THE CONSTITUTION
AND
THE BY-LAWS
OF
INDIA TEMPLE ASSOCIATION, INC.

Revised as of April 9, 2004
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THE

CONSTITUTION

OF

INDIA TEMPLE ASSOCIATION, INC.

WHEREAS, the Trustees of India Temple Association, Inc. were desirous of reflecting the current needs of the Association.

The Trustees appointed a committee consisting of Shri Bharat Gandhi (Chairman), Shri Kiran Desai, Shri Pravin Kadakia and Shri Parag Patel (Counsel) to:

1. Review areas of concern in the ITA Constitution in light of the current needs of the ITA.
2. Recommend appropriate changes for deliberation by the trustees.
3. Incorporate recommendations of the concepts approved by the ITA trustees and the General Body into an amendment for approval by the general body.

WHEREAS, the recommendation of the above formed committee were duly reviewed and unanimously approved for issue at the meeting of the Trustees held on September 12, 2003.

WHEREAS, the trustees, at the aforesaid meeting affirmed, that the General body be duly informed by publishing the summary of proposed recommendations in the Newsletter of the Association.

WHEREAS, the Newsletter printed the above-mentioned summary.

WHEREAS, the article VIII of this Constitution permits such amendments.

WHEREAS, the General Body in its meeting held on February 6, 2004 at Hindu Temple at 25 E. Taunton Avenue, Berlin, New Jersey 08009 reviewed and unanimously approved the concepts and instructed the counsel to draft the constitution incorporating the concepts so approved.

NOW, THEREFORE, the following document is prepared by the counsel pursuant to the instructions by the General Body for the approval by the Trustees and the General Body and will constitute the complete and fully revised copy of the Constitution and By-Laws of the India Temple Association, Inc. when approved by the General Body.
THE CONSTITUTION
OF
INDIA TEMPLE ASSOCIATION, INC.

ARTICLE I  NAME

The name of the organization will be "India Temple Association" (ITA). The word "Association" in the charter shall be interpreted to imply "India Temple Association". The term "Hindu Temple & Cultural Center, Delaware Valley" also refers to the Association.

ARTICLE II  PLACE

The principal place of meetings shall be at the Hindu Temple on 25 E. Taunton Avenue, Berlin, New Jersey 08009.

ARTICLE III  OBJECTIVE

A. To maintain places of worship and centers for cultural activities.

B. To provide a platform for religious and cultural activities through which the Hindu religion, philosophy and way of life may flourish.

C. To form a charitable and educational organization that will not participate in politics and segregation. To promote social, cultural, and religious understanding based on peace, love, justice, truth, and harmony. To promote friendship and goodwill among all people. To perform social services such as providing free medical help to needy families, providing educational grants/loans to needy families, providing social services to the elderly, to conduct educational/guidance programs for children to teach them good family and social values.

D. To follow the teaching of the Vedas, Vedanta, Bhagavad-Gita, Ramayana, Yoga, and other Hindu religious traditions and scriptures with acceptance of all names and forms of Gods as the manifestations of the Absolute.

E. To continue to remain as a non-profit institution under the general non-profit corporation act.
ARTICLE IV  SCOPE

No part of the net earnings of the Association shall inure to the benefit of, or distribution to its members, trustees, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the proposes set forth in Article III hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation and the Association shall not participate in, or intervene in (including the publishing and distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law). (b) by an Association contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law).

ARTICLE V  EXECUTIVE COMMITTEE

The executive committee of this association shall be a President, at least one (1) Vice-President, one (1) Secretary, one (1) Treasurer, and any such other officers as may be provided in the By-Laws of this Association.

ARTICLE VI  TRUSTEES

2. The board of Trustees shall consist of a maximum of twenty-four (24) elected members. Eight (8) or more trustees shall be elected every year for a three (3) year term. The board of trustees shall direct all the basic policies of the Association. A member must participate for one (1) year in any Association committee before he can be eligible for election to the Board of Trustees. Trustees shall be elected for no more than three (3) consecutive terms. Re-eligibility is attained one (1) year after said three (3) consecutive terms. The majority of the board could dissolve the Executive Committee and call for a new election. If the Executive Committee fails to carry out the election by January of the year, the Board of Trustees shall elect the new set of trustees and the officers of the Association by February of the year.

