SECTION ONE
ORGANIZATION

1.01 Purpose: Jain Center of Greater Saint Louis is a Jain religious organization. It is organized to meet on a regular basis to promote the understanding and practice of the Jain religion by its members. The primary objectives and purposes of Organization shall be as follows:

A. To establish, maintain, foster, promote and support the establishment of a Jain institution in Greater Saint Louis.
B. To educate and promote understanding of the Jain doctrines, beliefs and sacred scriptures.
C. To teach, commemorate and celebrate Jain religious events, festivals and rituals.
D. To provide academic, cultural and intellectual interchanges with the Jain communities in North America including Canada and India.
E. To promote inter-religious understanding.

1.02 Principal Address: The principal office for the transaction of business of the Organization is “Jain Center of Greater Saint Louis, 725 Weidman Road, Saint Louis, MO 63011”

1.03 Change of Location: The Life/Yearly Members, upon a recommendation from the Executive Committee (EC) and the Trust Committee (TC), may change the location of the principal office by a majority vote in attendance at General Body Meeting.

1.04 Governance: The Organization shall be governed by a Trust committee (TC) and an Executive Committee (EC). The TC shall oversee the long range planning for Organization and EC shall take care of day-to-day affairs of Organization. The specific roles and responsibilities of the TC and EC are outlined in Sections Five, Six and Seven. The qualifications for members on the TC and EC are listed in sections Five and Six.

1.05 Fiscal Year: The Organization fiscal year will be from January 1st to December 31st.
SECTION TWO
MEMBERS

2.01 **General qualification for Membership:** Any person who is interested in the understanding, observance and furtherance of the Jain religion as stated in Section 1.01 can submit an application to become a member of the Organization. The terms members and/or membership refers to Life/Yearly Members, unless it is specifically indicated otherwise in these Bylaws.

2.02 **Class of Members:** The membership in the Organization shall be classified either as Life Member, Yearly Member, Complimentary Family Member or Honorary Member or Student Member.

2.03 **Admission:** Applicants 21 years and above shall be admitted to Life/Yearly membership on making application in writing, payment of the applicable membership dues, and upon approval by the EC. The EC shall make every effort to respond to new applications within 60 days of the date of submission.

2.04 **Life Membership:** Each applicant for a Life membership shall enclose, with the application, membership dues in the amount of $151. An additional Life Membership is automatically extended to the spouse of the applicant if applicable. The membership dues may be adjusted by the EC from time to time at their regularly scheduled meeting without an amendment to the Bylaws, provided the amount of adjustment is 20% or less than previous amount.

2.05 **Yearly Membership:** Each applicant for a yearly membership shall enclose, with the application, membership dues in the amount of $25. An additional yearly membership is automatically extended to the spouse of the applicant if applicable. The membership dues may be adjusted by the EC from time to time at their regularly scheduled meeting without an amendment to the Bylaws provided the amount of adjustment is 20% or less than previous year amount.

2.06 **Complimentary Family Membership:** A Complimentary Family Membership (CFM) will be extended to the children under the age of 21 years and parents of Life and Yearly Members. The CFMs do not have any voting rights. This membership is automatically terminated with the cancellation of termination of linked Life/Yearly membership or when children attain the age of 21 years or when they become Life or Yearly Member.

2.07 **Honorary Membership:** Honorary Memberships may be awarded, if so resolved by the EC, to individuals or organizations that have made outstanding contributions to the furtherance of the purposes of the Organization. Honorary Members shall not have any voting rights.
2.08 **Student Membership:** An individual 21 or older enrolled full time as a student is eligible for student membership and shall enclose $15 annual dues with the application. The membership dues may be adjusted by the EC from time to time at their regularly scheduled meeting without an amendment to the Bylaws provided the amount of adjustment is 20% or less than previous year amount.

2.09 **Voting Rights:** Only active Life/Yearly members shall have voting rights. Complimentary family members, Honorary members and Student members shall not have any voting rights. Each active Life/Yearly membership shall be entitled to one (1) vote on each matter submitted to a vote of the members. Voting at duly held meetings shall be by voice vote, except as otherwise expressly provided in these Bylaws. Election of the Trust Committee and Executive Committee members, however, may only be by closed ballot.

“Active” member is the member residing in the Greater St. Louis area. Any Life/Yearly member not residing in the Greater St. Louis area but physically present during the voting process shall also have the voting right.

