



## Sri Ganesha Hindu Temple of Utah By-Laws

### 1. Objectives

- 1.1 The objectives and purpose of Sri Ganesha Hindu Temple of Utah (herein also referred to as Mandir/Temple or the SGHT), a non-profit organization, shall be as described in the Articles of Incorporation. All statements in the Articles of Incorporation shall be deemed to be part of the Bylaws.
- 1.2 The Constitution of the Sri Ganesha Hindu Temple of Utah consists of the Articles of Incorporation and the Bylaws.

### 2. Membership

- 2.1 Any person who follows the Hindu religion, has an interest in learning about the Hindu religion, or respects the Hindu Code of Conduct with no restrictions as to race, sex, religious affiliation, creed or nationality is eligible to participate in the activities of the Sri Ganesha Hindu Temple of Utah and its subsidiaries.
- 2.2 All adult Hindus (18 years or older) willing to uphold the objectives described in the Articles of Incorporation are eligible to become **voting members** of the Sri Ganesha Hindu Temple of Utah. The voting membership of the Sri Ganesha Hindu Temple of Utah shall be on an annual basis. Children of voting members shall be eligible and are welcome to participate in all activities of the Temple without any voting privileges.
- 2.3 Voting members are those who are granted voting privileges by the Board of Trustees of the Sri Ganesha Hindu Temple of Utah. The Board of Trustees shall pass a resolution approving the voting membership list prior to the annual elections.
- 2.4 Voting membership is based on either (a) payment of annual \$200/family or \$100/individual membership donation or (b) payment of donation towards membership as individual Life Member, Donor Member, Sponsor Member, Patron Member, or Benefactor Member. In accordance with applicable Internal Revenue Service (IRS) and Generally Accepted Accounting Practices (GAAP) guidelines, donations in kind, such as property, volunteer time, and goods that are required by the Temple, may be considered towards membership payment requirement when requested by the donor. All current Life Members, Donor Members, Sponsors, Patrons and Benefactors of the Temple are deemed as voting members. All lifetime members can add their spouses as voting members. The members are classified based on the cumulative donation of the individual or family in the following categories as of year 2002 (this may be amended later by the Board of Trustees):
  1. \$ 1000 to \$4999                      Life Members
  2. \$ 5000 to \$9999                      Donor Members
  3. \$ 10000 to \$19999                      Sponsor Members

- |    |                     |                    |
|----|---------------------|--------------------|
| 4. | \$20000 to \$ 99999 | Patron Members     |
| 5. | \$100000 and above  | Benefactor Members |
- 2.5 Each individual membership will get one vote and each family membership two votes.
- 2.6 Donations towards membership to the Sri Ganesha Hindu Temple of Utah paid at least three months prior to the Board of Trustees resolution approving the voting membership are valid for voting membership. The Board of Trustees shall ratify by September 30 every year, the current list of voting members eligible to vote in the annual elections for that year.
- 2.7 The dollar amount for voting membership donation can be amended by a simple majority of the Board of Trustees of the Sri Ganesha Hindu Temple of Utah.
- 2.8 Voting membership shall cease if the member moves away from the geographical locality (the State of Utah) without specifically requesting in writing to retain his/her voting rights. Voting membership may be granted to individuals or families outside the geographical locality by a resolution of the Board of Trustees.
- 2.9 Any donation, including property, time, money, or membership dues, given to Sri Ganesha Hindu Temple of Utah will be non-refundable.
- 2.10 No annual donations to retain voting membership will be required from an individual or family who have already qualified as a Life Member, Donor Member, Sponsor, Patron, or Benefactor by a cumulative contribution at different specified levels.