ARTICLE VII  MEMBERSHIP

Any person of legal age, who believes, agrees with the aims and objectives of the Association and pledges to abide by its constitution and By-Laws may be a member.
ARTICLE VIII  GENERAL BODY AND AMENDMENTS

A. The General Body shall consist of all members of the Association in good standing who are age eighteen or older.

A member in good standing is generally a member whose current dues have been paid and who agrees to follow the rules of the Association as witnessed in this Constitution and its By-Laws.

The Joint Secretary, or in his absence, a person designated by the Trustees or the President, is required to keep a current list of various categories of members in good standing. This may be approved by the Trustees each quarter but at least at the January meeting with respect to membership for the calendar year immediately preceding. This approved list will be deemed to be the full and complete list of the members in good standing constituting the General Body of the Association.

B. Only the General Body, as the primary organ of the Association, shall be empowered to make or amend the Constitution. The Trustees shall be empowered, to make or amend the By-Laws governing the management of the Association. Notwithstanding anything to the contrary, the Board of Trustees cannot amend the provisions concerning the trustees outlined in Article II of the by-laws without prior approval of the General Body. Annually the trustees shall seek ratification by the General Body of any amendments made to the by-laws during the preceding year, at their next (General Body) meeting; these amendments to the by-laws shall be fully effective (in the interim) until the General Body overrules.

C. Authority is hereby granted to the members of this Association entitled to vote, to change from time to time the authorized number of trustees of this organization by a duly adopted amendment of the By-Laws of this constitution. This constitution and By-Laws may be amended by resolution adopted by two-thirds of those present at the annual business meeting but such amendment must by proposed in writing by a member and it must be submitted to the President one (1) month prior to the annual business meeting. It shall not be effective until reissuance of the charter. Articles I & II can be amended only by a 2/3 majority of the total membership of the Association.

ARTICLE IX  FUNDING FOR ACTIVITIES

Separate and independent committees shall conduct the religious and social activities of the Association. The funds for social and charitable activities will be collected and spent separately and independently from the funds collected for the religious and for the cultural activities. The Board of trustees may authorize funds collected for specific cultural or charitable activity to be disseminated for that purpose, without prejudice, to a duly authorized association organized for such purposes to the extent that it does not conflict with the objective outlined in Section III (e) of the Constitution.

ARTICLE X  DISSOLUTION

Upon dissolution of the Association, the Board of Trustees shall, after paying or making provision for the payment of all liabilities of the Association, dispose of all of the assets of the Association exclusively for the purpose of the Association in such manner, or to such organization(s) organized and operated exclusively for Hindu religious, educational, charitable, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization(s), as said Court shall determine, which are organized and operated exclusively for such purposes.
The following by-laws are adopted by the General Body to facilitate the implementation of the Constitution of the ITA and the administrative work of the Association. They can be amended, from time to time, by the Trustees in good standing, duly appointed in accordance with the Constitution, subject to a later ratification by the General Body of the ITA as outlined in Section VIII of the Constitution.

THE BY-LAWS
OF
INDIA TEMPLE ASSOCIATION, INC.

ARTICLE I  Membership

1. Any individual or family subscribing to the objectives of the Association is eligible to become a member of the Association.

2. The annual membership dues are $15 for an individual and $25 for a family. The 5 year membership dues are $60 for an individual and $100 for a family. These may be revised from time to time by the Trustees. For the purposes of voting, a family membership entitles a maximum of two votes; one for the husband and one for the wife.

3. The dues are for a calendar year. Membership dues are amounts specifically so designated by the member at the time of the payment. Payments made to the Association for general purposes (such as for the use of the facilities, performance of puja, or general charity) shall not apply towards membership.

4. To be eligible to vote, a member has to be:
   a. Age eighteen or older.
   b. A current member of good standing as defined in Article VIII A of the Constitution.
   c. A member at least for the calendar year immediately preceding the calendar year for which he is voting.