2.10 **Privileges:** All the members have the same privileges to participate in the activities defined in section 1.01 and approved by the EC.

2.11 **Liability of Members:** No members of this Organization shall be personally liable for the debts, liabilities, or obligations of the Organization.

2.12 **Transferability:** Membership in the Organization is nontransferable and not assignable.

2.13 **Termination of Membership:** Membership shall terminate either (i) on receipt by EC of the written resignation of a member, or (ii) on the death of the surviving spouse, or (iii) Yearly members failing to renew the membership, or (iv) upon members engaging in persistent conduct detrimental to the purposes and interests of the Organization, if so decided solely by a resolution of the EC and approved by at least 2/3 members of the EC.

2.14 **Membership:** The EC shall maintain a membership list containing the name and address of each member. The list of such membership shall be kept at the Organization’s principal office or with the secretary.
SECTION THREE
MEETINGS OF MEMBERS

3.01 **Place of Meetings**: All meetings of Members shall be held at the principal office of the Organization, or at such other place as the TC/EC may designate within the Greater Saint Louis area, specified in the notice calling the meeting.

3.02 **Annual Meeting**: The annual general body meeting for elections shall be held before the end of each Calendar year, at a date, time and location specified in the notice calling the meeting. At the annual general body meeting, EC Members shall be elected per Sections 4.01 – 4.02 on the nomination and election process, reports of the affairs of the Organization shall be considered, and any other Organization business may be transacted within the power of the Members. Voting rights will be as per sections 2.09. The EC must have a final Membership roster a month prior to the annual general body meeting.

3.03 **Special Meetings**: Special meetings of the Members for any purpose may be called at any time by a resolution of the TC or EC or by Members with a petition duly signed by not less than ten percent (10%) of the Life/Yearly Members of the Organization. The EC shall call the special meeting of the Members within 60 days of submission of the verified petition.

3.04 **Notice of Meetings**: Notice of every meeting of Members shall be given in writing to each member entitled to vote, either personally or by mail/e-mail, addressed to the member at his/her address appearing on the Organization's records. All required notices shall be sent or otherwise given in accordance with this section not less than seven (7) days before the meeting being called; shall specify the place, the date, and the time of the meeting; and shall state any other matters that may be required by law, or by these Bylaws. Notice of a special meeting shall also specify the general nature of the business to be transacted.

3.05 **Quorum**: The presence at any general body meeting, in person, of 40 Life/Yearly Members, or 25% of the Organization Membership roster, whichever is less, shall constitute a quorum for the transaction of business. A meeting adjourned on account of lack of quorum shall be reconvened after 15 minutes to conduct the previously announced business. Note that without the quorum at such meetings, changes cannot be made to the Bylaws. The EC also has an option to conduct a mail-in ballot (mail/e-mail) on issues deemed critical by the EC. For the mail-in ballots, the quorum shall consist of 50%+1 members of the Organization. The option to conduct a mail-in ballot shall be available only if voting at general body meeting fails or is deemed impossible.
3.06 **Cumulative, Proxy and Fractional Votes**: Neither cumulative voting nor voting by proxy shall be authorized, nor single vote shall be split into fractional votes.

3.07 **Voting**: Each Life/Yearly Membership with voting right is entitled to one vote on each matter submitted to a vote before the Members. (See section 2.09).

3.08 **Conduct of Meetings**: Meetings of Members shall be presided over by the President of the Organization or, in his/her absence, by the Vice-President or, in his/her absence by the Secretary or, in the absence of all three, by a Chairman chosen by a majority of the EC present. The Secretary of the Organization shall act as Secretary of all meetings of the Organization provided that in his/her absence the presiding officer shall appoint another person to act as secretary of the meeting.
SECTION FOUR
ELECTIONS

4.01 Nomination/Election Committee: The EC shall appoint a 3-member nomination committee including selecting the chairperson to develop a slate of candidates for election to the EC. This nomination committee shall be chaired by a former EC member. The Members so appointed shall have the following qualifications:
- Must have been a Life / Yearly Member for at least three (3) preceding years
- Must not be a candidate for the election

