and carrying out decisions and support majority decisions.

§ 5.0.9 Meet the requirements for continuing as a SC member.

§ 5.0.10 Accept any opportunities for participation in various committees and tasks when requested by the Chairperson of BOD or the President of EC or Chairperson of a FC and carry them out conscientiously.

§ 5.0.11 Provide current contact information (mailing address, phone number, and e-mail) to the HCCC Corporate Secretary.

§ 5.1 STEERING COMMITTEE

§ 5.1.1 Establish goals and objectives of the organization.

§ 5.1.2 Approve or disapprove policies and changes to Bylaws.

§ 5.1.3 Elect members of the BOD and the EC.

§ 5.1.4 Remove a member of the BOD, EC or SC (two thirds majority of the members present, including proxies, is required), as stated in the Section § 4.2.

§ 5.1.5 Approve or disapprove annual budgets, budget variances, Emergencies and Non-Routine expenses, per Appendices D and E, of the HCCC.

§ 5.1.6 Maintain contact with the Hindu Community and mobilize support to further the causes of HCCC as required.

§ 5.1.7 Approve or disapprove BOD recommended individuals for membership of the SC.

§ 5.1.8 Approve or disapprove appointment of Strategic Standing Committees and FCs.

§ 5.2 BOARD OF DIRECTORS

§ 5.2.1 Assure that the actions taken by the BOD and the activities of the HCCC are consistent with the Bylaws and with the Articles of Incorporation so that HCCC continues to qualify as a corporation under IRC 501 (c) (3). Once in two years an audit of various activities of HCCC shall be conducted to identify areas of non-conformance to the Bylaws and initiate corrective actions. An Ad Hoc Committee may be formed for this purpose.

§ 5.2.2 Be responsible for the enforcement and interpretation of the Bylaws and Articles of Incorporation.

§ 5.2.3 Accept or reject EC nominated individuals for membership of the SC for SC approval.

§ 5.2.4 Appoint interim members of the BOD or the EC, due to vacancies caused by any reason, until these vacancies are filled at the next elections. Nominate replacement members for Advisory Committee, due to vacancies caused by any reason.

§ 5.2.5 Approve increases to annual budgets of various committees up to a maximum of 10 (ten) percent.

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§ 5.2.6 Approve individual invoices up to the limit provided in Appendix F for payment of expenses incurred by various committees. It shall be acceptable to have a specified Director approve such invoices after BOD approval for one or more committees.

§ 5.2.7 Approve proposed expenditures towards any single item or program by any committee as delineated in Appendix E. Categories of routine expenditures may be pre-approved (e.g., mortgage payments, salaries to employees, utility bills, newsletters, radio program invoices, etc.) but shall be clearly noted in the records for the direction of the Treasurer.

§ 5.2.8 Obtain SC approvals of annual budgets, changes to annual budgets in excess of 10 (ten) percent and major changes to policies, goals, and objectives. Refer Appendix D for the annual budget variance process. A simple majority of the BOD may decide if a change is major or not.

§ 5.2.9 Review all recommendations of the EC, FCs, Special, Ad Hoc, Strategic Standing Committees, and the Advisory Committee in light of the fiscal and legal restraints within which the HCCC has to function.

§ 5.2.10 Elect from among its members, a Chairperson, a Secretary for the BOD who shall be the Corporate Secretary, and the President of the EC, at the first meeting of the BOD following an annual election. The Chairperson of the Election Committee shall conduct the election for the Chairperson, Corporate Secretary and the President of EC. However, the Chairperson of BOD selects the Vice Chairperson of BOD.

§ 5.2.11 Approve or Disapprove the appointment of the Chairpersons of the FCs, as recommended by the newly elected President, prior to the first combined meeting of the BOD and the EC.

§ 5.2.12 Any member of the BOD may attend any Executive or FC meeting as a welcome but non-voting observer.

§ 5.2.13 Has the authority to define and setup Strategic Standing Committees.

§ 5.2.14 Responsible to develop (a) policies, (b) strategic plans and priorities for development and implementation of major capital projects and seek approval of SC.

§ 5.2.15 Each Board of Director member is responsible to maintain their active SC membership.

§ 5.2.16 Approve hiring or termination of salaried and contract personnel.

§ 5.2.17 Review, approve, disapprove or terminate contracts.

§ 5.3 CHAIRPERSON OF THE BOARD OF DIRECTORS

The Chairperson of the Board of Directors:

§ 5.3.1 Shall have the responsibility to initiate calling of meetings of the BOD and Joint EC-BOD.

§ 5.3.2 Shall preside over meetings of the BOD and the SC. In the absence of the Chairperson of the BOD, the Vice Chairperson of the BOD shall preside over these meetings.

§ 5.3.3 Shall direct the Corporate Secretary to initiate the process of conducting elections for the BOD and for the EC as provided in these Bylaws.

§ 5.3.4 Shall notify all newly elected officers of their duties and responsibilities.

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§ 5.3.5 With the BOD approval shall appoint new members to the BOD to fill those vacancies, which occur between elections but are not automatically filled, until the next election cycle, by the directions of these Bylaws. Appoint new members to Advisory Committee with SC approval.

§ 5.3.6 May attend the EC or Advisory Committee meetings as a welcome but nonvoting observer.

§ 5.3.7 Shall annually keep the community informed of the state of the HCCC through its newsletter, Paschima Vani, and/or through other appropriate media.

§ 5.3.8 (Or his/her designee) shall be deemed to be the official representative of the HCCC in all matters where such official representation is necessary and is the sole communicator to the external community and the media.

§ 5.3.9 Shall assign at least one FC to each Director as a BOD Liaison. This Director, in conjunction with the President, will be responsible for assuring that the FC operates in line with the BOD's directions and the Bylaws. However, this Director will not be a member of the FC.

§ 5.3.10 Shall reassign responsibilities when a Director cannot or does not fulfill his/her assigned responsibilities.

§ 5.3.11 Shall establish operating guidelines for each Director.

§ 5.3.12 Shall secure a property and casualty insurance policy that will cover HCCC buildings and contents, liability, Temple automotive, and workers' compensation. This liability coverage is for all elected and appointed officers, members of functional, strategic standing, ad hoc, special, and advisory committees, and HCCC employees, in the discharge of their duties for HCCC.

§ 5.3.13 Approve the selection of an external auditor.

§ 5.3.14 Shall formulate, in consultation with the BOD, action plans with schedules and priorities and provide direction to the EC for implementation. This shall include actions necessary to carry out SC decisions. Depending on the nature of an item, the BOD may assign the action to one or more of the Directors.

§ 5.3.15 In his/her leadership role is responsible to ensure that decisions of the majority of Directors are implemented.

§ 5.3.16 Select a Vice Chairperson

§ 5.3.17 In consultation with BOD, provide a list of vacancies to be filled in the election to the Election Committee.

§ 5.3.18 Sign and approve all appointment or termination documents.

§ 5.3.19 Sign and approve all contracts or documents.

§ 5.4 PRESIDENT

The President:

§ 5.4.1 Shall act on directions from the Chairperson of the BOD to implement the decisions and directions of the SC and the BOD through the EC and FCs and also shall ensure that the decisions of the majority of EC are implemented, for matters within the purview of EC.

§ 5.4.2 Shall establish the functions, powers and responsibilities of the FCs.

