

JAIN CENTER OF NEW JERSEY
3 Runnymede Road, Essex Fells, NJ

BY-LAWS

1.0 EXECUTIVE COMMITTEE

1.1 The Executive committee shall comprise of the following:

President
Vice President
Secretary
Joint Secretary
Treasurer
Joint Treasurer
Immediate Past President
At least eight members at large

1.2 ELIGIBILITY: A member of the executive committee must:

1.2.1 Be a life member of the center for a minimum of three years at the time of nomination and remain a member in good standing during his / her term of office.

1.2.2 Be practicing Jain religion to the best of his / her ability. The executive committee member will never eat meat (including seafood, chicken, fish, or eggs) and respectfully refrain from consuming alcoholic beverages and smoking.

1.2.3 Be only one person from a Family membership provided no other person from the same Family membership is serving as a Trustee.

1.2.4 Perform his/her duties without any remuneration.

1.3 TERM OF OFFICE

1.3.1 The term of office of an Executive committee member is two consecutive years, except that a member is elected or appointed to fill a vacancy, assumes office immediately upon election or appointment. Each member serves until the end of his/her term and until a successor is elected, unless he/she sooner resigns or is removed from the office. A year begins on January 1st and ends on December 31st.

1.3.2 Members of the Executive committee shall be eligible for re-election at the end of every two-year term.

1.4 Election:

1.4.1. The nominations of the candidates for the Executive Committee shall be invited from the general body of members and fourteen members of the executive committee shall be elected by the general body from the list of the nominated candidates.

1.4.2 The elected Members of the Executive Committee shall elect the President, Vice-President, Secretary, Joint Secretary, Treasurer and Joint Treasurer at the first Executive Committee meeting by majority.

1.4.3 Any vacancy in the Executive committee may be filled for the rest of its term by a two-third (2/3) majority vote of the Executive Committee.

1.4.4 If the Presidents position becomes vacant for any reason and if it's remaining term is one year or more then the procedure in section 1.4.2 will be followed. Otherwise the Vice-President will become the President and the Executive Committee will elect a new Vice-President.

1.4.5 There will be one vote for an Individual Member, and one vote for each spouse of a Family Member.

1.4.6 If the immediate past president is unable to serve in the executive committee for whatever reason; then one more member shall be elected in the executive committee.

1.5 REMOVAL OF ANY EXECUTIVE COMMITTEE MEMBER/BOARD OF TRUSTEE

An Executive committee Member/ a Trustee may be removed from the office by the majority vote at the joint meeting of the executive committee and Board of Trustees. An appropriate hearing will be granted to the affected Executive committee Member/Trustee. Permissible basis of removal include, without limitations:

1.5.1 Having a conflict of interest with the center.

1.5.2 Conduct or issue statements damaging to the best interest of the center or its goals, programs or public image.

1.5.3 Physical or mental infirmity that renders the Executive committee member Trustee incapable of fulfilling the duties.

1.5.4 Misappropriation of funds

1.5.5 Any violation as mentioned in 1.2.2

2.0 RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE MEMBERS

2.1 President:

The President shall preside over all Executive Committee and General Body meetings. The president shall take decisions and act in emergencies to carry out the work smoothly in the best interest of the Center. He/She shall submit an approved written report highlighting Center's activities at the annual General body meeting. Such report shall be available upon request.

2.2 Vice-President:

The Vice-President shall help President to carry out the duties and functions of the President, and serve as President in his/her absence..

2.3 Secretary/Joint Secretary

2.3.1 The Secretary shall issue notices and keep the minutes of all meetings. These notices and minutes of the meetings shall be sent to all Executive Committee members and all Trustees. He/She shall preside over meetings in absence of both the President and Vice-President.

2.3.2 The Joint Secretary shall help the Secretary to carry out his/her duties.

2.4 Treasurer/Joint Treasurer:

2.4.1 He/She shall coordinate all account matters with a certified CPA working for the center and shall obtain an independent audited report from him on an annual basis. The Treasurer shall present an account of all transactions and financial condition of the center to the Executive committee as required. He/She shall submit a financial report at the annual General body meeting. The report shall be published in a newsletter.

2.4.2 The Joint Treasurer shall be responsible to help the Treasurer to carry out his/her duties.

2.5 At the Executive Committee meeting, the presence of eight or more members shall constitute a quorum. If the quorum is not present, the adjourned meeting may be held after 30 minutes to carry out the same business at the same place and such meeting shall need no quorum provided at least ten days notice was given for the meeting.