4.02 Duties and Responsibilities of Nomination/Election Committee: The nomination committee shall have the following duties and responsibilities - This list is not all-inclusive and the EC may add or delete additional duties and responsibilities.
- Announce nomination process
- Solicit nominees for the election
- Verify eligibility of nominees
- Inform and educate potential candidates of their roles and responsibilities
- Furnish a copy of the Bylaws to each candidate
- Document the nomination process and finalize list of nominees
- Submit the list to the Election Committee Chair
- Establish election procedure
- Prepare ballots and mail ballots to Life/Yearly Members
- Receive and count votes for each candidate (including verification of ballots)
- Document the election process and finalize the vote count by each candidate
- Submit the results to the current EC
- Decide in favor of a candidate in case of a tie vote

The counting of votes shall be conducted by the election committee. The election committee may seek assistance from current Members of the EC. Each candidate on the ballot or only one of his/her representative may witness the vote count.
SECTION FIVE
EXECUTIVE COMMITTEE (EC)

5.01 Number and Qualification: The authorized number of EC members shall be Nine (9) until changed by an amendment of this Section 5.01 of the Bylaws and adopted by the Members. Five out of these nine positions shall be required. The remaining four positions shall be optional. EC members must be the Life/yearly Members of the Organization and must be residents of the Greater Saint Louis area for the term.

The following additional qualifications are also required for election to the EC. A Member nominated to the EC must be an active Life/Yearly Member of the Organization for the year during which he/she is being nominated. President and Vice-President Nominees shall have served on the EC at least once in the past.

Five (5) required positions of the EC are assigned to the President, Vice-President, Secretary, Treasurer, and Ex Officio of Executive Committee. These individuals shall also retain identical positions in the TC. The duties pertaining to these five positions are outlined in sections 5.17 – 5.21.

The remaining four positions are assigned to Public Relations Officer, Vice President of Education, Vice President of Temple Projects, and Vice President of Youth Programs. The duties pertaining to the Public Relations Officer are defined in section 5.22. The duties pertaining to Vice President of Education, Vice President of Temple Projects, and Vice President of Youth Programs are to be defined by each EC and may change from time to time.

5.02 Election and Term of Office: The term of office of each EC member shall be one (1) year or until his/her successor is elected. Successors for EC members whose terms of office are expiring shall be elected at the annual meeting of the Members in the year such terms expire. An EC member may succeed himself/herself in office. However, the President cannot serve on the EC for more than three (3) consecutive terms.

5.03 Installation of EC members: All new Members of the EC shall be installed at the first meeting of the EC during month of January in the new calendar year. All duties and responsibilities of the preceding EC shall be transferred to the new EC at this meeting.

5.04 Obligations of EC Members: At the first meeting of the new EC, the EC Members shall assign duties and responsibilities to each EC. Each EC member agrees to attend all EC meetings and fulfill their assigned duties and responsibilities to the fullest extent of their abilities. However, if any EC member is
not able or not willing to perform his/her assigned duties and responsibilities the EC by a majority vote can relinquish the delinquent EC member from the EC membership.

5.05 **Vacancies**: Vacancies on the EC may be filled by appointment by a majority of the remaining EC members, but no more than two (2) appointments to the EC may be made during a calendar year. A special election must be held to fill additional vacancies to fill the period till the next regular election. No reduction of the authorized number of EC members shall have the effect of removing any of the EC members prior to the expiration of their term of office.

5.06 **Place of Meetings**: Regular and special meetings of the EC shall be held at the principal office of the Organization or within the Greater Saint Louis area or through available means of communication, such as conference call.

5.07 **Regular Meetings**: The EC shall hold regular meetings at a predetermined schedule, but not less than four (4) per calendar year to conduct Organization business.

5.08 **Special Meetings**: Special meetings of the EC for any purpose may be called at any time by the President. However, if the President is unwilling to call a special meeting, any three (3) EC members may call a special meeting of the EC.

5.09 **Notice of Special Meetings**: Notice of any special meeting of the EC shall be given to each EC member either personally, or by telephone, or by mail/e-mail addressed to him/her at his/her address appearing on the organization records. In case such notice is mailed, it shall be deposited in the United States mail at least 5 days prior to the time of the holding of the special meeting. In case such notice is given personally or by telephone or by e-mail as above provided, it shall be so given at least forty-eight (48) hours prior to the time of the holding of the special meeting. Notice given to an EC member as provided in this section, shall be deemed to be proper, legal, and personal notice.

5.10 **Waiver or Approval by Absent EC Member**: The business transacted at any meeting of the EC, however called or noticed or wherever held, shall be as valid as though at a meeting duly held. If a quorum is present, waiver or approval of absent EC member is not required for the business transacted at that meeting.