§ 5.4.3 Shall get the HCCC annual budgets prepared and obtain the approval of the BOD and of the SC.

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§ 5.4.4 Shall have the authority to approve single expenditures of up to the limit provided in Appendix E, with a simple majority of the EC.

§ 5.4.5 With BOD approval shall appoint new members to the EC to fill those vacancies, which occur between elections but are not automatically filled by the directions of these Bylaws.

§ 5.4.6 Shall preside over meetings of the EC.

§ 5.4.7 With BOD approval shall establish Special and Ad Hoc Committees as required to discharge the many needed functions of the HCCC.

§ 5.4.8 May choose to attend any of the FC meetings as a non-voting observer.

§ 5.4.9 Shall appoint the Vice President, the Treasurer, Secretary, Joint Treasurer, and the Chairpersons of the FCs in consultation with and the approval of the BOD, prior to the first combined meeting of the BOD and the EC following an election.

§ 5.4.10 Shall appoint, in consultation with the Chairperson of the BOD, an internal auditor qualified with a CPA.

§ 5.4.11 Shall reassign the responsibilities of an EC member (including Vice President, FC Chairpersons and Secretary) if the said member is not fulfilling his/her responsibilities.

§ 5.4.12 Shall establish operating guidelines for each EC member.

§ 5.4.13 Shall monitor expenditures against approved budgets and initiate corrective actions including submittal of budget variances to BOD.

§ 5.4.14 Shall notify the EC members of their duties and responsibilities.

§ 5.4.15 Shall coordinate all recommendations to SC membership coming from various SC members for determining the eligibility, qualifications and seek the EC approval before submitting the EC recommendations to BOD.

§ 5.4.16 Shall have the responsibility to initiate calling of meetings of the EC.

§ 5.5 VICE CHAIRPERSON AND VICE PRESIDENT

The Vice Chairperson shall serve in the role of the Chairperson, in his/her absence. The Vice President shall serve in the role of the President, in his/her absence. The Vice President may represent the President with proxy voting privileges at the meetings of the BOD.

§ 5.6 CORPORATE SECRETARY

The Corporate Secretary:

§ 5.6.1 Is responsible to keep minutes of meetings of the BOD, and to send copies of the same to all members of the BOD and of the EC.

§ 5.6.2 Shall maintain and preserve records of all the activities of the BOD.

§ 5.6.3 Shall keep the BOD informed of the current membership of the SC, the EC, policies, Bylaws and similar information.

§ 5.6.4 Shall identify and issue proper notices in case of lapsed membership of the BOD.

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§ 5.6.5 Shall set the annual election process in motion with the cooperation of the Chairperson of the BOD, as provided in these Bylaws and, in a timely and efficient manner.

§ 5.6.6 Shall perform additional duties as assigned by the Chairperson of the BOD.

§ 5.6.7 Shall acquaint the EC Secretary with the functions and duties of his/her office and work with him/her to streamline the operations of the HCCC.

§ 5.6.8 Maintain and issue the Roster of SC members and the Non-Participating Members List and Wait List in accordance with Article II, Sections § 4.3 and § 4.4 no later than November 30th, each year. All lists require the approval of the Chairperson of the BOD.

§ 5.6.9 Provide an election eligibility list to the Election Committee.

§ 5.6.10 Be responsible for tracking policies approved by the BOD and SC for easy referral and electronic retrieval.

§ 5.7 TREASURER

The Treasurer:

§ 5.7.1 Is the ex-officio Chairperson of the Finance Committee.

§ 5.7.2 Shall prepare monthly financial reports.

§ 5.7.3 Shall file the required reports with the governmental agencies in a timely manner.

§ 5.7.4 Shall hire an external auditor in order to provide ongoing vigilance of the financial Policies, practice and transactions of the HCCC. The external auditor shall also file the required tax returns on time. The individual or firm shall be recommended by the Treasurer, approved by the BOD and will report to the Chairperson of the BOD.

§ 5.7.5 Shall present the proposed annual budget to the SC.

§ 5.7.6 Shall ensure depositing of all receipts by authorized personnel, and issue checks for approved expenditures.

§ 5.7.7 Shall record all deposits and checks written in the cash receipts and cash disbursements journal.

§ 5.7.8 Shall maintain the Financial Policies and Procedures manual.

§ 5.7.9 Shall monitor expenditures against approved budget monthly and initiate corrective actions through the President of EC.

§ 5.7.10 Shall maintain a separate line item of the resources in the endowment fund and coordinate with the Chairperson of the Endowment Committee or his/her designee shall, report to the SC on the status of the endowment fund, at every SC meeting.

§ 5.8 CHAIRPERSONS OF FUNCTIONAL COMMITTEES

§ 5.8.1 Shall prepare budgets and obtain required approvals for their assigned function.

§ 5.8.2 Shall ensure conformance with assigned annual budgets.

§ 5.8.3 Shall report progress to the EC on a monthly basis.

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§ 5.8.4 Shall establish goals, milestones, programs, and detailed plans and schedules as required.

§ 5.8.5 Shall hold periodic meetings of the FCs.

§ 5.8.6 Shall approve expenditures up to the limit provided in Appendix E in consultation with President of EC.

§ 5.8.7 Shall work with the President of EC and the assigned Director (the BOD Liaison) in resolving significant FC issues.

§ 5.8.8 Shall form a functional committee conforming to ARTICLE II, Section § 1.4 within four weeks of being assigned Chairpersonship of the functional committee. The names of the functional committee members should be presented by the President of EC, at the first SC Meeting after the formation of the committee.

§ 5.9 EC SECRETARY

§ 5.9.1 Shall serve under the direction of the Corporate Secretary and the President of EC.

§ 5.9.2 Shall keep minutes of meetings of the EC, and send copies of the same to all members of the EC and the BOD.

§ 5.9.3 Shall act on behalf of the President of EC to call meetings of the EC and issue the required notices.

§ 5.9.4 Shall maintain and preserve the records of the EC deliberations and decisions.

§ 5.9.5 Shall keep up-to-date information on all the members of the FCs.

§ 5.9.6 Shall maintain Policies, Bylaws and similar information generated by the EC.

§ 5.9.7 Shall identify and issue proper notices in case of lapsed membership of the members of the EC.

§ 5.9.8 Shall be responsible to collect and keep the records that are requested by the EC as they relate to the cultural activities carried out under the sponsorship of the HCCC.

§ 5.9.9 Shall be responsible to keep all records that are requested by FC Chairpersons and approved by the EC.

§ 5.9.10 Shall update and maintain a copy of the mailing list of the devotees of the HCCC.

§ 5.9.11 Shall maintain a current list of the Special and Ad Hoc Committees, their membership, and their dates of formation and expiration.

§ 5.9.12 Shall collect, and be in a position to provide, information and statistics as they relate to the supporters of the HCCC.

§ 5.9.13 Shall perform additional duties as assigned by the President of EC and Corporate Secretary.

§ 5.10 ADVISORY COMMITTEE

§ 5.10.1 Shall provide advice, guidance and counsel when the Chairperson of BOD refers matters to it.

§ 5.10.2 Is established for the purpose of giving assistance to persons who have a serious concern or issue regarding any aspect of functioning of HCCC.

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§ 5.10.3 Is the mediation panel in Concerns Resolution Process and shall obtain outside expertise as required. Appropriate financial resources shall be provided by BOD for these endeavors.