### 3. Organizational Structure

- 3.1 The management of the affairs of Sri Ganesha Hindu Temple of Utah shall be vested in the Lifetime Trustees and the Board of Trustees (at times referred to as the Board) of Sri Ganesha Hindu Temple of Utah, who shall strive to fulfill the objectives and purposes of Sri Ganesha Hindu Temple of Utah as stated in the Articles of Incorporation and these Bylaws.
- 3.2 The management of the affairs of any subsidiary of Sri Ganesha Hindu Temple of Utah shall be vested in the Lifetime Trustees and the Board of Trustees of the subsidiary, who shall strive to fulfill the objectives and purposes of the subsidiary as stated in the Articles of Incorporation and the bylaws of the subsidiary.
- 3.3 The Board of Trustees of Sri Ganesha Hindu Temple of Utah shall consist of the following seven elected (7) persons:
- Elected Trustees (Maximum of three (3) elected to two-year terms.)
  - Elected Executive Committee (elected to a one-year term.) consisting of the following positions:
    - A President
    - A Vice-President
    - A Treasurer
    - A Secretary

- 3.4 The number of trustees on the Board of Trustees cannot be fewer than the three required by law in the State of Utah.
- 3.5 The Elected Trustees shall be elected at the annual General Body meeting of the voting members and each Elected Trustee shall serve till his/her successor is elected and is qualified.
- 3.6 Temple priests shall be ex-officio members of the Executive Committee without voting privileges.
- 3.7 If and when the new bylaws come into force, the governing structure shall follow the new bylaws. There shall be 3 Elected Trustees and 4 Executive Committee members for each of SGHT and India Cultural Center (ICC).

#### **4. Terms of Office and Eligibility**

##### **4.1 Lifetime Trustees**

- 4.1.1 Lifetime Trustees are recognized from among those who are current voting members, have served as a Board member or an Advisory Committee member of Sri Ganesha Hindu Temple of Utah or its subsidiaries for at least three (3) years, have contributed over \$25,000 to Sri Ganesha Hindu Temple of Utah, and are willing to serve as a Lifetime Trustee and actively participate in the advancement of the mission of the Temple. Active participation constitutes a marked involvement and interest in the activities, development, and nourishment of Sri Ganesha Hindu Temple and its goals.
- 4.1.2 If any individual who meets the criteria for becoming a Lifetime Trustee and requests to be considered for the position, the Board of Trustees shall propose his/her name in the next annual General Body meeting. The Board of Trustees shall not withhold proposing any such individual. By a majority vote in a secret ballot of those present in the General Body meeting or vote in absentia, such individual shall be appointed as a Lifetime Trustee. In order to facilitate absentee voting, the name of the proposed Lifetime Trustee shall be publicized as for all the elections of office bearers of the Temple.
- 4.1.3 There can only be one Lifetime Trustee per family.
- 4.1.4 An individual shall not be a Lifetime Trustee and an Elected Trustee of the Board at the same time. In the event that a Lifetime Trustee wishes to serve on the Board, that person shall step down from the Lifetime Trusteeship and contest in the elections. That Lifetime Trustee shall resume the duties of the Lifetime Trustee after he/she has served the term as an Elected Trustee. If that Lifetime Trustee loses the election to the Board of Trustees, he/she could resume the duties of the Lifetime Trustee after the duration of the term for which he/she contested.

4.1.5 In the event there are more than 9 Lifetime Trustees of SGHT, then the Lifetime Trustees shall decide to constitute a Lifetime Trustee Board of an odd number.

4.1.6 A Lifetime Trustee shall hold the position for life unless he/she resigns or is removed from the position.

#### 4.2 Elected Trustees

4.2.1 The Elected Trustees are elected to a 2-year term. The Elected Trustees must be those who have at least attained Donor Member status. None of the Elected Trustees shall continue for more than 6 years (three continuous terms) continuously as an Elected Trustee.

4.2.2 The incoming Elected Trustees shall assume office on the first day of the calendar year of their term. The outgoing Elected Trustees shall send out year-end donation receipts, and prepare, print and mail the audited Financial Report for the year they held office. This rule is waived for the inaugural Board.

