



**BY-LAWS**  
**of**  
**THE HINDU SOCIETY OF CENTRAL FLORIDA, INC.**

*PREAMBLE*

*We, the Hindus of Greater Orlando and surrounding counties of Central Florida, originating from different parts of the world, speaking different languages, raised in regional cultures and following diverse religious practices, are inspired by our common, great and the most ancient Sanatana Dharma and by the Grace of God have formed the Hindu Society of Central Florida (HSCF or Society or Temple) to promote religious, spiritual, cultural, educational, charitable and social needs of our membership and the community at large by consecrating a Multi-Deity Hindu Temple, constructing a Community Center and by offering programs and activities which promote these goals.*

*We hereby pledge our profound respect and appreciation for the diversity in the practice of Sanatana Dharma as enunciated in the Vedas, Puranas, Shastras and our Scriptures fully cognizant that our great Sanatana Dharma and its traditions accord us the freedom to practice in varied and diverse ways verily inherent in the practice of Hinduism.*

*We further express our commitment to the Hindu Society of Central Florida - unifying Hindus from different parts of the world by sustaining and strengthening our common heritage of Hinduism for this generation and for generations to come.*

*Therefore we, the members of the Hindu Society of Central Florida with a desire for added awareness and greater understanding of the diversity of our membership do hereby establish these By-laws for a smooth and harmonious management and administration of the Hindu Society of Central Florida.*

*VISION*

*The Hindu Society of Central Florida vision is to inculcate, propagate and perpetuate Hindu heritage and rich Vedanta philosophy for the betterment of lives and living.*

*MISSION*

*The Hindu Society of Central Florida mission is to provide an environment for Hindus of Central Florida, hailing from different parts of the world to worship and participate in religious services in a Multi-Deity Temple and to congregate to meet their needs for cultural immersion, social interaction and spiritual advancement while fully recognizing the diversity its membership represents and with respect for all.*

*It is important and compelling to note that language, art, and culture by region are intrinsically tied to Sanatana Dharma spirituality. Thus, as followers of our ancient Sanatana Dharma, HSCF pledges to actively, continually, and formally teach, train, and build*



*upon the richness of our languages, arts, and culture for our diverse communities.*

## *VALUES*

- 1. We strive to be an exemplary community living in harmony with the larger community around us.*
- 2. We are united in our diversity.*
- 3. Not only do we acknowledge diversity of Society Membership; we respect it and seek a better understanding of ethos of fellow members.*
- 4. We hold volunteers and others who serve the Society with the highest respect and reverence.*
- 5. While offering constructive criticism for continued improvement of the Society, we aim for empathy and generosity and recognize volunteers doing their best to serve.*
- 6. Creating a lasting legacy of Sanatana Dharma and our rich cultural heritage for our younger generation guides our programs and actions.*
- 7. As custodian of Membership's largesse and charity; we act with honesty and integrity without any compromise.*
- 8. We seek opportunities to collaborate and synergize with other Religious and Cultural Organizations; especially those emanating from Sanatana Dharma and Indian ancestry.*
- 9. Recognizing that difference of opinions in Society membership is common, we reconcile our differences with mutual respect, uncommon resolve and diligence.*

## **ARTICLE I** **Multi-Deity Hindu Temple**

**Section 1:** The Hindu Society of Central Florida Temple; hereafter referred to as HSCF or Society or Temple, is a multideity Hindu temple open to all, for the conduct of their religious, spiritual, educational, cultural and social activities. The following Sanctums with deities were approved for installation inside the Society Temple. Installation of additional sanctum and/or deity/Parivar inside or outside shall require an amendment to these By-laws:

1. Sanctum of Sri Ganesha
2. Sanctums of Sri Venkateshwara & Sri Mahalakshmi & Sri Andal
3. Sanctum of Sri Rama & His Durbar
4. Sanctum of Sri Krishna and Radha
5. Sanctum of Sri Durga/Devi Mata
6. Sanctum of Sri Siva Lingam
7. Sanctum of Navagraha
8. Sanctum of Sri Murugan, Sri Valli & Sri Devasena
9. Sanctum of Sri Ayyappa



There is no more place inside the temple for any additional sanctum and/or deity.