§ 5.10.4 Shall report its findings and suggest recommendations for corrective actions to the Chairperson of the SC. Status updates of their recommendations, if any, will be presented to SC as expediently as possible.

§ 5.10.5 Shall report to the SC annually on the performance of the committee by providing statistics of complaints received and the results of investigations without any compromise to confidentiality or privacy considerations.

§ 5.10.6 Shall develop specialized forms to receive and process complaints.

§ 5.11 JOINT TREASURER

§ 5.11.1 The Joint Treasurer shall work with the Treasurer per the guidelines provided by the President of EC.

§ 5.11.2 Joint Treasurer shall serve in the role of the Treasurer, in his/her absence.

§ 5.12 EXECUTIVE COMMITTEE

§ 5.12.1 The Executive Committee reports to the BOD through the President, oversees and coordinates the activities of the Functional Committees. It implements the decisions of the BOD and obtains the approval of the BOD for significant initiatives and actions originated by the Functional Committees and the Executive Committee.

§ 5.12.2 Each EC member is responsible to maintain their active SC membership.

§ 5.12.3 Conduct day-to-day operations of the HCCC through various functional committees.

§ 5.12.4 Review the nominations received from SC members in volunteer track, process, select and recommend the selected candidates to the BOD.

§ 5.12.5 Appoint functional committee members (may include non-SC members) and obtain the BOD consent.

§ 5.12.6 Prepare and submit annual budgets of various functional committees for BOD approval.

§ 5.12.7 Approve individual invoices up to the limit provided in Appendix F for payment of expenses incurred by their respective functional committees.

§ 5.12.8 EC member shall accept and discharge duties of chairing a functional committee, as assigned.

SECTION 6: TRANSFER OF RESPONSIBILITIES

At the first joint meeting of the BOD and the EC following each annual election, all responsibilities of the BOD and all records, assets, cash and bank accounts of the HCCC shall be transferred to the newly constituted bodies consisting of the currently elected members and the continuing ones.

To facilitate a timely transfer of responsibilities:

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§ 6.1 HCCC Election Committee Chair shall conduct the election for the incoming Chairperson, President and Corporate Secretary within two weeks from the day the BOD election results are announced.

§ 6.2 The outgoing BOD Chair shall set the date of transfer of responsibility within 4 weeks from the day the BOD and EC election results are announced.

§ 6.2.1 On this day the both the outgoing and incoming teams of Chairperson, President, Corporate Secretary and Treasurer are required to be present to enable transfer of responsibility.

§ 6.2.2 All responsibilities of the BOD, EC, all records, assets, cash, bank accounts and other Documents of the HCCC shall be transferred to the newly constituted bodies (BOD and EC).

ARTICLE III: MEETINGS AND ELECTIONS

SECTION 1: STEERING COMMITTEE MEETINGS

§ 1.1 ANNUAL MEETINGS: The annual meeting of the SC shall be called by the Chairperson of the BOD. The annual meeting of the SC shall be held in November of each calendar year.

§ 1.2 GENERAL MEETINGS: Meetings of the SC are normally held in February, May and August. The results of the annual elections are declared in the February SC meetings.

§ 1.3 SPECIAL MEETINGS: The Chairperson of the BOD may call special SC meetings as needed (Refer to notification timelines in Article III, Section § 5.1).

SECTION 2: FREQUENCY OF MEETINGS

The minimum frequency of the various Committee meetings shall be:

§ 2.1 Steering Committee:	Every quarter
§ 2.2 Board of Directors:	Every two months
§ 2.3 Executive Committee:	Every two months
§ 2.4 Joint Board and Executive Committee	Every two months
§ 2.5 Functional Committee:	As decided by the Committee Chairperson
§ 2.6 Advisory Committee:	As needed
§ 2.7 Special and Ad Hoc Committees:	As needed
§ 2.8 Strategic Standing Committees:	As needed

SECTION 3: QUORUM

§ 3.1 STEERING COMMITTEE MEETINGS

§ 3.1.1 BASIS OF QUORUM: Only the number of active SC members present in person and the number of active member proxies should be used to determine the quorum.

§ 3.1.2 ANNUAL (November): The required quorum for the annual SC meeting shall be not less than 1/4 (one fourth) of the active SC members. In the absence of a quorum, no business may be transacted and the meeting may be adjourned half an hour after it is called to order.

§ 3.1.3 GENERAL: The required quorum for other general meetings shall be not less than 1/5 (one fifths) of the active SC membership.

§ 3.1.4 BYLAW REVISIONS: The required quorum for Special SC meetings on Bylaw revisions shall be not less than 1/4 (one fourth) of the active SC members.

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§ 3.2 BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE MEETINGS

Not less than one-half of the number of persons in each body. In the event that the minimum quorum requirement is not satisfied, the Corporate/EC Secretary may obtain telephone or email concurrence on emergency issues and enter the same in the records.

SECTION 4: CONDUCT OF A STEERING COMMITTEE MEETING

§ 4.1 The Chairperson of BOD, or in his/her absence, the Vice Chairperson, or in his/her absence the President of EC, or in his/her absence, a Chairperson chosen by the majority of the members present, shall preside at meetings. The Corporate Secretary of the HCCC shall act as the Secretary of the meeting, and in the absence of the Corporate Secretary, the Chairperson may appoint any member to act as Secretary of the meeting.

§ 4.2 Parliamentary procedures shall be followed during the HCCC meetings as practical. Any improper conduct or language by a member shall be cause of suspension of the rights of the member during the meeting. The Chairperson, with the approval of the SC, may extend nonmembers the courtesy of the floor for a limited time. All HCCC meetings shall be conducted in the English language. An item may be added at the end of the prepared agenda at the request of any member, however, in order to give such an item preference over the original agenda, or to alter the order of the agenda, a vote of 2/3 (two-thirds) of the meeting body is necessary. A 2/3 (two thirds) majority may also limit the discussion of any issue.

§ 4.3 SC members unable to attend the meeting shall complete Proxy Vote form and designate one member to vote by proxy for the member. Each member attending shall not vote more than one proxy.

SECTION 5: NOTICE OF THE MEETINGS

§ 5.1 The following minimum advance notification shall be given:

Steering Committee Meetings Annual (November):	Four Weeks
Steering Committee Bylaws Review Approvals:	Four Weeks
Steering Committee Meetings General or Special:	Two weeks
Board of Directors:	One week
Executive Committee:	One week

§ 5.2 In the event of emergencies, a reasonable notice shall be given for convening the meetings for the members of the BOD and the EC.

§ 5.3 Notification shall be in the written form for the annual and general SC meetings and the notice period shall be evidenced by the date of the postmark. Notices can also be sent electronically and the notice period shall be evidenced by the date of the electronic communication.

§ 5.4 Notifications of all proposed resolutions of significant capital expenditure shall include a statement of the rationale of the policy, including its source, intent, and claimed need.

SECTION 6: ELECTIONS

§ 6.1 The elected positions shall be those of the members of the BOD and the EC.

§ 6.2. The Chairperson in consultation with BOD shall appoint an Ad Hoc Election Committee of five members, (who are not members of the BOD or the EC) with a Chairperson, Vice Chairperson and three committee members, no later than November 1st of each year.

All the five members of the Election Committee shall be members of the SC. The BOD shall appoint replacement members on an emergency basis, if the number of SC members in the Election Committee falls below five for any reason before the election results are announced.