5. A family includes husband, wife, and unmarried dependent children; but only the husband and wife are eligible to vote (maximum of two votes per family membership.)

6. Any individual or a family that contributes in total a sum of one thousand dollars or more on or before December 31, 1986 to the Association shall be considered Founding Members. The trustees may extend this date specifically to a date subsequent to the installation of the Murties ordered in 1986. A nameplate of Founding Members shall be displayed at the premises of the Hindu Temple. A Founding Member is automatically a member for life.

7. Initially, all Founding Members are Life Members. After 1986, Life Members shall further include any member who donates to the Association in total a sum of one thousand dollars or more in three or fewer consecutive calendar years. (This includes 1986 and prior years also.) Life Members are general members for life.

ARTICLE II  Board of Trustees

1. Any member, who meets the eligibility and other requirements outlined in the by-laws and the Constitution, and who is a member in good standing and is eligible to vote, and who is elected by the General Body by majority of vote will serve as a trustee for a period of three (3) years. Any vacancy filled by the trustees shall be for the unexpired term of three years.

2. The Board of Trustees shall consist of up to twenty-four (24) trustees, elected by the qualified members, from the qualified members eligible to vote as per Article I (4). To be eligible for election, a trustee nominee must have participated for one (1) year in any Association committee or activity, be a member of ITA for the last
two years, believe in ITA constitution and charter and willing to volunteer time and service in ITA Board meetings and activities to be eligible for election to the Board. A Trustee who has served for more than three (3) consecutive terms immediately preceding the current elections is not eligible to be a trustee (whether by election, or co-option, or to fill an unexpired term of another trustee). Re-eligibility is attained one (1) full fiscal year after said three (3) consecutive terms. The term of a Trustee may be extended for one (1) additional year at the sole discretion of the Board, for any reason.

3. Three (3) trustees will be elected from each region described below:

   (i) **North Region**: Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, and Uttar Pradesh.

   (ii) **South Region**: Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, and Pondicherry.

   (iii) **East Region**: Andamans, Arunachal Pradesh, Assam, Bihar, Madhya Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Sikkim, Tripura, and West Bengal.

   (iv) **West Region**: Dadra and Nagar Haveli, Goa, Daman, and Diu Gujarat, Lakshadweep, Maharashtra, and Rajasthan.

4. Three (3) trustees will be elected from among the Life Members. Any vacancy of these trustees will be filled only from among the Life Members.

5. The remaining seats, or any vacancy, may be filled without regard to regional restrictions outlined in Article II (3) above.

6. The Board may fill any vacancy during the year for the unexpired term without regard to regional restrictions outlined in Article II (3) above.

7. The Board of Trustees will elect or confirm members of the Executive Committee by **March 1, each year**.

8. The Board of Trustees shall meet jointly with the Executive Committee no less than four (4) times a year. The Trustees shall receive monthly reports from Executive Committee meetings.

9. After two (2) written warnings and sixty (60) days, the Board of Trustees may remove any individual Trustee from the Board when the Board determines such Trustee’s activities are deemed materially conflicting to the interests of the India Temple Association. Such removal shall, however, be subject to the approval of a two-thirds (2/3) majority of the Board of Trustees.

10. A member of the Board of Trustees, or the Executive Committee who is absent from four (4) consecutive meetings of the Board of Trustees, or the Executive Committee, respectively, without informing the General Secretary/Chairman writing of the reason(s) of his/her continuous absence shall not be considered a Trustee in Good Standing. In the event of noncompliance of the terms of office, the General Secretary shall notify the member and seek his compliance or accept his resignation.

11. All decisions of the Board of Trustees shall require a majority vote of the trustees in good standing, present and voting. In certain circumstances the decisions of the Board of Trustees may be scored by mail.

12. A trustee may authorize another trustee to vote in his/her behalf on a specific question provided such an authority is given in writing specifying the question(s) to be voted on.