4.2.3 Every Elected Trustees shall donate in good faith a minimum of **\$300** or raise **\$1000** for that calendar year to the organization.

#### 4.3 Executive Committee

4.3.1 The Executive Committee shall be elected to a one-year term. The President must have attained Life Member status. The Vice-President, Treasurer and Secretary must have been voting members for a minimum of two consecutive years immediately prior to the start of the person's term. This rule is exempted for the inaugural Executive Committee.

4.3.2 No Executive Committee member shall continue in the same position for more than three (3) consecutive terms. No Executive Committee member shall continue for more than (six) 6 years continuously as an Executive Committee member.

4.3.3 Every member of the Executive Committee shall donate in good faith a minimum of **\$300** or raise **\$1000** for that calendar year to the organization.

### 5. Resignations

5.1 Any Elected Trustee or Advisory Committee member can resign at any time by submitting a written resignation letter to the President. The resignation shall become effective only after the Board has met, discussed, and passed a resolution accepting the resignation of the member.

5.2 Any Lifetime Trustee can resign at any time by submitting a signed resignation letter to the Chief Trustee. The resignation shall become effective only after the Lifetime Trustees have met, discussed, and passed a resolution accepting the resignation of the Lifetime Trustee.

## 6. Vacancies

- 6.1 If the office of any Elected Trustee or Executive Committee member becomes vacant, the remaining officers of that body may by majority elect or select another eligible voting member to fill that position for the remaining non-expired term till that position can be filled in the due procedure at the next election.

## 7. Removal

- 7.1 Any Elected Trustee or Executive Committee member or Lifetime Trustee can be removed at any time by the affirmative vote of the two thirds of the quorum of voting members at a special General Body meeting called for that purpose following the procedures outlined. Pending the vote of the General Body meeting, the SGHT Board of Trustees by a simple majority vote shall suspend the officer with written notice describing the cause. This suspension shall be for three months only without any further extensions. The suspension will be revoked if either the General Body disapproves the removal or in the absence of such vote at the end of three months.
- 7.2 The Advisory Committees serve at the discretion of the Board of Trustees and the entire committee can be terminated or an individual committee member can be removed from the committee at any time by a simple majority resolution of the Board of Trustees.
- 7.3 Any individual member can be removed, suspended, or terminated from membership if the Board of Trustees deems it advisable on basis of due cause and if the member is deemed to have acted against the spirit and objectives of the Sri Ganesha Hindu Temple and/or any of its subsidiaries.
- 7.4 The procedure to call and conduct the meeting for such purpose shall follow the general rules stated in the Bylaws later herein, provided however, that notwithstanding anything contained in these Bylaws to the contrary:
- 7.4.1 The Board of Trustees shall provide to the member to be removed no less than fifteen (15) days written notice of said member's pending removal, suspension, or termination the reasons for such pending removal, suspension, or termination; and
- 7.4.2 Not less than five (5) days before the effective date of such pending removal, suspension, or termination the opportunity to be heard by the Board of Trustees either in writing or orally.
- 7.5 The services of any employee of the Sri Ganesha Temple of Utah or its subsidiaries may be terminated by a simple majority of the respective Board of Trustees and the Lifetime Trustees.

## 8. Compensation

- 8.1 No Lifetime Trustee, Elected Trustee or officer shall receive any compensation whatsoever in terms of salary for serving as a Lifetime Trustee, an Elected Trustee, an Executive Committee member, or as a committee member appointed by the Elected Trustees.