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§ 6.3 Nomination for any elective office may be submitted to any member of the Election Committee, by any member of the SC, and seconded by another SC member. The Election Committee shall conduct the elections by soliciting nominations from the SC members, validating the nominations as per the Bylaw requirements for each office.

§ 6.4. Members of the Election Committee cannot nominate or be nominated for any position in the relevant election that they are conducting.

Spouse, parents, children and their spouses of Election Committee members of an election shall not be eligible to contest in that election.

§ 6.5 The Election Committee will review all candidates for any elective office as to their eligibility to serve if elected, according to the following criteria:

- (a) The candidate has expressed a willingness to serve by signing the nomination form and the pledge form in Appendix C, provided by the HCCC,
- (b) Follow the Hindu religion,
- (c) Be familiar with the Articles of Incorporation and the Bylaws of the HCCC and pledge in writing to abide by them;
- (d) Pledge to comply with the directives of the SC and carry them out and work in the best interest of the HCCC.
- (e) The statement of the candidate for elective office shall be free from personal attacks and religious bigotry but only reflect how the candidate can contribute to achieving the goals of the HCCC as stated in the Bylaws,
- (f) Have satisfied the tenure and eligibility requirements of the office to which they seek election as indicated in Article II, Sections § 2.2.2 and § 2.2.3 of these by laws.
- (g) Pledge to carry out diligently any role and responsibility assigned by the Chairperson of BOD or the President of the EC, as the case may be.
- (h) The candidate is not an immediate member of the family (as per Article II, Section § 1.10) of the current Election Committee.

§ 6.6 If an SC member receives a valid nomination for more than one position; he/she will make a single choice of position that he/she wishes to contest. No SC member can contest for more than one position in a given election.

§ 6.7 The Election Committee will have the responsibility to prepare ballots with candidate statements, mail ballots to SC members, tabulate the ballots received by mail and deposited at the HCCC by the appropriate deadlines, certify the results and declare the winners at the first SC meeting in the calendar year. There shall be no campaigning allowed in the premises of the HCCC.

§ 6.8 Except for the SC members who are either in Non-participating member status or in the first year of their SC membership, every active member of the SC is eligible for one vote.

§ 6.9 Each year at least three members of the BOD and six members of the EC shall be elected. The actual number to be elected to the BOD, and to the EC should be intimated to the Chairperson of the Election Committee by the Chairperson of the BOD.

§ 6.10 In all matters related to the election process, the decision of the Election Committee by a simple majority is final.

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§ 6.11 The Election Committee shall be automatically dissolved after the transfer of responsibilities to the newly elected officials. The Election Committee Chairperson shall hand over the election records to the Corporate Secretary within two weeks of completion of election.

§ 6.12 The Chairperson of the Election Committee shall conduct the election of the incoming team of Chairperson of BOD, President of EC and the Corporate Secretary from amongst the reconstituted BOD including the newly elected directors.

ARTICLE IV: MISCELLANEOUS

SECTION 1: BOOKS AND RECORDS

The records of the HCCC shall consist of its Articles of Incorporation, Bylaws and amendments thereof, minutes of all meetings of the BOD, EC, names, telephone numbers and other appropriate information about the devotees relevant to the performance of the Hindu functions, financial records, legal correspondence, historical records, pictures and such other records as shall be designated from time to time by the BOD. The records of the HCCC shall be maintained in English. The BOD shall provide suitable, safe and secure place for the custody of these records so that they are available to them when they need it. The records are to be made available to those members of the BOD who have been so designated by the Board. The BOD on special considerations may grant selective access to these records to individuals, on an as needed basis, such as legal, accounting and specially tasked committee Chairpersons. Any other SC member who seeks access to these records must request, in writing, permission to these records by the BOD. In case this request is denied, the SC member may force the disclosure of these records, except personnel files (see Section §2 below), by a simple majority vote of the SC members present including proxies.

All documents pertaining to the elections shall be retained (hard and/or soft copies) for a period of four years. These shall include the list of SC members indicating eligibility or otherwise to run for positions, Non- Participating Members Lists and Wait Lists, ballots, signed envelopes and certified results.

SECTION 2: PERSONNEL FILES

All personnel files shall be kept separate from the Books and Records, and be made physically inaccessible to anyone other than the Chairperson of the BOD and the President of the EC. Under no circumstances should these files be made public. The contents of these files are accessible to members of the BOD and the members of the EC for deliberations relating to personnel matters. Such deliberations will be conducted in closed sessions by the BOD and the EC with the stipulation that the information should not be divulged by any member of the BOD and the EC. Only the BOD is authorized to act upon personnel matters.

SECTION 3: INVENTORIES

Any inventory of all the costumes, jewelry and assets valued at more than \$1000 shall be maintained by the appropriate Functional Committee. These items shall be kept in a safe and secure place when they are not in use. They shall not be loaned to any member or devotee for any purpose.

SECTION 4: PAMPHLETS AND RECORDED MEDIA

Books, pamphlets, recorded media collected by the HCCC may be made accessible to devotees under the Policies and Procedures set up by the BOD.

SECTION 5: AMENDMENTS TO BYLAWS AND THEIR SUSPENSION

§ 5.1 The Bylaws or portions thereof may be amended or repealed or new Bylaws adopted by a 2/3 (two-thirds) vote of the members present including proxies, at a SC meeting duly convened.

Upon approval of changes by the SC, the Chairperson and the Corporate Secretary shall revise the Bylaws to incorporate the approved changes, remove any conflicts with the existing Sections, make any consequential changes and ensure proper numbering, pagination, cross references, etc., and file the revised Bylaws to the California Secretary of State with the approval of BOD. The revised and approved version of the Bylaws shall be made available on-line to all SC members.

For every revision to the Bylaws document a change summary shall be appended to Appendix A, to facilitate version control and tracking.

§ 5.2 If any parts of the Bylaws are to be suspended for a specified length of time, the notice of the general meeting must state reason for this suspension. The proposal to suspend the said part by the SC meeting shall require a 2/3 (two-thirds) majority of the members present, including proxies to pass.

SECTION 6: WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the General Nonprofit Corporation Law of California or under the provisions of the Articles of Incorporation or these by-laws, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated there shall be deemed equivalent to the giving of such notice. If for any reason, a meeting notice is mailed to more than 5% of the SC members, the said members constituting at least 5% of the general membership shall have the rights to render invalid any proceedings of such a meeting by a notice to the BOD, within 10 business days after the meeting.

ARTICLE V: RELIGIOUS PRACTICE AND SOURCE OF AUTHORITY

For decisions on religious practice the following procedures should be followed:

A. The BOD alone shall have the responsibility to make certain that the use of the HCCC premises and all religious activities of the HCCC are in keeping with the Hindu religious traditions and practices and are open to all persons who conduct themselves in a civil manner.

B. In case of any doubt or a serious objection regarding any religious practice, the BOD must seek the approval of a 2/3 (two-thirds) majority of the SC membership to determine the appropriate practice to follow and act accordingly. As an alternative, the SC may refer the issue to any source of religious authority recommended by a simple majority of the SC members present, including proxies.

ARTICLE VI: PARLIAMENTARY AUTHORITY

Should any questions of parliamentary authority arise, Robert's Rules of Order will be followed.

ARTICLE VII: IMPLEMENTATION

The Bylaws or changes therein shall become effective from the date they are approved by the SC.

