

The attached Bylaws were adopted at the Hindu Mandir Society of San Diego, Inc. General Body meeting held on Sunday, May 1, 2016 at Shri Mandir premises, San Diego, CA. A copy of the Bylaws is also posted on the Shri Mandir website.

X DocuSigned by:  
Dr. Rami Reddy Mutyala Rami Reddy Mutyala, BOT Chairman  
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X DocuSigned by:  
[Signature] Neelu Bhardwaj, BOT Secretary  
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X DocuSigned by:  
Panneer Selvam Panneer Selvam, EC President  
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X DocuSigned by:  
Harsh Sangani Harsh Sangani, BOT Constitution Committee  
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**BYLAWS**  
**OF**  
**THE HINDU MANDIR SOCIETY OF SAN DIEGO, INC.**  
**EFFECTIVE May 2016**

Prepared by the:  
Constitution Committee  
Executive Committee  
Board of Trustees

SHRI MANDIR  
9474 Black Mountain Road  
San Diego CA 92126  
(858) 566-5644

# **THE HINDU MANDIR SOCIETY OF SAN DIEGO, INC.**

**(doing business as SHRI MANDIR)**

## **A CALIFORNIA NON-PROFIT CORPORATION**

### **THE BYLAWS**

#### **SECTION I – General**

1. The Bylaws of SHRI MANDIR are governed by ARTICLE IX of the SHRI MANDIR Constitution.
2. The latest SHRI MANDIR Constitution will be available on the SHRI MANDIR website. Bylaws will be available to members upon written request.
3. Dates of enrollment of Executive Committee and Board of Trustee members shall be published on the SHRI MANDIR website.
4. Any infringement of the Bylaws may cause the infringing devotee or officer to incur such penalties and or corrective actions as may be imposed by the Executive Committee acting within the limits of the Constitution and the Bylaws.
5. Members of the Board of Trustees, the Executive Committee, or any other Committee of SHRI MANDIR shall not receive any compensation for time and effort for their services.
6. In case of any conflict of interest, Board of Trustees and Executive Committee members will remove themselves from any decisions related to the topic. In case there is any disagreement as to what constitutes conflict of interest, the decision will rest with the respective committee member's (minus the member(s) in question).

## **SECTION II – Operations**

1. No member, devotee, or any officer of SHRI MANDIR shall represent SHRI MANDIR in any official matter, collect money, or engage in any legal agreements without the appropriate Executive Committee or Board of Trustees approval which shall be documented either in meeting minutes, policies, procedures, Bylaws, or the Constitution.
2. Members can access non-confidential records of SHRI MANDIR on a need to know basis. The request shall be in writing to Executive Committee or Board of Trustees members, who will present the request to their respective committee.
3. SHRI MANDIR operations will comply with any lease agreement in place or the building operating rules.
4. No devotee or guest shall remove from SHRI MANDIR any book, pamphlet, periodical, newspaper, or any other article, or property of SHRI MANDIR without prior permission of the Executive Committee. Any person infringing this Bylaw or discovered mutilating books, periodicals, or papers will be dealt with by the Executive Committee under terms and conditions of the Constitution and Bylaws.
5. Non-SHRI MANDIR events and or announcements flyers will not be placed in SHRI MANDIR premises, functions or events. This does not apply to the paid advertisements in SHRI MANDIR newsletter, website, or board.
6. All complaints shall be made in writing to either the President or the Secretary of Executive Committee and shall include devotees name and contact information. Such complaints shall be discussed at the Executive Committee meetings and will be responded within a reasonable time period. Unsigned complaints will be treated as anonymous and while they will be discussed, no response will be made.
7. Suggestions for improving the operations of SHRI MANDIR will be accepted and discussed at Executive Committee meetings, but the Executive Committee shall not be bound to act or implement any or all suggestions. Executive Committee, at its discretion, may decide to place a suggestion box for devotees.
8. The administration and management of SHRI MANDIR Web hosting and administration of passwords shall be managed by an independent professional third party firm. All instructions relating to the administration and management of the web site can only be made by majority members of the Board of Trustees

and the firm shall be instructed of such procedures. Day to day postings shall be managed by the Executive Committee.