13. The Board of Trustees shall:
a. Create appropriate permanent endowment for its various activities of the association.
b. Be responsible for the temple building and any alterations and improvements of it or any other property of the Association.
c. Be responsible for major policy and long term planning of the Association's objectives and activities.
d. See that immovable property is not sold without two-thirds majority of the Board of Trustees in good standing.
e. Review and approve within 30 days after presentation the Association's budget prepared and presented by the Executive Committee and provide funds for the execution of the budget provisions within the Association's resources.

14. The Board of Trustees and General Body shall confirm the Internal Auditor, External Auditor and Facilities Manager.
ARTICLE III  The Executive Committee

A. The Executive Committee shall consist of the following:

1. President
2. Vice President
3. General Secretary
4. Joint Secretary
5. Education Secretary
6. Election Secretary
7. Public Relations Secretary
8. Editor of the "Satsang Sandesh"
9. Parliamentarian
10. Historian- Librarian
11. Temple Manager
12. Treasurer
13. Internal Auditor
14. Temple Priest
15. Navratri Secretary
16. Investment Secretary
17. Facilities Manager
B. Responsibilities & Powers

1. The Executive Committee shall have administrative duties of the Association including regular repairs and maintenance of the Association's property.

2. The Executive Committee is also authorized to give donations, grants, aids, etc., for religious, educational, social, medical and humanitarian purposes and defray day to day expenses within the limits of the authorized budget grants. In no event, however, contributions once made to the Association will be refunded.

3. The Executive Committee shall have the power to appoint special Committees for specific purposes and functions as well as to appoint individuals for rendering part-time or full time paid services to the Association as may be required from time to time.

4. The Executive Committee shall meet no less than four (4) times a year; this includes the joint meetings with the trustees.

C. Eligibility Conditions

1. A member of the Executive Committee must meet the requirements of General membership throughout his term of office.

2. President, Vice-President, Treasurer, General Secretary, Joint Secretary and Investment Secretary must be members of the Board of Trustees.

3. To be eligible for the office, the proposed officers are required to be members for a continuous number of years immediately preceding the calendar year of election as indicated below.

   President, V.P., and General Secretary : 3 years

   Others : 2 years

   Eligibility shall be determined by the membership list as of the last November 1st, as approved by the Board and available for public inspection at the Temple. The Board may waive the above requirement for individuals with special skills only with respect to members nominated by the President for offices outlined in Section 4 of this subsection C of Article III.

4. The following members of the Executive Committee will be nominated by the President and confirmed by the Board.

   a. Treasurer
e. External Auditor
   b. Internal Auditor f. Temple Manager
c. Temple Priest g. Facility Manager
d. Investment Secretary

5. Executive committee members who are absent without informing the General Secretary/chairman in writing for four (4) consecutive meetings shall be considered not in compliance with the requirements of his office.

6. In the event of noncompliance of the terms of office for the Executive Committee, the General Secretary shall notify the member and seek his compliance or accept his resignation.

7. With Board of Trustees’ approval, any officer of the organization may continue to serve for one (1) additional year.
ARTICLE IV  Duties of Officers

1. All officers shall carry out all duties prescribed by the Board or as outlined in the Constitution or the By-Laws.

2. PRESIDENT: The President shall serve as a Chief Executive Officer of the I.T.A. He/she shall also be the Chairman of the Board of Trustees and an ex-officio member of all other committees except the Nomination Committee. He/She is responsible to nominate Executive Committee. The outgoing President shall appoint members of the Nominations Committee. He/she shall preside over all meetings and shall have other powers and duties as prescribed by the Board or these By-Laws.

3. VICE PRESIDENT: He/she shall assume the duties and chair of the President in the President's absence. He/she shall be the Chairman of the Administrative Committee.

4. GENERAL SECRETARY: The General Secretary shall
   (a) Assist the President or other members in carrying out the policies and decisions.
   (b) Keep records of the minutes of the meetings, prepare the agenda of the meetings, and prepare progress reports in consultation with the President.
   (c) Keep all members informed about the activities of the association.
   (d) Sign all correspondence to members of the Association.
   (e) Act as a master of ceremonies at Association's programs.
   (f) Act as the chairman of the Program Committee.
   (g) Assume the duties and chair of both the President and Vice-President in their absence.