ARTICLE VIII: CONCERNS RESOLUTION

When an individual SC member or a group of SC members have a serious concern or issue regarding any aspect of the functioning of HCCC that cannot be satisfactorily resolved by the Chairperson, in consultation with the BOD, within thirty days of receiving a written complaint, the following provides an increasingly independent level of resolving that concern. The concerned members shall pursue these levels in the sequence presented below for concerns other than those that are Bylaws-related. For Bylaws-related concerns, the SC decision is final.

SECTION 1: STEERING COMMITTEE

If the nature of the concern is such that it can be presented to the SC for a solution, the concerned member(s) can request the Chairperson to place the topic for discussion and resolution at the next scheduled SC meeting. The decision by a simple majority of members present including proxies will prevail, unless the concern is with the Bylaws which shall be handled per Section § IV.5. If the concerned members do not accept the SC decision, they will have to notify the Chairperson of the Board in writing, requesting the use of the Mediation process.

SECTION 2: MEDIATION

Within fifteen days of written rejection of a SC resolution by the concerned member(s) or within forty-five days of a written complaint without the involvement of the SC, the Chairperson of the BOD will refer the matter to the Advisory Committee.

Within fifteen days of notification, the Advisory Committee will hold the first meeting with the concerned members and the Chairperson and other members of the BOD or EC. Within twenty days of the first meeting, the Advisory Committee shall submit their recommended solution.

SECTION 3: ARBITRATION

If the concerned member(s) reject the recommendation from the mediation process, the issue may be submitted to the American Arbitration Association of California within forty-five days.

Arbitration is a private conflict resolution process in which the parties in conflict submit disputes to a neutral arbitrator. The decision of the Arbitrator is final and binding on both parties.

SECTION 4: LEGAL COSTS

Each party shall bear its own costs associated with the Mediation or Arbitration process, including legal costs.

SECTION 5: MISCELLANEOUS

The Chairperson of BOD shall make available to the Advisory Committee any required documentation to satisfactorily resolve the matter under its purview.

The Mediator or Arbitrator shall not add to, subtract from or modify the current Bylaws of HCCC.

Requirements regarding confidentiality, media recording, transcripts, etc. shall be agreed upon prior to the start of the mediation or Arbitration process.

APPENDIX A – SUMMARY OF CHANGES

The following is the summary of changes, to the Jan 30, 2005 Bylaws document, made with the approval of SC at their meetings on March 27th, 2016 and April 4th, 2016.

As part of the Bylaws review, clarifications were made on many clauses to remove any ambiguity and clearly define items such as SC membership Qualification/Disqualification, Active member status maintenance, Powers and Responsibilities of various committees, Timelines for election of officers and transfer of authority and Endowment Fund reporting. A clause-by-clause clarification of the revisions undertaken is given in the following change summary:

ARTICLE II: COMMITTEES AND OFFICE BEARERS**SECTION 1: DEFINITIONS**

- Clarified on the Appointed BOD members in Section § 1.2 BOARD OF DIRECTORS
- Properly defined number of Functional Committees in Section § 1.3 EXECUTIVE COMMITTEE
- Renamed and added additional Functional Committees in Section § 1.4 FUNCTIONAL ROLES and COMMITTEES and removed delete functional committees authority from president.
- In Section § 1.5 SPECIAL, AD HOC AND STRATEGIC STANDING COMMITTEES
- In Section § 1.5.1 added - Each Committee shall have a Chairperson and Vice Chairperson.
- In Section § 1.5.8 - § 1.5.11 - Clarification provided on Ad Hoc, SSC, and Bylaw committees.
- Added clause to have Vice Chairperson in Section § 1.6 ADVISORY COMMITTEE
- Changes made to Section § 1.9 MEETINGS – the Bylaw allows in-person or through interactive voice communication for BOD, EC and Joint EC-BOD meetings and the members should attend at least 4 meetings in person.
- Added Section § 1.10 FAMILY – Family is defined as spouse, parents of the person and spouse, children and their spouses.

SECTION 2: NUMBER, QUALIFICATIONS AND TERMS – Additional criteria defined to become a SC member or member of any given committees.

- In order to become member, a person shall not be a salaried employee of HCCC or receiving remuneration from HCCC in any form or be an immediate family (as per Article II, Section § 1.10) of such a person.
- In § 2.1 NUMBER – Clarified the number of Executive Committee: Eighteen
- In § 2.2 QUALIFICATIONS – Clarified the qualifications to become SC Member
 - ◆ § 2.2.1.1.1 - Removed ambiguity
 - ◆ § 2.2.1.1.2 - Added trustee of a family foundation section.
 - ◆ § 2.2.1.1.3 – A process defined for Voluntary track SC Nominations
- In Section § 2.2.2 BOARD OF DIRECTORS – Clarification provided on Resignation
 - ◆ § 2.2.2.7 In case the member resigns in writing and the resignation is accepted by the BOD, the member is not eligible to run for BOD/EC for two election cycles.
- In Section § 2.2.3 EXECUTIVE COMMITTEE – Clarification provided on Resignation
 - ◆ § 2.2.3.5 In case the member resigns in writing and the resignation is accepted by the BOD, the member is not eligible to run for EC for one election cycle.
- In Section § 2.3 TERM OF OFFICE – Clarified for the BOD elected vacancy term.

SECTION 3: VACANCY DEFINED

- In Section § 3.1.1 Bylaw allows the member to withdraw the resignation within 5 business days based on the effective date.

SECTION 4: REMOVAL BY THE BOD, SC, NON-PARTICIPATING STATUS AND WAIT STATUS

- § 4.2 REMOVAL BY THE STEERING COMMITTEE – Provided clarity on the SC members

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- § 4.3 NON-PARTICIPATING STATUS AND REINSTATEMENT – Provided clarity for reinstating a NP member.

SECTION 5: POWERS AND RESPONSIBILITIES – Added additional responsibilities for each member.

- § 5.0 STEERING COMMITTEE MEMBER –
 - ♦ § 5.0.11 Provide current contact information (mailing address, phone number, and e-mail) to the HCCC Corporate Secretary
- § 5.2 BOARD OF DIRECTORS
 - ♦ § 5.2.15 Each Board of Director member is responsible to maintain their active SC membership.
 - ♦ § 5.2.16 Approve hiring or termination of salaried and contract personnel.
 - ♦ § 5.2.17 Review, approves, disapprove or terminate contracts.
- § 5.3 CHAIRPERSON OF THE BOARD OF DIRECTORS
 - ♦ § 5.3.1 Shall have the responsibility to initiate calling of meetings of the BOD and Joint EC-BOD.
 - ♦ § 5.3.18 Sign and approve all appointment or termination documents.
 - ♦ § 5.3.19 Sign and approve all contracts or documents.
- § 5.4 PRESIDENT
 - ♦ § 5.4.14 Shall notify the EC members of their duties and responsibilities.
 - ♦ § 5.4.15 Shall coordinate all recommendations to SC membership coming from various SC members for determining the eligibility, qualifications and seek the EC approval before submitting the EC recommendations to BOD.
 - ♦ § 5.4.16 Shall have the responsibility to initiate calling of meetings of the EC.
- § 5.6 CORPORATE SECRETARY
 - ♦ § 5.6.10 Be responsible for tracking policies approved by the BOD and SC for easy referral and electronic retrieval.
- § 5.7 TREASURER
 - ♦ § 5.7.10 Shall maintain a separate line item of the resources in the endowment fund and coordinate with the Chairperson of the Endowment Committee or his/her designee shall, report to the SC on the status of the endowment fund, at every SC meeting.
- § 5.8 CHAIRPERSONS OF FUNCTIONAL COMMITTEES
 - ♦ § 5.8.1 Shall prepare budgets and obtain required approvals for their assigned function.
 - ♦ § 5.8.3 Shall report progress to the EC on a monthly basis.
 - ♦ § 5.8.7 Shall work with the President of EC and the assigned Director (the BOD Liaison) in resolving significant FC issues.
 - ♦ § 5.8.8 Shall form a functional committee conforming to ARTICLE II, Section § 1.4 within four weeks of being assigned Chairpersonship of the functional committee. The names of the functional committee members should be presented by the President of EC, at the first SC Meeting after the formation of the committee.
- § 5.12 EXECUTIVE COMMITTEE – New Section added to defines the responsibilities of an EC member.