9. Request to use SHRI MANDIR premises for devotional gatherings, meetings, or any other use shall be made in writing, preferably at least 30 days prior to the occasion. This applies to all devotees, members, or officers of SHRI MANDIR. The request will be made to the Vice President or the appropriate designee of the Executive Committee. A form will be used for such request. The Executive Committee will have the final say on the request and will establish rules, conditions, fees, and or restrictions for use of SHRI MANDIR premises.
10. Devotees, including the members of the Executive Committee and the Board of Trustees must reserve all private pujas, inside or outside of SHRI MANDIR through the Executive Committee appointed point person or website as appropriate. This will include pujas scheduled on Panditji's off-day(s).
11. All devotees shall be treated equally for all puja reservation/services. Every effort will be made to accommodate devotee requests provided the reservations are made in advance. For emergencies, such as last rites services, priority will be made to provide a Panditji. Every effort will be made to provide the Panditji of devotee's choice, however, if the Panditji of choice cannot be assigned, an alternate Panditji will be made available.
12. Outside Puja location will be limited to 30 mile radius of SHRI MANDIR. Any trip outside this radius will require prior Executive Committee approval.
13. No live fire for Havan Kund will be used inside the SHRI MANDIR main hall or the small conference rooms to perform Puja. All Havans shall be performed in the area provided outside.
14. SHRI MANDIR website will enabled to receive donations and payments.
15. SHRI MANDIR will have a Hindu Ritual Committee to advise and recommend to the Executive Committee and the Board of Trustees appropriate rituals and aspects based on norms and traditions of the Hindu Religion.

### **SECTION III – Membership**

1. Membership Fees
  - A. Life Member – One-time fee of \$1,101.
  - B. Patron Life Member - One-time Fee of \$5,001.
  - C. Grand Patron Life Member – One-time Fee of \$10,001.
  - D. Platinum Life Member – One-time Fee of \$100,001.
  - E. Honorary Life Member – One-time Fee of \$250,001.
  
2. A member who resigns is not entitled to a refund of fees or part payment of fees unless such resignation is submitted in writing and is within ten days of becoming a member.
  
3. Membership fee installment payments can be arranged at the request of a devotee:
  - A. Life Membership installment payments can be made over a 12 month period.
  
  - B. Patron Life and Grand Patron Life Membership installment payments can be made over a 24 month period. The minimum payment for tracking purposes shall be \$1,000.
  
  - C. Platinum Life and Honorary Life Membership installment payments can be made over a 60 month period. The minimum payment for tracking purposes shall be \$20,000.
  
  - D. Any devotee who contributed single payments of over \$500 in 2014 and 2015 for donations and services (except for wedding services) can include such payments with amounts in A and B above to become a member or upgrade their membership to the next level.
  
  - E. All installment payments will be agreed with the treasurer who will keep the accounting and hand over the transition list if there is a change of the post. This will also apply to members who want to upgrade to the next level. Membership will be considered to be valid upon full payment.
  
  - F. Membership list will be maintained by a member appointed by the Board of Trustees. The updated list will be posted on the SHRI MANDIR website.
  
  - G. Platinum Life and Honorary Life Membership will start on the date the membership dues are paid in full. The Platinum Membership will end on the sixth anniversary of the start date.

## **SECTION IV – Executive Committee**

1. The Executive Committee President will issue a statement on the state of SHRI MANDIR after each year end. The statement will be published in the newsletter and will be posted on the SHRI MANDIR website.
2. The Executive Committee shall establish all fees and tariffs for SHRI MANDIR pujas, weddings and related services and for the use of SHRI MANDIR premises and or properties.
3. Where ever in the Bylaws the designation of “Secretary” is used it shall read to mean and include the designation of the “Joint Secretary” except for the title of being an officer of the Executive Committee.
4. Where ever in the Bylaws the designation of “Treasurer” is used it shall read to mean and include the designation of the “Joint Treasurer”.
5. The Executive Committee shall have the authority to set SHRI MANDIR operating hours as part Executive Committee policies and procedures.
6. All monthly Executive Committee meetings will be held at pre-scheduled date and time. The date and time will be published at the beginning of the year. All meetings will be held at SHRI MANDIR premises. Additional meetings as needed will be scheduled with appropriate advance notice.
7. Five Executive Committee members can request an Executive Committee meeting.
8. Executive Committee members can attend meetings via teleconference.
9. Executive Committee members can vote by proxy via e-mail where advance agenda and or notice are provided for specific decision making.
10. Executive Committee will distribute all minutes of the Executive Committee meetings, including changes to policies and procedures to members of the Board of Trustees within 45 days of such meetings.
11. Any expense for a single event in excess of \$10,000 from the operating account shall be approved by the Board of Trustees. Executive Committee is directed to

generate funds through SHRI MANDIR events and operations to meet the annual budget expense.

12. Executive Committee financial statements will be presented and reviewed every month at the monthly Executive Committee meetings.
13. Executive Committee will maintain a Priest roles and responsibilities manual. The manual will be reviewed for appropriateness at least once a year at an Executive Committee meeting. According to the Sampathas of the individual priest, they will be allowed appropriate time off and compensation as defined in the manual.