## 9. Duties and Responsibilities

### 9.1 The Lifetime Trustees

- 9.1.1 The Lifetime Trustees' role shall be advisory and guardian-like for the general welfare of Sri Ganesha Hindu Temple of Utah and its subsidiaries such as the ICC. The Lifetime Trustees along with the Elected Trustees of the subsidiaries shall be responsible for adjudicating any conflicts between the Board of Trustees of the Temple and the Board of Trustees of any of the subsidiaries.
- 9.1.2 The annual budget for the Temple and its subsidiaries such as the ICC is considered passed only if the Lifetime Trustees approve by a simple majority vote.
- 9.1.3 All capital expenses or commitments over \$15,000 or 25% of the annual operating budget, whichever is higher, shall be carried out only if the Lifetime Trustees approve by a simple majority vote. This amount shall be updated from time to time by the vote of a simple majority of the Lifetime Trustees.
- 9.1.4 The Lifetime Trustees shall approve by a simple majority any sale/disposal of assets in excess of \$2,500 of Sri Ganesha Hindu Temple of Utah and its subsidiaries such as the ICC.
- 9.1.5 The Lifetime Trustees shall approve the audited financial statements of the Sri Ganesha Temple of Utah and its subsidiaries such as the ICC after they have been approved by the respective Boards of Trustees.
- 9.1.6 The Board of Lifetime Trustees will designate one among them as the Chief Trustee, who shall be responsible for calling Lifetime Trustees meetings, issuing meeting minutes, and documenting all resolutions of the meetings. The Chief Trustee shall hold the position for a two (2) year term. No individual may hold the position for more than three consecutive terms.
- 9.1.7 The minutes of each of the Lifetime Trustees meetings shall be emailed to the respective Board of Trustees and vice versa to facilitate communications between Lifetime Trustees and the Board of Trustees.
- 9.1.8 All Lifetime Trustees shall have equal voting rights and no Lifetime Trustee shall have any veto rights.
- 9.1.9 The Lifetime Trustees shall donate a minimum of \$500/year and/or raise \$1000/year for the Temple or ICC.

### 9.2 The Elected Trustees

- 9.2.1 The role of the Elected Trustees shall be to serve as elder statesmen and provide the Executive Committee with a vision on the long term implications of the decisions of the Board.

- 9.2.2 Two out of the three Elected Trustees must approve any expenditure above \$3,000.
- 9.2.3 The Elected Trustees along with the President shall serve as the liaison between the Board of Trustees and the Lifetime Trustees. They shall, in consultation with the President, coordinate meetings with the Lifetime Trustees to approve the annual budget and any other matters that require Lifetime Trustees' approval.
- 9.2.4 The Lifetime Trustees and the Elected Trustees shall be responsible for appointing the Election Officer/Committee overseeing the conduct of the annual elections to the Board of Trustees of Sri Ganesha Hindu Temple of Utah and its subsidiaries.

### 9.3 The President

- 9.3.1 The President shall be the chief executive officer of Sri Ganesha Hindu Temple of Utah and fulfill the purpose and mandate of the Temple.
- 9.3.2 The President shall preside at all meetings of the Board of Trustees and General Body meetings.
- 9.3.3 Except when otherwise indicated by the Board of Trustees, the President or his/her designated officer shall attest and execute bonds, mortgages, purchases, and contracts to conduct Board approved business on behalf of the Temple.
- 9.3.4 The President has the power to affix the Seal/Stamp of Sri Ganesha Hindu Temple of Utah to any document or item as well as use the letter head of the Temple to conduct Board approved business. The Treasurer or one of the members of the Board of Trustees may attest this.
- 9.3.5 The President shall have the authority to sign on documents of cash disbursements such as checks as long as it is co-signed by the Treasurer, financial officer or one of the Elected Trustees to conduct Board approved business.
- 9.3.6 The President shall be the supervisor of all the employees of Sri Ganesha Hindu Temple of Utah.

### 9.4 The Vice- President

- 9.4.1 The Vice-President shall have such powers and perform such duties as is assigned to the Vice-President by the President and the Elected Trustees. In particular, the Vice-President shall be responsible for maintaining and updating the membership list, particularly the voting membership of Sri Ganesha Hindu Temple of Utah.
- 9.4.2 The Vice-President shall assume the responsibility of the President in the latter's absence.
- 9.4.3 The Vice-President shall be responsible for maintaining the membership list and mailing list; issuing certificates for voting members, and maintaining a register of

voting members (including electronic register) showing their current validity regarding membership.