SECTION 6: TRANSFER OF RESPONSIBILITIES – Transfer of responsibilities are defined and timelines are established for the newly constituted bodies (BOD and EC).

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ARTICLE III: MEETINGS AND ELECTIONS

SECTION 1: STEERING COMMITTEE MEETINGS – Added a section for Special Meetings.

- **§ 1.3 SPECIAL MEETINGS:** The Chairperson of the BOD may call special SC meetings as needed (Refer to notification timelines in Article III, Section § 5.1).

SECTION 3: QUORUM - Added or modified the Quorum requirements based on the Active SC members.

- **§ 3.1.1 BASIS OF QUORUM:** Only the number of active SC members present in person and the number of active member proxies should be used to determine the quorum.
- **§ 3.1.2 ANNUAL (November):** The required quorum for the annual SC meeting shall be not less than 1/4 (one fourth) of the active SC members. In the absence of a quorum, no business may be transacted and the meeting may be adjourned half an hour after it is called to order.
- **§ 3.1.3 GENERAL:** The required quorum for other general meetings shall be not less than 1/5 (one fifths) of the active SC membership.
- **§ 3.1.4 BYLAW REVISIONS:** The required quorum for Special SC meetings on Bylaw revisions shall be not less than 1/4 (one fourth) of the active SC members.

SECTION 5: NOTICE OF THE MEETINGS – Clarification given about the timelines of the meetings. For any Bylaw changes the meeting notice should be given 4 weeks in advance. The notices can also be issued electronically per Section § 5.3. Section § 5.4 added to provide advance notice for significant expenditures.

SECTION 6: ELECTIONS

- Spouse, parents, children and their spouses of Election Committee members of an election shall not be eligible to contest in that election.
- **§ 6.12** The Chairperson of the Election Committee shall conduct the election of the incoming team of Chairperson of BOD, President of EC and the Corporate Secretary from amongst the reconstituted BOD including the newly elected directors.

ARTICLE IV: MISCELLANEOUS

SECTION 1: BOOKS AND RECORDS – Editorial changes are made to this section.

SECTION 3: INVENTORIES – Increased item value - more than \$1000 shall be maintained by the appropriate Functional Committee.

Changes made to **APPENDIX E – COMMITMENT AUTHORIZATION PROCESS –** The SC authorized to increase each committee's approval limits (Refer to **APPENDIX E**).

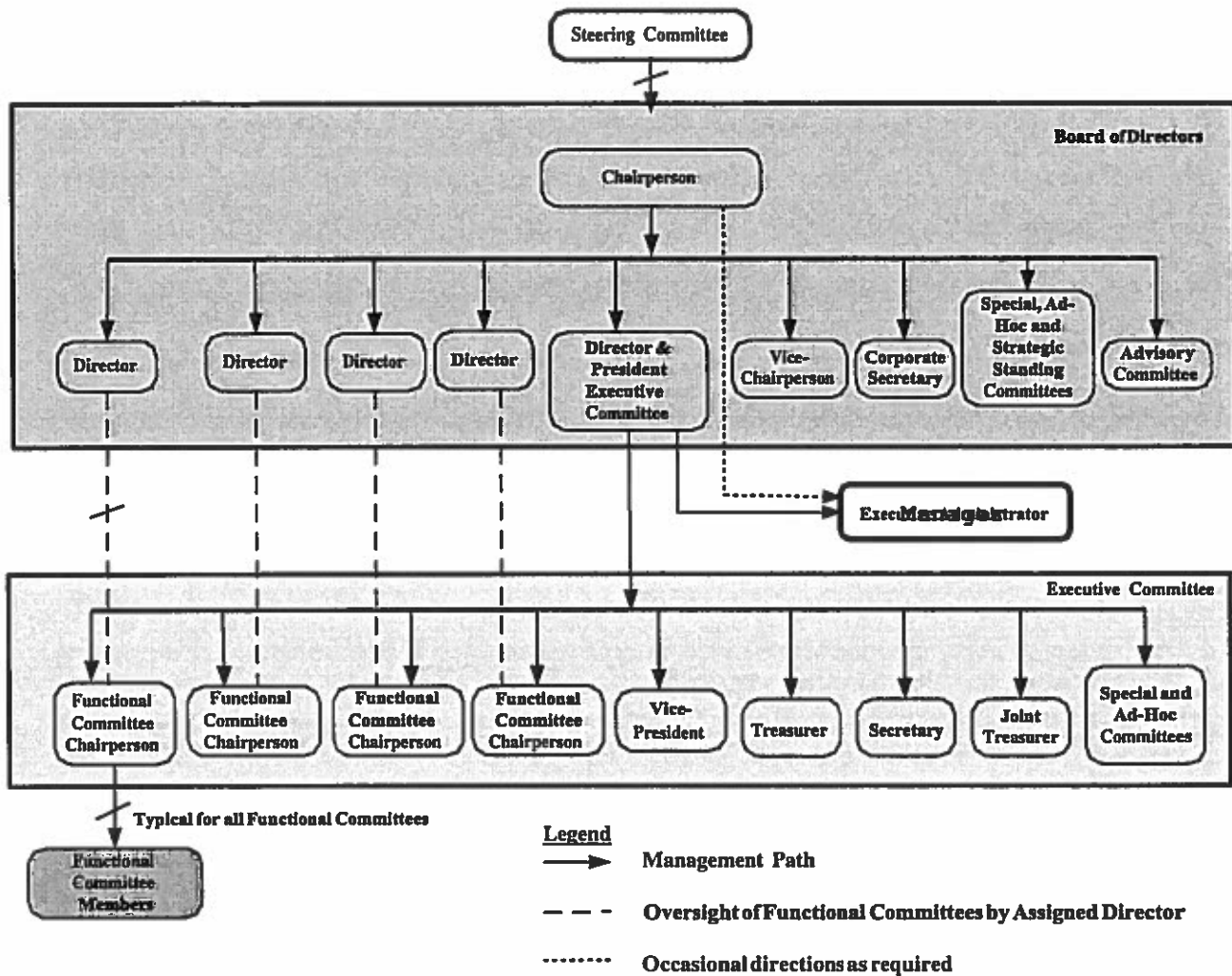
Changes made to **APPENDIX F – PAYMENT AUTHORIZATION PROCESS**

Added **APPENDIX G –** The form should be used for Voluntary track SC nomination form.