**Section 2:** The addition of any new sanctum and/or deity with associated parivar (collectively referred to as ‘new sanctum’) **outside the main temple building** of the Society shall require full compliance with the procedures and guidelines outlined in Attachment III of these Bylaws.

## **ARTICLE II Management Structure**

The Hindu Society of Central Florida (HSCF) is governed by a two-tier management system consisting of the Board of Directors (BOD) and the Executive Council (EC). This structure ensures a clear separation between strategic oversight and day-to-day operations, promoting effective leadership and organizational efficiency.

### **Section 1: Board of Directors (BOD)**

The BOD is responsible for providing strategic direction, establishing operating policies and long-term planning for the organization. Its key functions include shaping the vision of HSCF, managing capital projects and infrastructure development, overseeing the temple’s assets and major financial investments, and leading capital fundraising initiatives. The board also ensures compliance with governance policies and helps establish and maintain institutional frameworks, such as bylaws and procedures.

### **Section 2: Executive Council (EC)**

The EC handles the daily operations of the temple and ensures smooth execution of all services and programs. This includes managing religious activities, accounting and financial reporting, building maintenance, food services, cultural programs, communications, membership services, and volunteer coordination. The EC works closely with the BOD to implement strategic goals while addressing the immediate needs of the community and the temple’s functioning.

### **Section 3: Collaborative Leadership**

Together, the BOD and EC form a cohesive leadership model that balances vision with execution. While the BOD focuses on the future growth and sustainability of HSCF, the EC ensures that current operations are carried out efficiently, respectfully, and in alignment with the organization’s mission.

**Section 4:** Every member shall be required to sign an NDA & CA (Non-disclosure and Confidentiality agreement) prior to joining the Society’s management position by the process of nomination or election. Society Policies and Procedure document will have a copy of NDA & CA.

## **ARTICLE III Membership, Dues and Assessments**

**Section 1:** The membership shall consist of members of Hindu Society of Central Florida, hereafter referred to as the Society, who are 18 years or older, and are the permanent residents of Citrus, Flagler, Hernando, Hillsborough, Indian River, Levy, Marion, Orange, Pasco, Pinellas, Polk, Seminole, Sumter, Volusia, Osceola, Lake or Brevard counties of Florida and have paid their membership dues in accordance with Section 3 of this Article. These members shall be considered as members in good standing and shall constitute the General Body of the Society.

**Section 2:** There shall be five categories of members – Patron, Premier, Trustee, Life, and General member.

**Section 3:** Dues and assessments for these membership categories shall be as follows:

- a) For a Patron member, a cumulative donation of a minimum of \$100,000 paid without any time limit,
- b) For a Premier member, a cumulative donation of a minimum of \$50,000 paid without any time limit,
- c) For a Trustee member, a cumulative donation of a minimum of \$10,000 (\$8,500 if existing life member) paid



over no more than five consecutive years,

- d) For a Life member, a cumulative donation of a minimum of \$1,500 paid over no more than three consecutive years,
- e) For a General member, a one-time payment of \$500 paid exclusively for membership dues for one calendar year.
- f) The above amounts can be revised from time to time by the two third majority vote of the BOD.

**Section 4:** A member shall belong to a specific membership category upon payment of dues in full as applicable to that category in accordance with Section 3 of this Article.

**Section 5:** Both spouses shall be considered as a single membership for the purposes of the dues, cooling-off period and elected positions eligibility and shall be entitled to one vote each. Upon the demise of a spouse, the surviving spouse shall retain all the membership rights and privileges with a right to one vote. A single person shall be entitled to one vote. Resignation or termination of membership by a member shall, unless specifically stated otherwise, include both the spouses.

**Section 6:** For a General member, the membership year runs from January 1 through December 31 of the same calendar year. If a member pays his/her dues at any time during the year, the membership will still expire on December 31 of that calendar year. Members also have the option to prepay their membership dues for the following year in advance.

**Section 7:** The five-year period for Trustee membership dues, and the three-year period for Life membership dues shall each commence from the date the member made their initial membership dues payment.

**Section 8: Donation Solicitation and Membership Dues Credit Policy**

Only the Board of Directors (BOD), the Executive Council (EC), or an officially designated representative of the BOD/EC is authorized to solicit donations whether in cash or in kind on behalf of the Society.