9.4.4 The Vice-President shall lead efforts to increase the voting membership of Sri Ganesha Hindu Temple of Utah.

9.4.5 The Vice-President shall be responsible for timely publication of newsletters and other publications.

## 9.5 The Treasurer

9.5.1 The Treasurer shall have the custody of Sri Ganesha Hindu Temple of Utah funds, income, securities, and other assets. The Treasurer shall keep full and accurate account of receipts and disbursements in books belonging to the Temple. The Treasurer shall deposit in such depositories as may be designated by the Elected Trustees all moneys and valuables in the name and to the credit of the Temple.

9.5.2 The Treasurer may disburse funds of Sri Ganesha Hindu Temple of Utah as ordered by the Board of Trustees taking proper vouchers/receipts for the same. The Treasurer shall render to the President and the Board of Trustees at regular meetings of the Board of Trustees, or whenever the Board of Trustees requests it, an account of all transactions and of the financial condition of the Temple.

9.5.3 If required, the Treasurer may be asked to execute a bond of surety for the discharge of the treasurer's duties in a sum designated by the Board of Trustees.

9.5.4 The Treasurer shall have a sum of at least \$100 (one hundred) as petty cash for miscellaneous expenses that should be supported by proper vouchers/receipts.

9.5.5 The Treasurer or the Treasurer's designated Board of Trustee shall be responsible for proper counting, recording, and disposal of the collection of Sri Ganesha Hindu Temple of Utah's donations.

9.5.6 The Treasurer shall help in the conduct of a proper audit of the accounts. The account books shall be maintained in order. The Financial/ Treasurer's report shall be presented at least once a year to the General Body.

## 9.6 The Secretary

9.6.1 The Secretary shall be responsible for giving notice of all meetings of the Board of Trustees, the annual General Body meeting, and any special meeting of the General Body. He/She shall also be responsible to give all other notices required by law and the Bylaws of Sri Ganesha Hindu Temple of Utah in due time and with proper broadcast.

9.6.2 The Secretary shall record in the Sri Ganesha Hindu Temple of Utah's books all proceedings and minutes of meetings of the Board of Trustees, Committees and Sub-Committees. If he/she is not present at any such meeting, he/she shall make



arrangements to obtain the record of the meeting and file the same in the Sri Ganesha Hindu Temple of Utah's books. The Secretary shall assist the President in keeping all legal paperwork, assist the Treasurer in preparing the IRS paperwork, and assist the Board of Trustees in preparing the Annual Report.

9.6.3 The Secretary shall be responsible for maintaining property registers and physical verification of properties as required by GAAP.

## 10. Advisory Committees

- 10.1 The President, with a majority of Board of Trustees' approval, shall appoint the following Advisory Committees to aid the activities of Sri Ganesha Hindu Temple of Utah: Religious Committee, Development Committee, Fund Raising Committee, and Cultural Committee. Additional committees may be appointed by the President with a majority Board approval to aid in the activities of the Temple.
- 10.2 The Advisory Committees, if they consist of more than one individual, will be chaired by a member designated by the President in consultation with the Elected Trustees.
- 10.3 The President with a majority Board of Trustees' approval shall designate the duties, terms, and powers of the various Advisory Committees.
- 10.4 An independent **Audit Committee** shall be appointed by the Elected Trustees to audit the accounts of Sri Ganesha Hindu Temple of Utah; this Audit Committee shall complete its audit and submit its report to the Board of Trustees by the end of February so that the audited Financial Report for the previous calendar year can be approved by the Board of Trustees and the Lifetime Trustees in the first quarter. The completed audit, formally approved by the Board of Trustees, shall be published by March 1 at the latest. No member of the Board of Trustees shall be a member of the Audit Committee.
- 10.5 The Advisory Committee members may be invited by the President to attend the Board of Trustees meetings or other meetings without any voting privileges.