Added **APPENDIX H –** Consent form for the Voluntary track nominee.

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APPENDIX B – HCCC ORGANIZATIONAL CHART



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APPENDIX C – PLEDGES

PLEDGE BY MEMBERS OF THE BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE TO BE SIGNED AT ASSUMPTION OF OFFICE

As a member of BOD, or EC, I agree to:

- (a) Abide by the articles of incorporation and the latest Bylaws.
- (b) Speak to and about others, as I would want them to speak to or about me.
- (c) Assume the best (rather than the worst) about other's intention until I have all the facts.
- (d) Listen as an ally (rather than as an adversary) to understand the point of view of others, whether or not I agree with them.
- (e) Speak my own opinion in a way that does not demean others, even if I disagree.
- (f) Speak kindly to others, and avoid aggressive nonverbal behavior and sarcasm when I do not agree with someone.
- (g) Keep confidential what is said in our meetings, particularly when it could be hurtful to any individual. Speak with one voice as a team after decisions are made, regardless of my personal opinion.
- (h) Never represent or speak on behalf of Board or EC outside of our meeting unless authorized to do so.
- (i) I will serve HCCC and fulfill my responsibilities to the best of my abilities. If I am unable to devote sufficient time to meet the requirements of position, I will resign and let others serve in my place.

SIGNED: _____ DATE: _____

PLEDGE BY NEW STEERING COMMITTEE MEMBERS AT ACCEPTANCE OF MEMBERSHIP

As long as I am a member of the SC, I agree to:

- (a) Abide by the articles of incorporation and the latest Bylaws.
- (b) I will attend the meetings necessary to fulfill my responsibilities.
- (c) Speak to and about others, as I would want them to speak to or about me.
- (d) Assume the best (rather than the worst) about other's intention until I have all the facts.
- (e) Listen as an ally (rather than as an adversary) to understand the point of view of others, whether or not I agree with them.
- (f) Speak my own opinion in a way that does not demean others, even if I disagree.
- (g) Speak kindly to others, and avoid aggressive non-verbal behavior and sarcasm when I do not agree with someone.
- (h) Speak with one voice as a team after decisions are made, regardless of personal opinion.

SIGNED: _____ DATE: _____

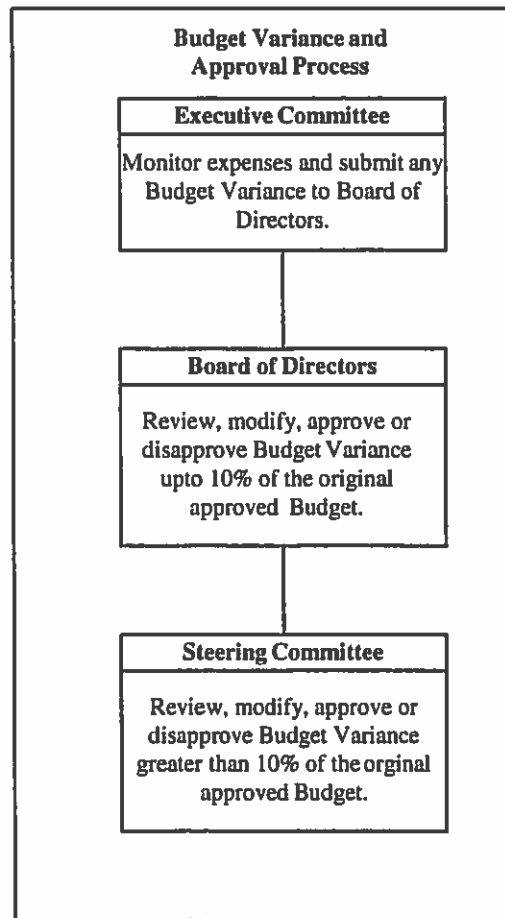
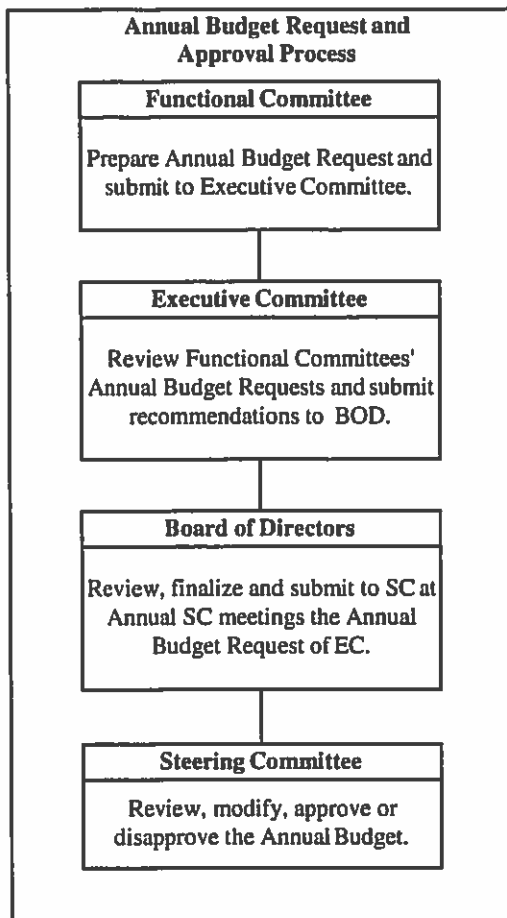
ELEMENTS OF PLEDGE BY CONTESTENTS FOR ELECTED POSITIONS (MAY BE SUPPLEMENTED AS NEEDED)

I am contesting for the position of _____ in the elections being conducted for the year _____. I hereby make the following declarations:

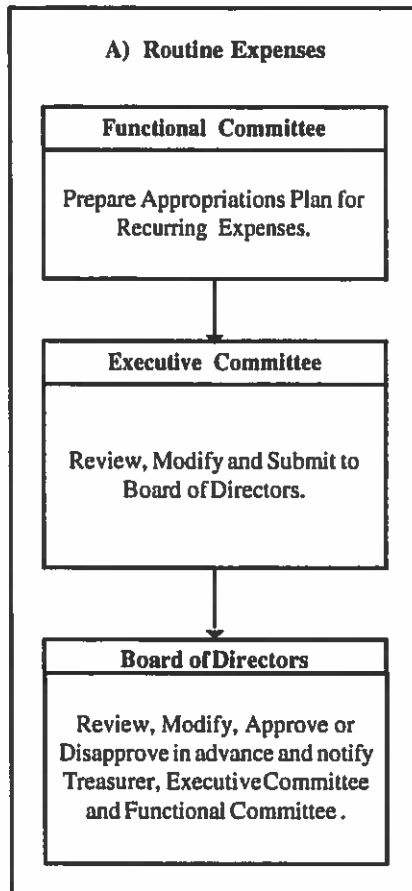
- (a) I have duly completed the nomination form provided by HCCC.
- (b) I have reviewed and am familiar with the Articles of Incorporation and the current Bylaws and agree to abide by them as an elected officer
- (c) I will comply with the directives and decisions of the SC
- (d) I shall not engage in personal attacks or religious bigotry
- (e) I have satisfied the eligibility requirements for the position I am contesting.
- (f) None of the members of the Election Committee for this year are my spouse, parents or children.
- (g) If I am elected, I will accept any responsibility assigned to me by the Chairperson (for Directors) or President (for EC members)
- (h) I agree to abide by the decision of the Election Committee if there are any concerns or issues regarding the election process.