Monetary donations made toward Society-sponsored religious or non-religious fundraising events or causes shall be eligible for credit toward membership dues across all membership categories.

In-kind donations may include goods and/or services. However, any contracts for such goods or services must be awarded by the BOD through a Best Value bidding process, in accordance with Best Practices, to ensure transparency and avoid any conflict of interest. When in-kind donations are accepted, the BOD will assign a fair monetary value to the donated goods or services. These donations will also be eligible for credit toward membership dues across all membership categories.

Payments by a member to the Society for the following items, and any other future payments that may be deemed by the BOD, shall be excluded from being counted as donations or credits towards membership dues:

1. Food and Canteen services
2. Music classes
3. Dance classes
4. Education services, such as SAT, Language and Yoga classes
5. The Society Facility rentals
6. Special event tickets
7. Personal religious services
8. Donation in kind not approved by the BOD (These donations will be acknowledged by the BOD with a receipt without the dollar value amount.)

**Section 9:** When an eligibility of a membership upgrade occurs, the Secretary and/or the Treasurer of the EC shall submit in writing to the Director, Finance of the BOD for review, verification and approval of the membership upgrade. Upon approval, the Secretary of the EC shall advise the member that his/her total donation amount satisfied the respective



membership dues criteria in conformity with Section 3 of this Article III. The written / Email communication shall specify the new membership category and the effective date of the new membership category.

**Section 10:** Membership of the Society shall not be gifted or inherited.

**Section 11:** Each member shall register an email address with the Temple to be associated with their membership record. It is the responsibility of the member to ensure that member-only communications are received and accessed in a timely manner.

## **ARTICLE IV**

### **Member Rights and Privileges**

**Section 1:** Patron, Premier, Trustee and Life Members are eligible to vote in any General Body meeting or election held on or after June 1st of a given year and in subsequent years, provided their membership was confirmed by the Society as of June 1st of that year.

General members are not eligible to vote in any General Body meeting and election.

**Section 2:** Members who have met the voting eligibility criteria of Section 1 of this Article shall be considered as the Voting General Body (VGB).

**Section 3:** A General member shall not serve on the BOD, EC and their respective committees and any other committees formed by EC and/or BOD.

Life members are eligible to serve on the Executive Council (EC)—excluding the positions of President and Vice-President—after completing a one-year waiting period, starting from the date they meet the membership requirements outlined in Article III, Section 3. To qualify for EC service in any given year, this one-year period must be completed no later than May 31 of that year.

Trustee members are eligible to serve in any position on the EC and BOD — except for the BOD Director (Patron/Premier) position — once they meet the requirements for their membership category by May 31. Eligibility begins immediately after that date.

Patron and Premier members are eligible to serve in any position on the EC and BOD once they meet the requirements for their membership category by May 31. Eligibility begins immediately after that date.

Term of any EC or BOD position shall be two years.

**Section 4:** Conflict of Interest Policy – Family Relationships

No two or more members of the Society who are **related by blood or marriage** (see the definition in the next paragraph below) shall serve concurrently on either the Board of Directors (BOD) or the Executive Council (EC) during any time of service. Furthermore, the spouse of a currently serving member shall be subject to a one-year cooling-off period following the end of their spouse's term before becoming eligible to contest for any position on the BOD or EC.

A Blood or Marriage Relationship exists when two individuals are connected as spouses, partners, parents, siblings, or children, either by birth or through marriage.

**Section 5:** Committee Eligibility Policy

All members in good standing, with the exception of General Members, are eligible to serve on any Committee of the Society upon request by the Board of Directors (BOD) or the Executive Council (EC). Non-members of the Society are not eligible to serve on any Committee.

A member may not serve on more than two committees in total across both the BOD and the EC at any given time. Members in BOD and EC positions are excluded from this rule as they may be part of additional committees based on their roles and responsibilities.



**Section 6: Attendance and Removal Policy for BOD/EC Members**

Any elected member of the BOD or the EC who is absent from three consecutive regularly scheduled meetings without prior notification to the Chairperson of the BOD or the President of the EC, or who accumulates six non-consecutive unnotified absences for any reason, shall be automatically removed from his/her position on the BOD or the EC.