### **SECTION V – Board of Trustees**

1. All monthly Board of Trustee meetings will be held at pre-scheduled date and time. The date and time will be published at the beginning of the year. All meetings will be held at SHRI MANDIR premises. Additional meetings as needed will be scheduled with appropriate advance notice.
2. Three Board of Trustee members can request a Board of Trustee meeting.
3. Board of Trustee members can attend meetings via teleconference.
4. Board of Trustee members can vote by proxy via e-mail where advance agenda and or notice are provided for specific decision making.
5. Board of Trustees will have the right to override any policies and procedures set by the Executive Committee if it is in conflict with the Bylaws, the Constitution, or in the general interest of SHRI MANDIR. The override will require two-thirds majority of all Board of Trustee members. The override will be discussed with the Executive Committee.
6. The Board of Trustees Treasurer will present financial statements at Board of Trustees meetings at least once a quarter. An alternate Board of Trustee member shall be appointed as an additional financial control to validate the financial statements. This member will have access to the accounts via on-line access but does not have authority to conduct any transactions.



7. The Board of Trustee Secretary shall present SHRI MANDIR a property inventory to the Board of Trustees at least once a year. A second person shall be appointed to examine and review these items.
8. Board of Trustees will be responsible for coordinating fund raising and increase SHRI MANDIR membership.
9. Board of Trustee members are expected to be proactive members. They are encouraged to attend as many SHRI MANDIR functions as possible and hold at least one major fund raising event every year. They are encouraged to voluntarily resign if they cannot participate actively on the Board or SHRI MANDIR functions.
10. Board of Trustees may assign specific roles and responsibilities amongst its members to facilitate and manage its overall responsibilities.

#### **SECTION VI – General Body and Special Meetings and Election**

1. **Agenda for the General Body and Special Meeting will be as follows:**
  - A. Welcome address by the Chairperson of the Board of Trustees
  - B. To receive and consider the President's report.
  - C. To receive and consider the financial report by the Executive Committee and Board of Trustees.
  - D. To conduct elections if applicable.
  - E. To present the list of elected members of the Executive Committee and the Board of Trustees for the coming years
  - F. To conduct other agenda items as published in the meeting notice.
  - G. To confirm the minutes of the current meeting before adjourning the meeting.
2. Nomination Committee shall be formed by the Board of Trustees at least 90 days before the election date. Previous elections or revised templates will be handed over to the Nomination Committee by the Board of Trustees.
3. The Nominating Committee shall prepare and review with the Board of Trustees nomination forms for both Board of Trustees and fourteen Executive Committee position elections within 14 days of the formation of the Nominating Committee.

The form may request Executive Committee Officer position preference for information only. However, at the first meeting of the newly elected Executive Committee, they shall elect the officers of the Executive Committee.

4. These forms will be posted on the SHRI MANDIR website, e-mailed to members, and copies placed on the bulletin board within 20 days of the formation of the Nomination Committee. The nominations should be requested back at least 45 days before the scheduled election date.
5. All nominations for respective positions should be posted on the web site and e-mailed to members at least 30 days before the scheduled election after eligibility of all nominations have been validated.
6. Absentee ballots, together with instructions, will be posted on the web site, at SHRI MANDIR, and e-mailed to members at least 30 days before the scheduled election. The absentee ballots are to be received by the Nominating Committee at least 10 days before the scheduled election for verification purpose. Alternate methods of Proxy voting will be at discretion of the Nominating Committee.
7. Two separate nomination forms will be used during election for members of Executive Committee and for members of Board of Trustees. The form for Executive Committee members will not include President of Executive Committee, as the President will be elected by Board of Trustees and Executive Committee officers.
8. Election timings, announcements, and procedures will be followed as per the schedule on the next page.

#	Election Process	Days Before Election
1	Nomination Committee formed by Board of Trustees	90 days
2	Nomination Committee elects a Chairperson	83 days
3	Executive Committee announces election date and Nomination Committee members via e-mail and posting on Website	80 days
4	Nomination Committee comes up with and documents timelines and communication announcements to SHRI MANDIR members and shares details with the Board of Trustees	76 days
5	Nomination Committee to share copies of all election and nomination forms for Executive Committee and Board of Trustees	76 days
6	Election forms, agendas, and timelines are posted on SHRI MANDIR website, e-mailed, and placed in SHRI MANDIR	70 days
7	Last day election forms to be returned to the Nomination Committee	45 days
8	Nomination Committee updates Board of Trustees on status	35 days
9	Nomination Committee sends out election details, agendas, and proxy forms via website, e-mail, and placed in SHRI MANDIR	30 days
10	Last day for proxy forms to be received by the Nomination Committee	15 days
11	Nomination Committee shares election process and procedures with the Board of Trustees	7 days

Note: Each activity to take place on or before the days listed