5.11 **Action Without Meeting**: Any action that may be taken at a meeting of the EC may be taken without a meeting if consented to in writing or verbally by majority of the EC members and filed with the Secretary of the Organization.
5.12 Quorum: Five (5) EC members shall constitute a quorum for the transaction of business. Every act done or decision made by a majority of the EC members present at a meeting at which a quorum is present shall be regarded as the act of the EC.

5.13 Powers: The EC members shall act only as an EC and an individual EC member shall have no power as such. Subject to limitations in the Missouri General Nonprofit Organization Law on action that must be authorized or approved by the Members, and subject to the duties of EC members as prescribed by the Bylaws, all organization powers shall be exercised by or under the authority of, and the Organization’s business and affairs shall be controlled by, the EC.

By way of illustration, and not limitation, of those powers, the EC shall have authority to:

- Conduct, manage, and control the Organization's affairs and business; and make any rules and regulations regarding these matters, consistent with law, and the Bylaws, that they consider in the Organization's best interest;
- Adopt, make, and use an Organization seal.
- Approve operating expenditures over $500. Treasurer and one of the following President, Vice President or Ex-Officio may approve operating expenditures up to $500. Donations and expenditures outside operating expenses of up to $2000 must be approved by 2/3rd majority of the EC.
- Select and announce the TC members within 60 days.
- Invitation to and approval of dignitary’s visit for future years.
- Develop recommendations for General Body to adopt, amend and repeal Bylaws.
- Appoint sub-committees in accordance with Section 5.15 of these Bylaws prescribe rules for these sub-committees; and delegate to the sub-committee any of the EC's powers and authority of the management of the Organization's business and affairs.

5.14 General List of Tasks for EC Members: In addition to specific tasks listed for officers in sections 5.17-5.21, the following is a general list of tasks for all EC Members. This is only a preliminary list and not claimed to be all-inclusive.

- Serve as liaison between the EC and the Umbrella Organizations
- Coordinate religious functions, classes, and activities (Pathshala, Swadhyay, Pujas)
- Manage and maintain Jain Temple, assets within, pooja items, Bhandar/Hundi
- Manage kitchen facilities and coordinate food preparation, serving and cleaning activities
- Manage Library
- Manage and maintain all Organization properties and facilities
• Appoint and coordinate with an Accountant

5.15 **Sub-Committees**: The EC may appoint from among its Life/Yearly Members such other sub-committees as it may from time to time deem advisable to perform such general or special duties as may from time to time be delegated to any such sub-committee by the EC. Such sub-committees shall have at least one member of EC. These sub-committees are reportable to the EC and the decisions of the EC shall be final.

5.16 **Compensation**: EC Members and Members of sub-committees of the EC shall receive no compensation for their services as EC Members or Members of sub-committees of the EC.

5.17 **President**: The President shall be the Organization's chief executive officer and shall, subject to the control of the EC, have general supervision, direction, and control over the Organization's business and officers. He/she shall preside as chairman at all Members' meetings and at all EC/TC meetings. He/she shall be ex officio member of all sub-committees, if any; shall have the general powers and duties of management usually vested in an Organization's president; shall have any other powers and duties that are prescribed by the EC or the Bylaws, and shall be primarily responsible for carrying out all orders and resolutions of the EC. The President shall prepare an annual report on the operation of the center in cooperation with the EC and present it to the General Body during the last meeting of the year. His/her other duties and responsibilities include, but are not limited to, arranging programs like Paryushan Mahaparva, Mahavir Janma Kalyanak, Jain Temple Anniversary, etc. He/she also works with the EC to arrange Dignitary visits.

5.18 **Vice-President**: If the President is absent or is unable to act, the vice-president shall perform all the duties of the president, and when so acting shall have all the powers of, and be subject to all the restrictions on, the president. In the event of President’s refusal to act, a special meeting of the EC shall be held to transfer power from the President to the Vice-President. The vice-president shall have any other powers and perform any other duties that are prescribed for him/her by the EC or the Bylaws.

5.19 **Secretary**: The Secretary shall keep minutes of all meetings of Members and of the EC/TC, shall be the custodian of the Organization records, shall give all notices required by law or by these Bylaws, and, generally, shall perform all duties incident to the office of Secretary and such other duties as may be required by law, or by these Bylaws, or which may be assigned to him/her from time to time by the EC. His/her duties and responsibilities include, but are not limited to the following.