Reinstatement of such a member may be considered by a two-thirds majority vote of the remaining members of the BOD or the EC, provided there is good cause, which must be documented in the official minutes of the meeting.

If reinstatement does not occur, the resulting vacancy must be filled within 30 days of the removal. The BOD or the EC shall solicit applications for the open position by notifying the membership via email and posting a notice on the Society's bulletin board. The notice must outline the responsibilities of the position and the qualifications required.

A replacement shall be appointed by a simple majority vote of the BOD or EC from the pool of eligible candidates.

**Section 7:** All members of the BOD, the EC and their Committees shall serve the Society without Bond and on a voluntary basis without any monetary compensation. The Society shall indemnify a member for any loss sustained unless such loss was caused by gross negligence of the said member. The member in question shall reimburse the Society for any loss sustained due to his/her gross negligence.

**Section 8: Conflict of Interest Policy Compliance**

All members of the Board of Directors (BOD), the Executive Council (EC), and their respective Committee members shall adhere to the Conflict of Interest Policy guidelines as outlined in Appendix A of the IRS document Instructions for Form 1023 (June 2006 or later). For additional details, please refer to Appendix IV titled "Conflict of Interest."

## **ARTICLE V General Body Meetings**

**Section 1:** An Annual General Body Meeting (AGBM) shall be held on Sunday immediately prior to the Thanksgiving Day. Quorum requirements for this meeting shall be in accordance with Section 6 of this Article. The business of this meeting shall be to present reports of the BOD and EC, to announce the results of the elections and to transact other business as may properly come before the meeting. The Chairperson of the BOD shall preside over this meeting except during the time the business of elections is being conducted. The Chairperson of the BOD and the president of the EC shall provide highlights of their committee activities. The chair of Nominations and Election Committee (NEC) will preside during the election business portion of the meeting. The Secretary of the BOD shall record the minutes, and he/she shall post the minutes on the Society's member website.

**Section 2:** In addition to the AGBM, The General Body shall meet with the EC at least once in the month of June. Quorum requirements for this meeting shall be in accordance with Section 7 of this Article. The Chairperson of the BOD shall preside over the meeting. The Chairperson of BOD and the President of the EC shall provide highlights of their committee activities.

**Section 3:** Special meetings of the General Body may be called to discuss and vote on specific issues like removal from membership, removal from office, reverse BOD decision and any other items. These meetings may be called by the BOD resolutions, or by a petition signed by one-third (1/3) of the VGB. The Secretary of the BOD shall call a special meeting within thirty (30) days after the receipt of the signed petition.

**Section 4:** Any amendment to the By-laws or approval for a capital expenditure of \$250,000 or more for a single project, or an annual capital expenditure exceeding \$500,000, shall require a Special General Body Meeting. Notice for such a meeting must be provided to the membership at least forty-five (45) days in advance of the meeting date.

**Section 5:** The Secretary of the BOD shall send the notice of the AGBM or Semi AGBM to the General Body by email or other electronic means and post it on the Society's member website and the Temple bulletin board by not less





than twenty-one (21) days prior to the date of such a meeting. Any other meetings will require a notice period of thirty (30) days. This notice shall state the date, time, place and agenda for the meeting. It is the responsibility of all members to provide to the Secretary of the EC their current email addresses, the postal mailing addresses and also to notify any other changes.

**Section 6:** For the purposes of satisfying quorum and voting requirements for all General Body meetings, members shall use General Body Meeting (GBM) Proxy communicated along with the meeting notification if they are unable to attend the meeting. This proxy shall be considered valid only if all the following requirements are met:

1. The Proxy shall conform the Proxy associated with the general body meeting notice. (A sample is attached in Appendix VII)
2. The Proxy shall be completely filled and signed by the Proxy giving member
3. The Proxy shall be mailed to the temple office (Attn: secretary, Hindu Society of Central Florida, 1994 Lake Drive, Casselberry, FL 32707) or hand delivered in the temple office or e-mailed to the [secretary@hscforlando.org](mailto:secretary@hscforlando.org) (or an alternative email as per the general body meeting notification) from the member's registered email address until the day prior to the general body meeting. All proxies shall be opened on the day of the meeting by the Secretary of the BOD in the presence of the Chairperson and/or the Vice Chairperson of the BOD and decide if quorum for the meeting is satisfied.