5. JOINT SECRETARIES: The Joint Secretaries shall assist the General Secretary in all the functions and shall assume charge of the duties of the General Secretary in his absence. A Joint Secretary shall be designated by the Secretary to be in charge of the Membership Committee. He/she shall maintain a list of members and Trustees in good standing as defined in the constitution and By-Laws. A Joint Secretary may also act as a Joint Treasurer and will be responsible to assist the treasurer at his pleasure in fulfilling the latter’s constitutional duties. It is envisioned that some years a Joint Secretary may later take the responsibility of the Treasurer, whereas in some other cases he may take the responsibility of the General Secretary.

6. EDUCATION SECRETARY: He/she shall be the Chairman of the Education Committee. He/she shall be responsible for implementing Educational programs and functions for the Association including Bal Vihar and Yoga Abhyasa.

7. ELECTION SECRETARY: The Election Secretary shall:
   (a) Be a chairman of the Elections Committee for the Board of Trustees only. Trustees shall appoint the members of the Election Committee. No member of this committee shall be eligible for nomination as a trustee at the upcoming election.
   (b) Notify the members of the date of the election and General body meeting at least 15 days prior to the meeting date preferably through the Satsang Sandesh.
   (c) Bring to the election and General body meeting the list of members and ballots duly approved by the trustees for checking eligibility to vote.
   (d) Be responsible to see that the balloting is carried out fairly.

8. PUBLIC RELATIONS SECRETARY: The Public Relations Secretary shall:
   (a) Be the Chairman of the Public Relations Committee.
   (b) Be responsible for publicizing the activities of the association through news media in a favorable light.
(c) Disseminate the publicity information to the editor of the Satsang Sandesh.
(d) Be responsible for sending flowers (or an appropriate other arrangement) to members’ funerals, dignitaries coming to the temple, and other such functions.

9. EDITOR OF THE SATSANG SANDESH: The editor shall:
   (a) Insure timely publication and distribution of Satsang Sandesh.
   (b) Appoint a committee to receive news about the activities of the various committees.
   (c) Edit news for publication in conformity with the principles of the Association as outlined in the Constitution and these By-Laws.

10. PARLIAMENTARIAN: He/she shall make sure that the I.T.A. is running according to the Constitution and by-laws of the I.T.A.

11. HISTORIAN-LIBRARIAN: The Historian-Librarian shall:
   (a) Maintain historical records of the various documents concerning the Association.
   (b) Ensure that all the copies of the newsletters, minutes of the Trustee meetings, the Constitution and the by-laws are displayed in the Temple Library in a chronological order.
   (c) Secure for the Association any report, recordings or other material concerning activities sponsored by the Association.
   (d) Display the above material for inspection when requested in accordance with the principles outlined in the Constitution and the By-Laws.

12. FACILITIES MANAGER: The Facilities Manager shall:
   (a) Manage the general maintenance of the Property(ies) of the Association (currently Hindu Temple at 25 E. Taunton Ave., Berlin, N.J.).
   (b) Manage projects of additions and alterations to improve the temple premises.
   (c) Manage the upkeep of the facilities, including interior decoration of the Temple.
   (d) Review and maintain all applicable insurance policies.
   (e) Set up a budget and program for the scheduled improvements to the Temple facility.
   (f) Report to the Trustees each quarter on activities held under his management.

13. TREASURER: The Treasurer shall:
   (a) Collect the dues and keep accounts of all the receipts and expenses.
   (b) Deposit all funds received in the name of the Association, in a bank or banks designated by the Executive Committee. The bank account(s) shall be in the joint names of the Treasurer and the President with the mailing address of the Treasurer.
   (c) Deposit the money received in the bank account of the Association within one week of its receipt. All administrative documents of the Association shall be kept at the Temple. All monies, jewelry and important documents shall be kept in the Association’s safe deposit box.
   (d) Sign all checks and make payments in the name of the Association within one week of its receipt.
   (e) Sign all checks and make payments in the name of the Association; for the amount exceeding one thousand dollars ($1000.00) the checks shall be co-signed by the President, Secretary, or Vice-President.
   (f) Deposit the Funds collected for performing social/charitable activities in a separate account not to be used for religious activities.
   (g) Prepare budget estimates and submit them to the Board of Trustees and the Executive Committee no later than the first week of March.
   (h) Prepare a detailed financial statement every quarter and present it to the internal auditor and the Board. Association accounts and financial statements shall be annually audited and certified.
   (i) Provide a list of members who paid their dues to the Board and the Joint Secretary.
(j) Shall be responsible, in conjunction with one other trustee member of the Investment Committee, for the investment of Association funds.