• Maintain minutes of all meetings of Members and of the EC/TC
Serve as custodian of the Organization records
Maintain the Membership database.
Update and maintain Membership applications
Communicate Organization news and information to Members via emails, newsletters, website, and others

5.20 Treasurer: The Treasurer shall have charge and custody of all funds of the Organization, shall deposit such funds as required by the EC, shall keep and maintain adequate and correct accounts of the Organization’s properties and business transactions, shall render reports and accountings to the EC and to the Members as required by the EC or Members, and shall in general perform all duties incident to the office of Treasurer and such other duties as may be required by law, or by these Bylaws, or which may be assigned to him from time to time by the EC. His/her duties and responsibilities include, but are not limited to the following.

- Maintain adequate records of the assets, liabilities, receipts and disbursements
- Present financial statements to the EC at least once a year.
- Work with the accountant
- File appropriate tax returns with all the tax authorities on a timely basis
- Disburse organization funds as required by the EC.
- Collect and deposit organization funds as required by the EC
- Issue proper receipts as required by the law

5.21 Ex Officio: The Ex Officio is the most recent past president of the Jain Center. He/She shall be in charge of the installation of the new EC members and assuring a smooth transition.

5.22 Public Relations Officer: The Public Relations Officer shall be in charge of coordinating the communications with Members of the Corporation and with other organizations as well as the general public. The basic policy regarding all such communications will be adopted by the EC and all activities of the public relations officer shall be in compliance with such policy. His/her duties and responsibilities include, but are not limited to the following.

- Serve as a liaison between the Members and the EC
- Serve as a liaison between the outside community and the EC
- Distribute press releases to the media
SECTION SIX
TRUST COMMITTEE (TC)

6.01 Number and Qualification: The authorized number of TC Members shall be eleven (11) until or an amendment of this Section 6.01 of the Bylaws adopted by the Members. TC Members must be the Life/Yearly Members of the Organization and must be residents of Greater St. Louis area for the term.

The current President, Vice President, Treasurer, Secretary, Ex Officio and six additional members from the previous executive committees shall serve on the TC. The EC shall select the six additional members from previous Presidents, Vice Presidents, Secretaries, and Treasurers in the order most current to past, giving preference to the previous members holding higher positions on the hierarchy.

A candidate nominated for election as a TC member must be a Life/Yearly Member of the Corporation for the year for which he/she is being nominated and for one full year immediately preceding said year.

6.02 Selection and Term of Office: The term of office of each TC member shall be one (1) year or until his/her successor is elected. Successors for TC Members whose terms of office are expiring shall be elected at the annual meeting of the Members in the year such terms expire. A TC member may succeed himself/herself in office.

6.03 Installation of TC: All new Members of the TC shall be installed at the first meeting of the TC during the first meeting of the new calendar year. All duties and responsibilities of the preceding TC shall be transferred to the new TC at this meeting.

6.04 Obligations of TC Members: At the first meeting of the new TC, the TC Members shall assign duties and responsibilities to each TC member. Each TC member agrees to attend all TC meetings and fulfill their assigned duties and responsibilities to the fullest extent of their abilities. However, if any TC member is not able or not willing to perform his/her assigned duties and responsibilities, the TC by a majority vote can relinquish the TC member from the TC Membership.

6.05 Vacancies: Vacancies on the TC may be filled by appointment by a majority of the remaining TC Members, but no more than three (3) appointments to the TC Members may be made during a calendar year. A special election must be held to fill additional vacancies to fill the period till the next regular election. No reduction of the authorized number of TC Members shall have the effect of removing any of the TC Members prior to the expiration of their term of office.
6.06 **Place of Meetings**: Regular and special meetings of the TC shall be held at the principal office of the Organization or within the Greater Saint Louis area.

6.07 **Regular Meetings**: The TC shall hold regular meetings on regular basis, but not less than two (2) per calendar year to conduct Organization business.

6.08 **Special Meetings**: Special meetings of the TC for any purpose may be called at any time by the President. However, if the President is unwilling to call a special meeting, any five (5) TC Members may call a special meeting of the TC.

6.09 **Notice of Special Meetings**: Notice of any special meeting of the TC shall be given to each TC member either personally, or by telephone, or by mail/e-mail addressed to him at his/her address appearing on the organization records. In case such notice is mailed, it shall be deposited in the United States mail at least 5 days prior to the time of the holding of the special meeting. In case such notice is given personally or by telephone or by email as above provided, it shall be so given at least forty-eight (48) hours prior to the time of the holding of the special meeting. Notice given to a TC member as provided in this section, shall be deemed to be proper, legal, and personal notice.