**Section 7:** The quorum requirements for various General Body meetings shall be as follows:

|                              |  |
|------------------------------|--|
| AGBM & Semi AGBM             | 15% of the Voting General Body (VGB) consisting of members present and valid GBM proxies |
| Removal from Office          | 33% of the Voting General Body (VGB) consisting of members present and valid GBM proxies |
| Removal from Membership      | 33% of the Voting General Body (VGB) consisting of members present and valid GBM proxies |
| By-Laws Amendments           | 33% of the Voting General Body (VGB) consisting of members present and valid GBM proxies |
| Reverse BOD or EC Resolution | 33% of the Voting General Body (VGB) consisting of members present and valid GBM proxies |
| All other Meetings           | 33% of the Voting General Body (VGB) consisting of members present and valid GBM proxies |

**Section 8:** If the quorum for a General Body meeting is not achieved within thirty (30) minutes of the time of the meeting, BOD present shall fix a time for a later date, not earlier than ten days from the date of the original GBM, to which the meeting shall stand adjourned. The Secretary of the BOD shall send a notice of such adjournment to the General Body by using email and post it on the Society's member Website and the Temple bulletin board within ten days from the day of adjournment. Quorum requirements shall not apply to the adjourned AGBM and Semi-Annual GBM only. All other General Body meetings shall require the above prescribed quorum for re-scheduled dates.

**Section 9:** All business that may properly come before a General Body meeting shall be decided as follows:

- a) Two-thirds (2/3) of the majority of all votes cast by the VGB for approval of Suspension or Removal of a member from a position on the BOD or the EC



- b) Two-thirds (2/3) of the majority of all votes cast by the VGB for approval of Suspension or Removal of a member from the Society membership
- c) Two-thirds (2/3) of the majority of all votes cast by the VGB for approval of Amendments to these By-laws
- d) Two-thirds (2/3) of the majority of all votes cast by the VGB for approval of Reversal of a BOD or EC Adopted Resolution
- e) Simple Majority of all votes cast by the VGB for approval of all other business.
- f) Two-thirds (2/3) of the majority of all votes cast by the VGB for Approval of a capital expenditure of \$250,000 or more for a single project, or an annual capital expenditure exceeding \$500,000

**Section 10:** The BOD shall conduct the AGBM as follows:

- a) By October 15, the BOD shall make available the AGBM notice and the GBM Proxies via society's member website to all the VGB with instructions for returning the Proxy forms.
- b) The Proxy shall be mailed to the temple office (Attn: secretary, Hindu Society of Central Florida, 1994 Lake Drive, Casselberry, FL 32707) or hand delivered in the temple office or e-mailed to the [secretary@hscforlando.org](mailto:secretary@hscforlando.org) (or an alternative email as per the general body meeting notification) from the member's registered email address until the day prior to the general body meeting.

**Section 11:** In points of procedure, Robert's Rules of Order shall govern all meetings, unless otherwise stated in the By-laws. A member may submit written request to the Secretary of the BOD at least 10 days prior to the General Body Meeting and suggest agenda for any new business for consideration at the General Body Meeting. All such requests shall be reviewed by the BOD prior to the General Body meeting and the BOD shall finalize the agenda.

## **ARTICLE VI**

### **The Board of Directors**

**Section 1:** The Board of Directors (BOD) is responsible for providing strategic direction and long-term planning for the society. It oversees the Executive Council (EC) to ensure alignment with the mission and objectives of HSCF. The BOD's core functions include shaping the vision of HSCF, managing capital projects and infrastructure development, safeguarding temple assets, supervising major financial investments, leading capital fundraising efforts, and ensuring compliance with governance policies. It also plays a key role in establishing and maintaining institutional frameworks such as bylaws and procedures. Board shall consist of seven (7) Directors elected by the Society's Voting General Body (VGB), one (1) representative elected by the Patron and Premier members from among themselves, and the President of the Executive Council.

- 1. Chairperson
- 2. Vice Chairperson
- 3. Secretary of the BOD
- 4. Director
- 5. Director
- 6. Director
- 7. Director
- 8. Director Patron/Premier
- 9. President of the EC, Ex-Officio Member





**Section 2:** The membership and eligibility to serve on the BOD shall be governed by all applicable sections in Article IV of these By-Laws.