SIGNED: _____ DATE: _____

APPENDIX D – ANNUAL BUDGET AND VARIANCE APPROVAL PROCESSES



APPENDIX E – COMMITMENT AUTHORIZATION PROCESS

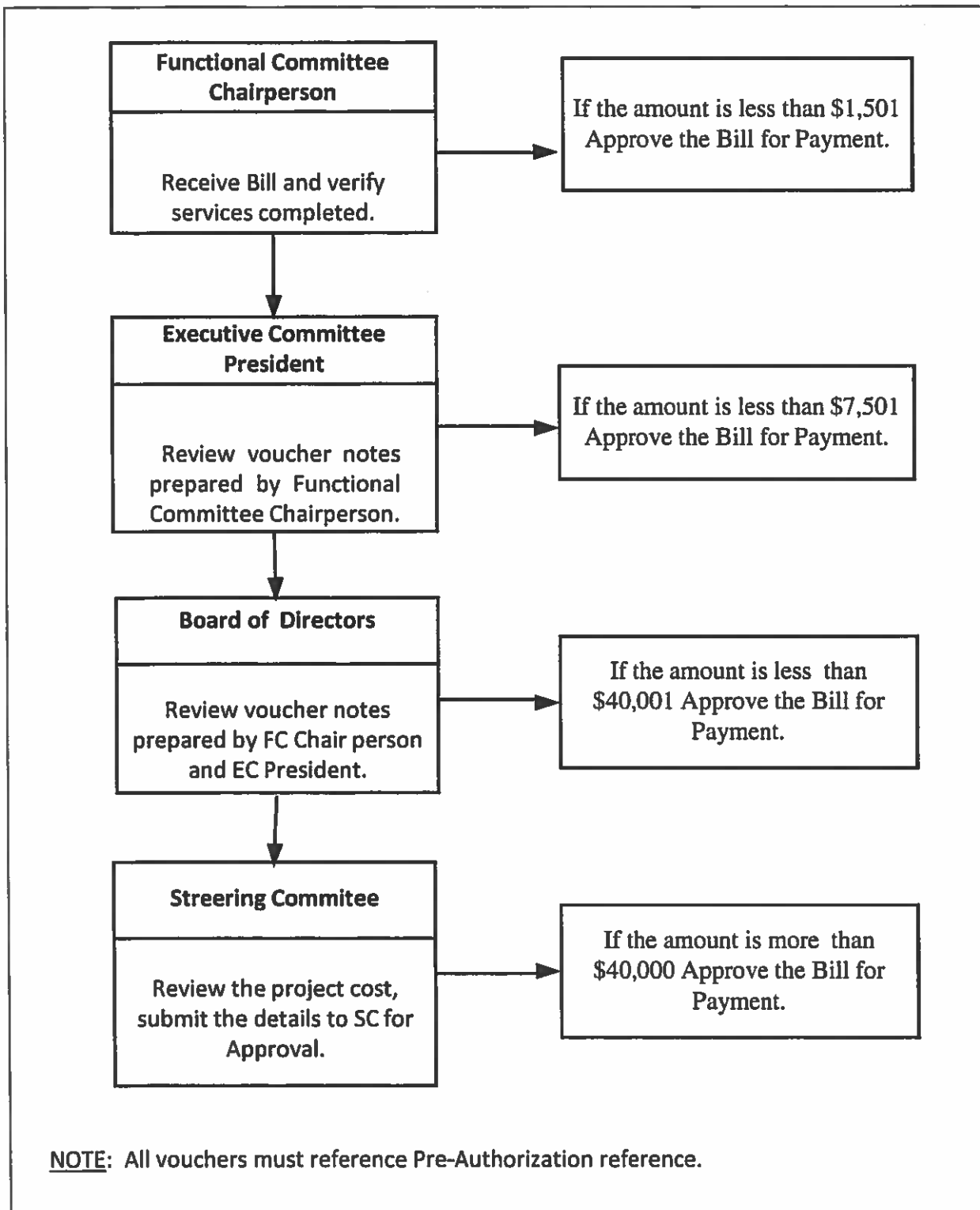


B) Emergency and Non-Routine Expenses Approval Limits

Range of Amounts	Functional Committee Chairperson	Executive Committee	Board of Directors	Steering Committee
\$1 - \$1,500	Initiate and Approve in consultation with EC and President.		_____	_____
\$1,501 - \$7,500	Initiate	Review and Approve	_____	_____
\$7,501 - \$40,000	Initiate	Recommend	Approve	-----
Beyond \$40,000	Initiate	Recommend	Recommend	Approve

- " Emergency expenses covered by this chart are those that are not anticipated. Non-Routine expenses covered by this chart are those that are not specifically budgeted.
- " The Chairperson of BOD and President of EC may authorize single expenditures up to \$1,000.
- " The annual budget shall include an allowance up to two percent of the total budget for emergency expenses and up to two percent of the total budget for non-routine expenses.
- " FC chairperson is authorized to spend up to \$150, within functional chairperson budget.

APPENDIX F – PAYMENT AUTHORIZATION PROCESS



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APPENDIX G - SC MEMBERSHIP FOR TEMPLE VOLUNTEERS – APPLICATION FORM

(All the application need to filled and sent to
President & EC Secretary by proposed person email account only)

Volunteer Name	
Volunteer Address	
Volunteer Phone	
How long he/she as a Devotee associated with the temple	
How long he/she volunteer at the temple (Please do not include your personal devoting time)	

	Proposed Member Name	Proposed Member Phone	Proposed Member Management Position	Relationship between Member and Volunteer
Primary				
Second				
Third				

Primary member's signatures	
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Summary of Reasons for Nomination (300 words):

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**List of Family members currently dedicated to service in the temple
(Please do not include your family personal devoting time)**

Sl.#	Family Member Name	Activity	Dates / year	Reference

List of Family members serving/served in Management or SC members.

Sl.#	Family Member Name	Management Position/ SC member	Dates / year	Reference
1				
2				
3				

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<Volunteer>'s hours of dedication to service in the temple

Sl.#	Activity	Dates / year	# Of Hours	Reference

Kind of commitment the person can provide for upcoming years (add more rows as needed)

Sl.#	Interested Activities or EC portfolios	Year	Ave # Of Hours / month

**APPENDIX H: SC MEMBER CONSENT FORM PRIOR TO NOMINATION FOR
DONOR/VOLUNTEER TRACK**

PLEDGE BY DONOR/NOMINEE FOR VOLUNTEER TRACK

As long as I am a member of the SC, I agree to:

- (a) Abide by the articles of incorporation and the latest Bylaws.
- (b) I will attend the meetings necessary to fulfill my responsibilities.
- (c) Speak to and about others, as I would want them to speak to or about me.
- (d) Assume the best (rather than the worst) about other's intention until I have all the facts.
- (e) Listen as an ally (rather than as an adversary) to understand the point of view of others, whether or not I agree with them.
- (f) Speak my own opinion in a way that does not demean others, even if I disagree.
- (g) Speak kindly to others, and avoid aggressive non-verbal behavior and sarcasm when I do not agree with someone.
- (h) Speak with one voice as a team after decisions are made, regardless of personal opinion.

SIGNED: _____ DATE: _____