(k) Shall be responsible to assign appropriate work to the Joint Treasurer to permit a smooth transfer of powers in the ensuing years.

14. INTERNAL AUDITOR: The Internal Auditor shall:

   (a) Be the chairman of the audit committee.
   (b) Collect all the information and submit it to the External Auditor.
   (c) Present statements, each quarter, for all receipts and expenses, to the Executive Committee.

15. TEMPLE PRIEST: The Temple Priest shall:

   (a) Be in charge of the Darshana Committee.
   (b) Be responsible for performing various rites and rituals.
   (c) Set up guidelines for various ceremonies and prayers performed under the aegis of the Association.
   (d) Recommend observation of various religious functions.
   (e) Preside over performance requiring religious duties.
   (f) Set hours of Darshana in consultation with the Board.
   (g) Designate a function as a religious or a social event and recommend an appropriate location for such function.
   (g) Annually recommend to the trustees the religious functions to be celebrated at the Temple during the forth-coming year and cause the approved schedule to be printed in the Satsang Sandesh.

15. NAVRATRI SECRETARY: The Navratri Secretary shall:

   (a) Be responsible for planning and organizing the annual Navratri celebrations and for co-ordinating the activities for that function with Darshan, program and other committees.
   (b) Report to the Executive Committee and abide by the policy matters requested for the conduct of the program by the Trustees.

16. INVESTMENT SECRETARY: The Investment Secretary shall:

   (a) Report, periodically, but not less frequently than once every quarter, to the President or the Board of Trustees.

17. TEMPLE MANAGER: The Temple Manager shall:

   (a) Manage the schedule for activities at the property(ies) of the Association (currently Hindu Temple at 25 E. Taunton Ave., Berlin, N.J.).
   (b) Be responsible for renting of facilities and equipment and related accounting.
   (c) Be responsible for priest’s outside activities and related accounting.
   (d) Recommend to the Trustees revisions of rules for providing the facilities to members and non-members.
   (e) Enforce the rules adopted by the Trustees for this purpose.

ARTICLE V  COMMITTEE AND RESPECTIVE ChARTERS

1. Audit Committee

   (a) The penultimate President shall chair the Audit committee. The Audit committee shall appoint the External Auditor subject to the approval of the Board.
2. Nominations Committee (for preparing Executive Committee slate)
   (a) The outgoing President shall appoint members.
   (b) Members are not eligible for Executive Committee positions.
   (c) Shall seek preference of the Trustees by any reasonable method (i.e., mail ballot).
   (d) Shall present recommended list of the nominations slate at the following Trustee meeting.

3. Membership Committee
   (a) Shall be responsible for membership rules for the General Body.
   (b) A Joint Secretary shall chair the Membership Committee.
   (c) The Committee shall maintain a list of members and Trustees in good standing as defined in the constitution and the By-Laws.

ARTICLE VI  Elections and General Body

1. Annual meeting of the General Body shall be held on the date and place decided by the Trustees, but not later than December 31st of each year, to conduct the following.
   (a) Progress report of the President.
   (b) Financial statement by the Treasurer and the reports of Internal and External Auditors.

2. Election of Trustees
   (a) An eligible general body member will complete the nomination form and forward to the nomination committee before the nomination deadline.
   (b) All nominations shall be announced on the floor by Nominations Committee Chairman or by any member of General Body at the time of election.
   (c) All elections shall be by majority vote of all members in good standing present in the meeting.

3. The Proposal(s) for the inclusion for additional items on the agenda of the General Body meeting shall require written endorsement of at least five (5) members.

4. At least fifteen (15) days advance notice shall be given to members of the date, time, place, and agenda of the meeting of the General Body.