2.6 The Executive committee shall:

2.6.1 Carry out day-to-day affairs of the Center.

2.6.2 Make all legal transactions on behalf of the Center.

- 2.6.3. Be responsible for repairs, maintenance and necessary improvements of the Center's property.
- 2.6.4 Appoint sub-committees for specific purposes, where necessary.
- 2.6.5 Work jointly with the Board of Trustees.
- 2.6.6 Conduct a minimum of 10 (ten) meetings in a year.
- 2.6.7 Implement all the decisions made at the General Body meeting.
- 2.6.8 Co-chair a sub-committee.
- 2.6.9 Seek approval of the General Body of Members for any Project costing in excess of \$100,000 (One hundred thousand dollars). Seek approval of the Board of Trustees for amounts between \$25,000 (Twenty five thousand dollars) and \$100,000 (One hundred thousand dollars).
- 2.6.10 Attend as many functions of the Jain Center as possible.

3.0 BOARD OF TRUSTEES

3.1 The Board of Trustees shall comprise of the six elected members, the President of the Executive Committee and Honorary Trustees who qualify under Section 3.4. The Board of Trustees shall elect a Chairman, a Vice-Chairman, and a Secretary. Honorary Trustees are not eligible for election of a Chairman, a Vice-Chairman, and a Secretary. The total voting power of the non-elected Honorary Trustees under section 3.4 shall be no more than five.

3.2 Eligibility:

3.2.1 The term of the elected Trustees shall be four years with three trustees retiring every two years. For the first time three top vote getting Trustees shall remain for four years, while the other three for two years only. In case of a tie, election committee at its discretion will devise any process which is fair and impartial. Retiring Trustees shall be eligible for re-election.

3.2.2 To be eligible for election to the Board of Trustees

(a) A person must be an active life member of the Center for the preceding four years.

(b) A person must have served (after 1990) in the Executive Committee for a minimum of one term, or a person must have participated significantly towards the activities of the Center.

(c) Be practicing Jain religion to the best of his/her ability. The member will never eat meat (including seafood, chicken, fish, or eggs) and respectfully refrain from consuming alcoholic beverages and smoking.

3.2.3. Be only one person from a Family membership provided no other person from the same Family membership is serving as an Executive Committee Member.

3.3 Election:

3.3.1 The nominations of the candidates for the Board of Trustees shall be invited from the General Body of Members. The Election shall be by mail-in ballot.

3.3.2 The mail-in ballot election shall be conducted by a five-member election committee, with at least three (3) members from general body of Membership who are neither an executive committee member nor a Trustee, to be appointed by the Executive Committee. Member of the election committee shall not contest for a Trustee position.

3.3.3 The Chairman of the Board of Trustees shall be elected for a two-year term by the Board of Trustees. The Chairman of the Board of Trustees may be elected for the second term after the lapse of one term.

3.4 Honorary Trustees

3.4.1 For the first four year term after the approval of these by-laws, and after a first time election of Trustees, a person who has made an unconditional donation of \$25,000 (twenty five thousand dollars) or more (but less than one hundred thousand dollars) may be invited by the President to become an Honorary Trustee for a four year term.

3.4.2 A person who has made an unconditional donation of \$ 100,000 (one hundred thousand dollars) or more may be invited by the President to become a Lifetime Honorary Trustee.

3.4.3 The election committee will publicize this one time provision to the members of the center, set a reasonable window for receiving donations, verify the donations and current Life Membership, send invitations, obtain signed consent from the invitees and check the eligibility in accord with provisions of 3.2.2(c) and 3.2.3 above, and recommend to Executive Committee for offering Trusteeship to the invitees.

4.0 RESPONSIBILITIES OF THE BOARD OF TRUSTEES:

4.1 To manage and govern the affairs and assets of the Center.

4.2 To develop long term policies, programs, and priorities in line with the objectives of the center.

- 4.3 To prepare rules and regulations regarding the use of facilities of the Center.
- 4.4 To develop a plan for fund raising, and work jointly with the Executive committee for fund raising.
- 4.5 Take over the functions of the Executive Committee in case of an emergency when the entire Executive Committee ceases to function
- 4.6 To select the officers of the Board.
- 4.7 Approve any donation from Jain Center of New Jersey in excess of \$10,000.00 (ten thousand dollars) to a Government registered non-profit Organization and in excess of \$20,000.00 (twenty thousand dollars) in one calendar year to the same Organization.
- 4.8 Approve for disbursement of any expenses in excess of \$50,000.00 that has been authorized by General Body.
- 4.9 Attend any or all the Executive Committee meetings if desired. Trustee shall not have voting privilege in these meetings.
- 4.10 Hold a minimum of four meetings in a year.
- 4.11 Attend as many functions of the Jain Center as possible.