## 11. Employees

- 11.1 The Sri Ganesha Hindu Temple of Utah and its subsidiaries may need to hire full-time and/or part-time employees to facilitate the conduct of their mission. Employees may include priests, office managers, accountants, etc.
- 11.2 Prior to hiring any employee, the position must be approved by a resolution of the Board of Trustees.
- 11.3 The Board of Trustees will appoint a Hiring Committee, headed by the President, consisting of two additional representatives from the Board of Trustees (one Elected Trustee and one other member), and two Lifetime Trustees. The Hiring Committee will be responsible for writing up the position description, advertising the position, evaluating the

responses, interviewing, and recommending to the Board of Trustees the candidate for hiring.

- 11.4 An offer letter, signed by the President, can only be sent out to the candidate after the Board of Trustees has approved the hiring of the candidate and the terms of the offer, as stated in the offer letter.
- 11.5 The President shall be the supervisor of all the employees of Sri Ganesha Hindu Temple.
- 11.6 An employee of Sri Ganesha Hindu Temple or its subsidiaries cannot be a member of the Board of Trustees or a Lifetime Trustee of the Temple or its subsidiaries.

## 12. Advisors

- 12.1 The President, with a majority of the Board of Trustees' approval, shall use the services of advisors, who may be selected or appointed, with regard to formulating policies and activities of Sri Ganesha Hindu Temple of Utah.

The advisors can be

- Financial experts (tax consultants, accountants, etc.)
- Legal experts (lawyers, attorneys, paralegals, etc.)
- General experts (people experienced in non-profit organizations, former elected officials, etc.)
- Religious experts (priests, religious trusts, etc.)
- Specialists (architects, artisans, sculptors, builders etc.)

- 12.2 The advisors may be invited by the President to attend the Board of Trustees meetings or other meetings without any voting privileges.
- 12.3 If needed, the advisors may be compensated for their services after said compensation is approved by a resolution of the Board of Trustees.

## 13. Elections

- 13.1 The responsibility for conducting the election of the Elected Trustees and the Executive Committee for Sri Ganesha Hindu Temple of Utah and its subsidiaries shall be vested in an Election Officer appointed by a majority of the Lifetime Trustees and Elected Trustees on or before August 30 of that year. Such trustees shall not be contestants in the said election. The elections for the Elected Trustees and the Executive Committee shall be held during the fourth (4<sup>th</sup>) quarter of each year.
- 13.2 The Election Officer must be a member of standing (Life Member or above) of Sri Ganesha Hindu Temple of Utah. The Election Officer shall appoint a committee of not more than three members to assist in the conduct of elections. The Election Officer or the committee members cannot be candidates for any of the positions for which elections are being held.