5. In special cases, the Secretary, in consultation with the President, may call a short notice meeting of the General Body to discuss important issues.

6. If eleven (11) members or more send a written request for convening a special meeting of the General Body, specifying the questions to be discussed, the Secretary shall comply with their request within a period of two months.

7. Every year the General Body will elect one Trustee from duly qualified members nominated from each of the four regions and one from among the Life Members.

8. The General Body will also elect duly qualified members to fill the remaining positions on the Board arising due to expiring of the term or any other reason.

9. All the meetings of the General Body shall be presided over by the President and in his/her absence by the Vice President.

ARTICLE VII  BUDGET AND FINANCE

1. Financial year of the Association shall be January 1 to December 31.
2. Yearly financial and audit reports shall be circulated to the members at least once a year.
3. Annual budget estimates shall be prepared by the Treasurer and presented to the joint meeting of the Board of Trustees and Executive Committee not later than the first week of May.
4. Funds collected for performing social/charitable activities shall not be used for religious activities and shall be kept in a separate account(s).
5. Contributions, gifts, real estates, donations, grants, aids, etc. once made to the Association shall not be refunded on any grounds whatsoever.
6. All the records and registers of the Association shall be brought up to date before the Election Day and kept ready for handing over to the new Executive Committee, immediately after the elections in the same meeting.
7. Audit: The Board of Trustees and the Executive Committee may appoint a Certified Public Accountant. The Audit Committee or the Certified Public Accountant, as the case may be, shall submit audit reports, at least once a year. The Board of Trustees and the Executive Committee shall make all the books and records available to the Audit Committee or the Certified Public Accountant, to facilitate their work.

ARTICLE VIII ADVISORY BOARD

1. All ex-trustees who have completed 3 consecutive terms as trustee (with total of 9 years) are eligible to be member of the ITA Advisory Board, as long as they are currently not a trustee.
2. Advisory Board consists of a designated Chairman and eligible members who have agreed to be the member of the said Advisory Board.
3. The Advisory Board Chairman coordinates meetings and communicates between Advisory Board members and the Executive Board as needed.
4. The ITA President is an ex-officio member of the Advisory Board.
5. Advisory Board will review, discuss and make recommendations related to bank accounts, cash flows, expenses, investments, purchase and sale of property, safe keeping of important documents or any such items important to temple organizations and the community being served.
6. Advisory Board will review, discuss and make recommendations to any other specific items requested by the President or the Executive Committee.

ARTICLE IX Rules and Regulations for the use of the Temple Facilities

1. Prayer Hall
   a) The use of the Prayer Hall of the Temple building (i.e. upstairs) is limited to religious activities only.
   b) In using the Prayer Hall, the Altar area arrangement must be kept as it is.
   c) The Altar area should have free access for “Darshan” at all times.
   d) Absolutely no food or drink is permitted upstairs in the Prayer Hall.
   e) No footwear is permitted upstairs in the Prayer Hall.

2. Social Hall
   a) The use of the Social Hall of the Temple building (i.e., downstairs) is limited to cultural and social activities.
   b) The Social Hall may be used for cultural activities pertaining to religion, education, dance, music, arts, and for the social activities such as birthday parties, anniversaries, etc.
   c) For religious and/or non-gainful cultural activities, some donation to offset the cost of maintenance is expected.
   d) For gainful cultural activities there is a minimum suggested donation of $51 plus an additional suggested donation of $25 if the kitchen area is utilized. Some additional donation from organizers is also expected.
   e) Smoking, serving alcoholic beverages and non-vegetarian food are not permitted in the entire building.
   f) No electronic musical instruments are to be used for any functions, which may cause disturbance to neighbors. In the event that the public address system of the I.T.A. is used, a minimum suggested donation of $51.00 is expected.
   g) In general, continuance of all activities beyond 11 p.m. is discouraged; however, in special circumstances (as determined by the executive committee of ITA) permission may be granted to continue beyond 11 p.m.
   h) It is the responsibility of the parents to make sure that their children do not misbehave inside and around the building and do not become nuisances to the fellow visitors or to the neighbors.
3. **Kitchen Area**
   a) The kitchen serving area and restrooms shall be kept in tidy conditions after their use and all the garbage shall be collected in trash bags and carried home.