5.0 General Body Meetings:

- 5.1 The meeting shall be held generally during the month of October. A written notice shall be given to all members, at least 30 days prior to such meeting.
- 5.2 Quorum:

A quorum of the General Body meeting shall consist of a minimum of fifty persons who are current members. If the quorum is not present, then the procedure similar to that described in 2.5 shall be followed, provided 30 days notice was given for the meeting.
- 5.3 A special General Body Meeting may be called at the request of the Executive Committee or the Board of Trustees with prior notice of 30 days to all members. Any Member can request a General Body meeting by submitting an application with a minimum of 50 signatures of Members to the Executive Committee.
- 5.4 For voting purposes, each Individual Member shall have a right of one vote, and each Family Member shall have a right of one vote for each spouse.

6.0 AMENDMENTS

- 6.1 These Bylaws may be amended at the General Body meeting at which time the minimum quorum shall consist of a minimum of 25% of the total voting members. If the quorum is not attained then a 2nd General Body Meeting will be called with a minimum of 30-day notice. At the 2nd General Body Meeting the quorum shall consist of a minimum of 15% of the total voting members. Proxy from a voting member shall be accepted at this meeting. If the quorum is not present at the 2nd General Body Meeting, the adjourned meeting may be held after 30 minutes to carry out the same business at the same place and such meeting shall need no quorum provided at least thirty days notice was given for the meeting.
- 6.2 Minor clarifying modifications may be made by the Executive committee and Board of Trustees.

7.0 DISSOLUTION

- Dissolution of the Center shall be considered at a special General Body Meeting called for that purpose with a prior written notice of at least 30 days. Dissolution shall need an approval of three-fourth majority of the members present provided that more than half of the members of the Center are present at the meeting. A special committee consisting of at least five members, including one chairperson shall be appointed by the General Body to oversee the dissolution of the Center. The special committee shall propose to the General Body for approval of distribution of the Center's funds to qualifying Jain religious organizations.
- 7.2 Upon dissolution, the assets remaining after paying the debts and obligations of the Center shall be donated to other Jain religious organizations which have established their tax exempt status under Section 501 (c)(3) of the Internal Revenue Code of 1954.

8.0 MEMBERSHIP:

Annual Membership: Until modified dues shall be as follows:

Individual membership \$21/year

Family membership: \$31/year

Life Membership:

Individual or Family: One time dues of \$301

9.0 SUB-COMMITTEES:

9.1 Until it is modified there will be following categories of subcommittees.

- *** YOUTH/VOLUNTEER
- *** KITCHEN/SADHARMIC VATSALYA
- *** PATHSHALA
- *** NEWS LETTER - PUBLIC RELATION - MEMBERSHIP
- *** FACILITY MAINTENANCE & SECURITY
- *** LIBRARY - AUDIO - VIDEO
- *** PROGRAM
- *** COLLECTION & DISTRIBUTION OF FUNDS
- *** BY-LAWS
- *** SPECIAL PROJECTS

9.2 A member of the executive committee shall become the chair person of a subcommittee. The chair person of the subcommittee may request help from Executive Committee member(s) and/or General Body of member(s) to be part of the subcommittee on a permanent basis. A subcommittee meeting may be held independently as necessary; however, its progress must be reported to the executive committee meeting via the chairperson.

10.0 FUNCTIONS OF SUBCOMMITTEES:

Following is an outline of the overall responsibilities of each subcommittee. The responsibilities may be modified as necessary without conflicting with other subcommittee.

10.1 YOUTH/VOLUNTEER

- 10.1.1 The youth committee shall comprise of five elected members of which one will be designated as youth coordinator.
- 10.1.2 Members of the youth committee shall not be less than 16 years old. The age requirements shall be satisfied on the first day of the calendar year.
- 10.1.3 The coordinator of the youth group shall actively participate in the executive committee meetings, without voting privileges.
- 10.1.4 Youth group will be given a leadership role in developing a volunteer program for active participation in Jain events and celebration of Jain festivals.

10.2 KITCHEN/SADHARMIC VATSALYA

- 10.2.1 Maintain kitchen and stocks of needed items**
- 10.2.2. Plan and manage food preparation**
- 10.2.3. Coordinate with cooks**
- 10.2.4 Work with sadharmik Vatsalya sponsors**
- 10.2.5 Arrange for cleaning help**
- 10.2.6 Arrange for transportation of food, if needed**

10.3 PATHSHALA

- 10.3.1 Develop curriculum at all levels**
- 10.3.2 Develop programs for teachers**
- 10.3.3 Prepare religious articles for News letter**
- 10.3.4 Develop teaching aids**
- 10.3.5 Organize religious tours & picnics for students**
- 10.3.6 Organize other activities such as: contests, Essay competition, Exhibition**
- 10.3.7 Work with Pathshala of other centers**
- 10.3.8 Develop scholarship programs**