- 13.3 The Election Officer shall have the final authority on all matters pertaining to the conduct of the elections.
- 13.4 By first Sunday of September, the Election Officer/Committee shall announce to the Sri Ganesha Hindu Temple of Utah voting membership, by a prominent display at the temple and the newsletter (mail/email), the positions on the Elected Trustees and the Executive Committee for which elections are being held and seek nominations for the same. The Election Officer shall ensure that the nominations are entered in writing in the nomination book kept in the premises of the Temple.
- 13.5 The nominations shall be closed on the date and time set by the Election Officer. The Election Officer shall be responsible for verifying that the nominees, proposers, and seconders meet all the requirements. A nomination can be made only by voting members. A voting member shall either nominate or second only one candidate. The slate shall be announced one month or four Sundays prior to the election in the Sri Ganesha Hindu Temple of Utah gathering, a prominent display at temple, and newsletter (mail/email).
- 13.6 On the designated date of the election, which is also typically the day of annual General Body meeting, the elections of all Elected Trustees and the Executive Committee will be conducted excepting to fill an interim vacancy.
- 13.7 The Election Officer/Committee shall be responsible for verifying and counting the ballots and submitting the results of the elections to the Elected Trustees and the Executive Committee. The Election Officer/Committee can cast a ballot only in the event of a tie for any position.
- 13.8 The new in-coming Elected Trustees and Executive Committee take charge on Jan 1 of the calendar year. They are solely responsible for all the operations including budget of the calendar year. The Audit Committee appointed by the Elected Trustees in November of the calendar year shall be responsible for completing the financial audit of that calendar year. The Treasurer shall be responsible for sending out year-end donation receipts and preparing the Annual Report.
- 13.9 **Absentee Voting Policy.** Any voting member is eligible to vote by absentee ballot. The Election Officer/Committee shall set the deadline for requesting and submitting absentee ballots for that particular year. Voting members must request in writing absentee ballots from the Election Officer/Committee before the deadline for requesting them and must send them in before the deadline set for voting by absentee ballots.
- 13.10 **If no nominations are received for any position prior to the deadline for nomination**, the Lifetime Trustees and Elected Trustees shall nominate a qualified member for that position for the term, subject to ratification by the General Body. If such a nominee is rejected by the General Body, the Lifetime Trustees shall assume those responsibilities till such time a suitable candidate is approved by the General Body.

## 14. Meetings of the Board of Trustees (the Elected Trustees and the Executive Committee)

- 14.1. The Elected Trustees and the Executive Committee shall meet together. All references to voting, quorum and procedure in this Section 14 shall refer to such a collective meeting of the entire Board of Trustees.
- 14.2. The chairperson of the Board of Elected Trustees and the Executive Committee meetings will be the President or the designate of the President from among the elected members of the Board.
- 14.3. There shall be at least four (4) meetings of the Board of Elected Trustees and the Executive Committee per year. The President can call special meetings of the Elected Trustees and the Executive Committee as and when necessary. Special meetings of the Elected Trustees and the Executive Committee can also be called by written request to the President from at least three members of the Elected Trustees or the Executive Committee. A meeting of the Elected Trustees and the Executive Committee should be held early (preferably in January) in the first Quarter of the Year to introduce the new Elected Trustees and the Executive Committee. All Board members shall work toward facilitating a smooth transition from the outgoing Elected Trustees and Executive Committee to the incoming Elected Trustees and Executive Committee. In particular a meeting of the Elected Trustees, the Executive Committee, and the Lifetime Trustees shall be held in March to approve the audited Financial Report and Annual Report.
- 14.4. All actions/resolutions of the Elected Trustees and the Executive Committee shall be by a simple majority. The Elected Trustees and the Executive Committee members can vote in absentia by communicating in writing to the chairperson their votes in writing prior to the voting.
- 14.5. Any action or resolution permitted to be taken at any meeting of the Elected Trustees and the Executive Committee may be taken without a meeting if, prior to such action, a written consent is signed to the effect by all of the Elected Trustees and the Executive Committee, and such a consent is filed with the minutes of the meeting.
- 14.6. In all meetings of the Elected Trustees and the Executive Committee, two thirds of the members of the Elected Trustees and the Executive Committee shall constitute the **quorum**. (To explain, a quorum is present if five out of seven of the Board members are present.)

## 15. General Body Meetings

- 15.1. The ultimate authority shall be with the General Body. Following the procedures outlined herein, the General Body could pass a binding and final resolution even if such a resolution goes against the decisions of the Lifetime Trustees or the Boards of Trustees. The annual General Body meeting shall be held preferably on the first Sunday of November.
- 15.2. The agenda of this annual General Body meeting shall include:
  - Election of the Elected Trustees and the Executive Committee.
  - Presentation of the Sri Ganesha Hindu Temple of Utah's Preliminary Fiscal Report by the Treasurer.