4. **General Rules**
   a) An agreement for the use of the property will be signed prior to receiving the keys to the temple, by the party or the individual (who wishes to use the facility), relieving the ITA, the executive committee and the trustees of the ITA from any liability resulting from the use of the ITA facilities.
   b) The organizers will be held responsible for any damages to the property during their use. It is the responsibility of the contracting party to satisfy the Temple manager that the kitchen appliances, the PA system, the drainage and the heating system, and other properties were in proper order at the end of their use. The contracting party shall pay the assessed damages immediately.
   c) The decision of the Temple manager for the assessment and timing of the damages shall be final.
   d) The heating system is programmed for comfortable temperature setting. No one, except the authorized ITA personnel (listed at boiler room and the thermostat area), is permitted to tamper with either the thermostat or the timer.
   e) In case of emergency, please call the respective authorities listed near the public telephone in the Social Hall.
ARTICLE X  General

1. Assets and Liabilities of the Association shall vest in the Board of Trustees, administered jointly by the Board of Trustees and the Executive Committee. However, no trustee or Executive Committee member shall be personally held responsible for any liability (ies) of the Association, if incurred in the best interest of the Association.

2. Voting: a majority vote of the members, in good standing, present and voting, unless otherwise specified, shall adopt All the general matters. If necessary and justified, voting may be carried out either by mail ballots or secret ballots, which are dispensed with by unanimous vote or with a majority vote of all members present at the meeting.

3. The presiding officers in all the organs of the Association shall have the right to exercise a casting vote to break the tie, if necessary.

4. Quorum: The quorum for the meetings of the Executive Committee and the Board of Trustees shall be 1/2, but for constitutional amendments the quorum shall be 2/3. In case of General Body meetings, Quorum will be 10 percent of the total members. In the absence of a Quorum, a minimum of five committee members or the trustees may proceed to conduct the regular business. The minutes of the meeting shall be circulated within two weeks from the day of receipt. The subsequent meeting to ratify the resolution will not be subject to Quorum.

5. Meetings: Shall be as follows:
   a. Religious meetings must be held at least once a month, preferably every Friday.
   b. The General Body meeting, at least once a year to appraise fully the progress of the Association.

6. Any meeting of the General Body for amending the Constitution shall be preferably called at the time of the annual election meeting of the General Body or at the time of special events to ensure larger attendance and participation.

7. A “No-confidence” resolution can be moved against the member(s) of the Executive Committee, or Board of Trustees, provided such a resolution is presented with written endorsement of at least eleven (11) members in good standing. Such a resolution shall require, for its passage, the support of 2/3 majorities of the total members.

8. The Association has the right to remove from its membership, any individual whose activities may be considered as detrimental to the interest of the Association. Such expulsion(s) shall, however, be subject to the approval of a 2/3 majority of the members, present and voting and subject also to the appropriate procedures of affording full opportunity to the individual(s) concerned to be heard.

9. Certain cases and situations may arise, with regard to which specific provisions do not exist in this text. Such cases or situations shall be dealt with in accordance with the generally accepted democratic principles.

10. Language: English and Hindu shall be considered the principal languages to conduct all the affairs related to the functions of the Association. Sanskrit is considered the official language for Vedic prayers. Bhajans in any other official Indian language may be permitted with the approval of the Temple Priest. Use of other languages for lectures and bhajans may be permitted at certain occasions with approval of the President.

11. Rules of Order: The general procedure of meetings of this Association shall be in harmony with the principles set forth in Mr. Chairman, Robert's Rules of Order. The most recent edition of this book shall be the final authority as to parliamentary procedure, in so far as they do not conflict with any provisions of this Constitution and By-Laws.

12. Any amendments to the Constitution or By-Laws become effective only after it is printed or typed and distributed to all the trustees.

13. Secret Ballot: For the election of the trustees, at the annual meeting, the Election Secretary shall provide each general body member present a printed ballot with the names of the nominees.