**Section 3:** All electable positions on the BOD shall be elected as Members of the BOD without position titles or portfolios.

**Section 4:** The term of office for serving on the BOD shall be two years. A member may serve a maximum of two consecutive terms. After completing two consecutive terms, the member must observe a one-term (two years) cooling-off period before becoming eligible to serve again on either the BOD or the EC. A partial term of less than six months shall not be considered a full term for the purposes of term limits.

**Section 5:** A member of the BOD shall not simultaneously serve as a member of the EC.

**Section 6:** Appendix I, titled 'Scope and Responsibilities for the BOD Committees' is provided to guide the formation and functioning of each Committee and its Chairperson.

**Section 7:** The elected members of the BOD shall elect the Chairperson, the Vice-Chairperson, the Secretary and the five Directors no later than January 10 and shall form their respective committees no later than January 31 by enlisting members from the Patron, Premier, Trustee and Life membership categories to join the committees.

Each BOD Committee Chair is responsible for forming their respective committees by January 31st of the calendar year. Failure to form the committee by this deadline shall result in automatic termination of the Chair from the Board of Directors.

However, the Chair may submit a written explanation for the delay along with a fully formed committee roster no later than February 15th. The BOD may, at its discretion, review the submission and reinstate the Chair through a simple majority vote.

If reinstatement does not occur, the BOD shall fill the vacant position within 30 days by appointing a new member from the eligible membership pool who meets the requirements for that committee position.

**Section 8:** Expenditures by all BOD and EC Committees must be approved in advance by the BOD as part of the annual budget.

**Section 9:** The BOD shall fill all vacancies in the following manner:

- a) If the position of the Chairperson becomes vacant, the Vice Chairperson shall fill the vacancy immediately as the Chairperson of the BOD for the remainder of the Chairperson's term of office.
- b) If a position of any other elected member (excluding the Patron/Premier Members) becomes vacant, the BOD, within 30 days, shall nominate a member from the Patron, Premier and Trustee membership categories to fill the vacancy for the remainder of the term of office of the vacant position. The BOD should solicit applications for the open position by sending email communications to the members and posting a notice on the Society bulletin board. The notice should include details of the position's duties and the required qualifications. The BOD shall appoint a candidate to the position by a simple majority vote.
- c) If the position of the Patron/Premier Member becomes vacant, the BOD shall request the Patron members of the Society to designate within thirty days a Patron/Premier Member to serve the remainder of that term.
- d) If a member is appointed to fill a vacancy, the vacancy term shall count towards the two-year term limit only if the term served is more than 180 days.

**Section 10:** If a member of the BOD resigns from his/her position, his/her membership on the BOD shall be deemed terminated. Additionally, the resigned individual shall be ineligible to serve in any capacity on the BOD or the EC for a



period of two calendar years from the date of resignation.

**Section 11:** The BOD shall hold at least twelve (12) regularly scheduled meetings each calendar year, excluding the Annual General Body Meeting (AGBM) and any additional meetings called by the Chairperson. The schedule for these twelve regular meetings shall be established at the first BOD meeting of the year. The Secretary shall notify each BOD member of the meeting's date, time, location, and agenda in advance. Unless it is an emergency, the meeting agenda should be emailed to the BOD, at least 7 days prior to the date of the meeting.

**Section 12:** For the purposes of BOD meetings, a quorum shall consist of five (5) members. Business may be conducted only with the affirmative vote of at least four (4) members present at a meeting where a quorum is established. If a quorum is not reached within fifteen (15) minutes of the scheduled start time, the members present may, by majority vote, adjourn the meeting to a later date.

**Section 13:** The Chairperson, and in his/her absence the Vice-Chairperson of the BOD shall preside over all meetings of the BOD. The presiding officer shall have no vote except to break a tie.

The Secretary of the BOD shall record minutes of all meetings of the BOD and keep a ratified copy at the Society office. These ratified minutes shall be posted to the Society's member website within a week after the meeting.