6.10 **Waiver or Approval by Absent TC Member**: The business transacted at any meeting of the TC, however called or noticed or wherever held, shall be as valid as though at a meeting duly held. If a quorum is present, waiver or approval of absent EC member is not required for the business transacted at that meeting.

6.11 **Action Without Meeting**: Any action that may be taken at a meeting of the TC may be taken without a meeting if consented to in writing by all of the TC Members and filed with the Secretary of the Organization.

6.12 **Quorum**: Seven (7) TC Members shall constitute a quorum for the transaction of business. Every act done or decision made by a majority plus one of the TC Members present at a meeting at which a quorum is present shall be regarded as the act of the TC, unless vote of a greater number is required by law, or the Bylaws.

6.13 **Powers**: The TC Members shall act only as a TC and an individual member shall have no power as such. Subject to limitations in the Missouri General Nonprofit Organization Law on action that must be authorized or approved by the Members, and subject to the duties of TC member as prescribed by the Bylaws. TC shall not manage, and control the Organization's daily affairs and business or make any rules and regulations regarding these matters.
By way of illustration, and not limitation, of those powers, the TC shall have authority to:
Decide on all matters relating to donations / expenditures cumulating over $2000 to any one organization over three year period and/or donations / expenditures over $2000 in a calendar year out of general fund. Any donations / expenditures of over $10,000 must be approved by 2/3rd majority of the TC.

6.14 Compensation: TC Members and Members of sub-committees of the TC shall receive no compensation for their services as TC Members.
SECTION SEVEN
EXECUTION OF NOTES AND INSTRUMENTS, DEPOSITS, GIFTS AND FUNDS

7.01 Checks, Evidences of Indebtedness: All checks or other orders for payment of money, or other evidences of indebtedness of the Organization shall be signed by any one (1) of the following officers of the Organization - President or Treasurer.

Anticipated expenses for the upcoming two-three months shall be discussed by the EC. EC shall assign a budget and a not-to-exceed limit for these anticipated expenses.

7.02 Execution of Organization Contracts and Instruments: Except as otherwise provided in the Bylaws, the EC may authorize, in writing, with two (2) or more officers, agents, or employees to enter into any contract or execute any instrument in the Organization's name and on its behalf, the final contract being subject to the approval by the EC. This authority may be general or confined to specific instances. Unless expressly authorized by the EC, no officer, agent, or employee shall have any power or authority to bind the Organization by any contract or engagement, to pledge its credit, or to render it liable for any purpose or in any amount within the limits of Sections 5.13 and 6.13.

7.03 Deposits: All funds of the Organization shall be deposited from time to time to the credit of the Organization in such banks, trust companies, or other depositories as the EC may select so long as they are insured financial institutions.

7.04 Gifts: The EC may accept on behalf of the Organization any contribution, gift, bequest, or device for the general purposes or for any special purpose of the Organization. Gifts or donations so collected shall not be disbursed without prior resolution of the EC. All non-monetary gifts to the Organization shall be subject to prior approval for receipt by the EC. Additionally, without such prior approval, EC has all the powers to remove any non-monetary gifts left on the Organization premises, such as books, pictures, deity statues etc.

7.05 Charitable Contributions: The TC shall set guidelines for approval of charitable donations to other institutions. The guidelines shall be attachments to the by-laws, but shall not require amendment or revision to the by-laws.

7.06 Indemnification of TC/EC Members: The liability of the TC and EC Members of the Organization for monetary damages shall be eliminated to the fullest extent permissible under Missouri law.
8.01 Inspection of Bylaws: The Organization shall keep at its principal office the original or a copy of the Bylaws as amended to date, certified by the secretary, which shall be open to inspection by the Members at all reasonable times during ORGANIZATION operating hours.

8.02 Minutes of Meetings: The Organization shall keep at its principal office, or at such other place as the EC may order, a book of minutes of all meetings of TC, EC and General Body meetings, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice given, the names of those present at TC and EC meetings, the number of Members present at General Body meetings and the proceedings thereof.