- The President's report of activities of the past year and recommendations for the coming year.
  - Discussion of membership dues/donations and other fees for the following year.
  - Other items of importance deemed necessary.
- 15.3. Special General Body meetings. There shall be mechanisms for calling the special General Body meetings by voting members of the organization to decide on matters that affect the mission or result in significant changes in the physical or functional structure of the organization.
- 15.4. Procedures and quorum for special General Body meeting: The President may call special meetings of the General Body as and when necessary. A special meeting may also be called to discuss a matter of immediate concern through a written petition to the Board signed by at least **15% of the voting members**. A special General Body meeting shall be held within 4 weeks of the request for the meeting. Any resolution in a special General Body meeting is considered passed only if at least two thirds of votes cast, including absentee ballots, approve that resolution.
- 15.5. A quorum for the special General Body meeting is considered present only if 33% of the voting members of the SGHT/ ICC are present or cast absentee ballots. The due procedure for calling such a meeting is considered fulfilled
- i. when it is called for with at least two-weeks notice that is prominently displayed at the Temple and ICC (when that exists) and
  - ii. email or surface mail is sent to all the voting members with the available addresses providing a brief summary of the rationale for calling such a meeting.
- 15.6. If a quorum is not present, a second General Body meeting should be called for again following the above procedures within 4 weeks.
- 15.7. If a quorum is not present for the second general body meeting, a meeting of all members of the Boards of Trustees of both the SGHT and ICC, all Sub Committees of the SGHT and ICC should be called along with a notice displayed in the Temple and ICC inviting any willing voting member to participate and vote. A quorum is considered present if at least two-thirds of the members of each of the Board of Trustees, Boards of Trustees of SGHT and ICC are present.
- 15.8. Any changes in the bylaws could be approved only by following the above procedures.

## 16. Quorum

- 16.1. In all General Body meetings, one-third of the voting members of Sri Ganesha Hindu Temple of Utah shall constitute the **quorum**. (To explain, a quorum is present if one-third of all voting members cast their ballots either in person or in absentia.)
- 16.2. A vote, proposal, or resolution is said to pass if a simple majority votes in favor when a quorum is present.

## 17. Management of Meetings

- 17.1. The rules given in **Robert's Rule of Order, Newly Revised** (10 ed.) shall govern the manner in which the meetings of Sri Ganesha Hindu Temple of Utah shall be given notice for, arranged, and carried out.
- 17.2. Minutes of all meetings shall be noted and made available to members.

## 18. Amendments

- 18.1. All of the activities of the SGHT/ICC shall be compliant with the relevant local, state and federal laws.
- 18.2. Any authority to make, alter, or repeal any of the Bylaws or Articles of Incorporation of Sri Ganesha Hindu Temple of Utah shall be vested in the Lifetime Trustees and the Board of Trustees as long as a quorum of the voting members approve within six months any such addition, alteration, amendment, or repeal.
- 18.3. The Constitution of Sri Ganesha Hindu Temple of Utah which consists of the Articles of Incorporation and the Bylaws may be amended as necessary in accordance with the following procedure:
  - a) An amendment to the Bylaws or Articles of Incorporation may be proposed in writing by at least ten (10) percent of the voting members to the President, an Elected or Lifetime Trustee;
  - b) The Lifetime Trustees and the Board of Trustees discuss and recommend action to the General Body on the proposed amendment;
  - c) Minor amendments are considered approved and effective if approved by a simple majority of the voting members at a General Body meeting. Major amendments are considered approved and effective if approved by a two-thirds majority of the voting members at a General Body meeting. Major amendments are those related to changes in the Articles of Incorporation and overall organizational structure.

## 19. The Calendar Year

- 19.1. The calendar year for Sri Ganesha Hindu Temple of Utah shall be the first day of January till last day of December every year. The audited Financial Report and Annual Report for the previous calendar year shall be approved by the Board of Trustees and the Lifetime Trustees by March 31<sup>st</sup> of each year.

\*\*\*\* End of Bylaws \*\*\*\*