10.4 NEWS LETTER - PUBLIC RELATION - CIRCULATION

- 10.4.1 Prepare quarterly newsletter**
- 10.4.2 Collect & print local Jain community events**
- 10.4.3 Develop relationship with non-Jain Indian communities**
- 10.4.4 Establish relationship with town's political leadership**
- 10.4.5 Develop ways to increase membership**
- 10.4.6 Organize distribution of Jivdaya and Sadharmik Vatsalya fund**

10.5 **FACILITY MAINTENANCE & SECURITY**

- 10.5.1 **Maintain Center's facility**
- 10.5.2 **Look for ways to upgrade facility**
- 10.5.3 **Work with local police department as needed**
- 10.5.4 **Work with local snow removal crew as needed**
- 10.5.5 **Maintain Bhandar in coordination with Treasurer**
- 10.5.6 **Control proper usage of Dev-dravya fund**

10.6 **LIBRARY -AUDIO- VIDEO**

- 10.6.1 **Take inventory of existing books**
- 10.6.2 **Run campaign for books donation**
- 10.6.3 **Purchase religious books**
- 10.6.4 **Develop effective methods for the circulation of books to members**
- 10.6.5 **Maintain and upgrade Audio-Video systems**
- 10.6.6 **Be responsible for Audio - Video systems for all religious programs**
- 10.6.7 **Maintain pre-recorded Audio/video tapes**

10.7 **PROGRAM**

- 10.7.1 **Make arrangements for outside facilities for religious celebrations**
- 10.7.2 **Select speaker for Paryushana celebration**
- 10.7.3 **Make travel, lodging & boarding arrangements for outside guests coming for any religious occasion.**
- 10.7.4 **Coordinate swadhyaya with outside scholars**
- 10.7.5 **Organize swadhyaya Shibir with youth group**
- 10.7.6 **Organize puja celebration**
- 10.7.7 **Organize "Sangh Yatra" to other towns & states**

10.8 COLLECTION & DISTRIBUTION OF FUNDS

10.8.1 Maintain Bhandar in coordination with Treasurer

10.8.2 Control proper usage of Dev-dravya fund in coordination with Facility Maintenance & Security committee

10.8.3 Organize proper distribution of Sadharmik Vatsalya Jivdaya fund Distribution and usage of any of the above funds must be approved by the Executive Committee.

10.9 By-Laws committee

10.9.1 Receive suggestions from the executive committee, Board of trustees or any subcommittee(s) for addition or deletion of By-laws

10.9.2 Review suggestions and make necessary changes

10.9.3 Get the changes approved from the executive committee and Board of trustees.

10.10 SPECIAL PROJECTS

Executive committee shall work with board of trustees for any project not identified in sub committee. A committee can be formed for such projects as needed.

11.0 **FUNDS AND USAGE:**

11.1 Dev-Dravya:

Ghee-boli income from

(a) Swapna Darshan

(b) All Pujas

(c) Any religious ceremony such as Shanti-snatra, Bhumi-pujan, Aarti, Mangal-divo, Varghodo Sthapna, Anjan-shalaka,

(d) Bhandar

(e) Buildings, Lands, Rental properties, interest

(f) Any gifts such as: Chhatra, Chammer, Bhandar, Furniture

Use of Dev-Dravya:

- (1) To get Idols of Tirthankara and to maintain them
- (2) Any ornaments for Tirthankara
- (3) 'TRIGADU' Three platforms for Snatra-Puja
- (4) To build new Temples
- (5) 'Jirnoddhar' of temples
- (6) To purchase equipment for poojas
- (7) To pay rental fees for Hall
- (8) To pay the expenses of Paryushana speaker

11.2 Gyan Dravya:

- (a) Ghee-boli for Kalpasutra, or any religious Granth
- (b) Income from Gyan-poojan and Guru-Poojan
- (c) Ghee-boli for reciting sutras during Pratikraman
- (d) Income from books, pre-recorded audio/video cassettes

Use of Gyan Dravya:

- (1) To establish and maintain library
- (2) To purchase prerecorded audio/video cassettes

11.3 Jivdaya fund: Any collection made for the protection and nutrition of animals and birds only.

Use of Jivdaya fund:

- (1) To release animals from slaughter house
- (2) To release birds from imprisonment
- (3) To be donated to Panjarapoles for food and shelter for birds/animals

11.4 Sadharan Dravya

- (a) Donation from members in celebration of social events such as: weddings, birthdays, and deaths.
- (b) Ghee-boli or income from Bhandar for shashan dev/devi
- (c) Donation received without any restriction

11.5 General Fund: The fund should be raised or solicited from the members for the following:

- (a) Conventions
- (b) Charitable institutions like Hospitals (c) Relief funds for disasters
- (d) Reward for scholars
- (e) Others

11.6 Any Donation from the Center shall be made only to a Government registered non-profit Organization.