8.03 Books of Account: The Organization shall keep and maintain adequate and fair accounts of its properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

8.04 Inspection of Records by TC/EC Members: The books of account shall at all reasonable times be open to inspection by any TC or EC member. Every TC and EC member shall have the absolute right at any reasonable time to inspect all books, records, documents of every kind, and the physical properties of the Organization. In the event the TC or the EC member is unable to personally perform the inspection, such inspection may be made in person or by agent or attorney, and the right of inspection includes the right to make copies.

8.05 Inspection of Records by Members: The books of account and the minutes of meetings of the TC, EC and General Body shall be maintained for seven years (or per IRS required duration) and available for inspection on the written demand of any member at any reasonable time, for a purpose reasonably related to the interests of the member, and the account books shall be exhibited at any time when required by the demand, in writing or made orally at a meeting, of ten percent (10%) or more of the Members of the Organization. In the event the member is unable to personally perform the inspection, such inspection may be made in person or by agent or attorney, and the right of inspection includes the right to make copies. Demand of inspection other than at a Members' meeting shall be made in writing to the President or Secretary of the Organization.

8.06 Annual Report and Financial Statement: The EC must provide for the preparation and submission to the Members of a written annual report including audited financial statements. Such report shall summarize the Organization's
activities for the preceding year and activities projected for the forthcoming year; the financial statement shall consist of a balance sheet as of the close of business of the Organization’s fiscal year, contain a summary of receipts and disbursements, be prepared in the manner and form of generally accepted accounting practices, and be certified by the President, Treasurer and reviewed by an Accountant and shall be presented to the members by April 30th of the following year.
SECTION NINE
AMENDMENTS

Subject to any provisions of the Bylaws, law applicable to the Amendment of Bylaws of Non-Profit Organizations, these Bylaws may be altered, amended, or repealed and new Bylaws adopted as follows:

9.01 Amendment by Members: New Bylaws may be adopted or these Bylaws may be amended or repealed by the vote of two-third of the Organization’s voting power or by the written assent of the persons holding such power (see section 2.09).

9.02 Amendment by TC/EC Members: Subject to the right of Members for final approval under Section 9.01 of these Bylaws, Bylaws may be adopted, amended, or repealed by the vote of a two-third majority of the TC/EC member present at any regular or special meeting of the TC/EC at which a quorum is present; provided that a by-law fixing or changing the number of TC/EC Members may not be adopted, amended, or repealed by the TC/EC Members.

9.03 Process: Any proposed amendments to these Bylaws shall be submitted in writing to the EC. If the proposal is considered significant by the majority of the EC Members, it will be processed as follows:

(a) The EC shall request the proposed amendment(s) sponsor to submit the proposal with 30 names and signatures of the Corporation's Life/Yearly Members or 10% of the Life /Yearly Members of the Organization, whichever is higher, co-petitioning the proposal.

(b) The EC shall appoint a special Committee (no member of which shall be a member of the sponsoring group) to evaluate the proposal.

(c) The Special Committee shall have the right to appoint an independent Counsel to advice the Committee, Subject to approval by the EC.

(d) The Special Committee will not take part in drafting any proposed amendment(s), but will submit an independent evaluation report to the EC containing recommendation to the EC of acceptance or rejection of the proposed amendment(s).

(e) The EC shall allow appropriate hearing of the proposed amendment(s) by the sponsor, and a representative of the Special Committee.
(f) Following the hearing, if the EC accepts the proposed amendment(s) after any modifications, it should be approved by a two-third of EC Members attending the meeting. The EC shall now submit the proposed amendment(s) for ratification by the Organization's Members (see Section 9.01).

(g) The proposed amendment(s) shall require a two-third vote of the Organization’s Members or by the written assent of the persons holding such power.

(h) The EC shall notify all Members of the Organization of the acceptance or rejection of the proposed amendment(s).
SECTION TEN
PROFITS AND ASSETS

10.01 Prohibition: No Life/Yearly Member, TC, EC member, Officer, employee or other person connected with this Organization, or any other private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the Organization, provided that this provision shall not prevent payment to any such person of reasonable compensation for services rendered to or for the Organization in effecting any of its purposes as shall be fixed by Resolutions of the EC; and no such person or persons shall be entitled to share in the distribution of, or shall receive, any of the Organization’s assets on dissolution of the Organization.

10.02 Consent: All Members of the Organization shall be deemed to have expressly consented and agreed that on such dissolution or winding up of the affairs of the Organization, whether voluntary or involuntary, the assets of the Organization, after all debts have been satisfied, then remaining in the hands of the EC shall be donated to a similar religious Jain organization.

END OF BYLAWS