The Presiding Officer at his/her discretion may table or postpone an agenda item to the next regularly scheduled meeting of the BOD. The Presiding Officer shall not postpone voting on the motion/item for more than two consecutive scheduled meetings of the BOD

**Section 14:** To reverse any action or decision of the BOD, a petition signed by at least twenty-five percent (25%) of the General Body is required. If the BOD agrees to reverse the action or decision, no further steps are needed. However, if the BOD does not agree, a notice for a special meeting of the VGB must be sent to all VGB members within thirty (30) days of receiving the petition or resolution. The BOD's action shall be reversed if at least seventy-five percent (75%) of the total votes cast by the VGB approve the petition. The quorum for this special meeting shall be at least fifty percent (50%) of the VGB present in person or by valid GBM proxies

**Section 15:** If a member of the BOD introduces a motion to reverse a resolution passed by the BOD in a BOD meeting, at least six (6) votes of the BOD members shall be required to pass the motion and at least six (6) votes to adopt an alternate resolution.

**Section 16:** By January 31 of each year, the BOD shall form Nominations and Elections Committee (NEC).

**Section 17:** The BOD shall develop selection and appointment criteria for priest(s) and description of their duties and responsibilities and seek recommendations on religious matters from the EC Chairperson of Religious Planning Committee. It shall also develop selection criteria for hiring other employees for the Society.

**Section 18:** The Secretary of the BOD shall collaborate with the Secretary of the EC to maintain the Policy and Procedures document, as well as the indexed record of all approved resolutions passed by the BOD and EC during their respective monthly meetings. These documents shall be reviewed and updated on a semi-annual basis.

**Section 19:** All the members of the BOD and its Standing Committees shall serve the Society without Bond and on a voluntary basis without any monetary compensation. The Society shall indemnify them for any loss sustained unless such loss was occasioned by gross negligence of the said member. The member in question shall reimburse the Society for any loss sustained due to his/her gross negligence.

**Section 20:** The members of the BOD and its Standing Committees shall abide by these By-laws of the Society.

**Section 21:** Operations Manager Hiring and Responsibilities

The Board of Directors (BOD) is responsible for hiring an Operations Manager in consultation with the president of EC. This will be a paid position, and the compensation should be aligned with local labor market standards. The BOD shall



define the job requirements and advertise the position through public media, the organization's email lists (including members and non-members), and other appropriate channels as needed.

The responsibilities of the Operations Manager are defined in the Society's Policies and Procedures. The Operations Manager, along with all other Society staff members, reports to the President of the Executive Committee (EC) or to another EC member designated by the President.

## **ARTICLE VII**

### **The Executive Council**

**Section 1:** The Executive Council (EC), under the leadership of the President, is responsible for the day-to-day management and operational decisions of the organization. It implements the policies and strategies set by the Board of Directors, oversees ongoing activities, and ensures efficient execution of programs and services. The EC acts as the primary leadership team to maintain smooth organizational functioning.

The membership and eligibility to serve on the Executive Council shall be governed by all applicable sections in Article IV of these By-laws.

1. President, Ex Officio Member of the BOD
2. Vice President
3. EC Treasurer, Accounting/Finance
4. EC Secretary, Membership, Operations and Human Resources
5. EC Chair, Communications
6. EC Chair, Programs
7. EC Chair, Education, Youth Group, Senior Citizens & Volunteer Services
8. EC Chair, Religious Activities
9. EC Chair, Repairs & Maintenance
10. EC Chair, Food & Canteen
11. EC Chair, Inventory Management

**Section 2:** The President of the EC shall serve as the Presiding Officer of all EC meetings and as an Ex-Officio member of the BOD. He/she shall execute the policies and plans of the EC and be accountable to the BOD. President is responsible for all day-to-day management and operations decisions of the EC.

**Section 3:** The EC Vice President shall be responsible for

- Internal Audit of all society resources on quarterly basis
- Manage Access to all systems
- Data Security and Data Control
- Additional duties and responsibilities delegated by the president
- Serving as Chairperson of the Internal Audit, Security and IT Infrastructure Committee

**Section 4:** The EC Treasurer shall be responsible for all Financial Functions according to the accepted accounting principles

- Receive and Deposit all Funds received in the Bank
- Billing and collection
- Payroll and payment of taxes
- Insurance policy Implementation
- Pay Invoices and Vendors for society obligation
- Compiling budgets based on the inputs from the EC and BOD
- Present Budgets and Monthly Financial Reports to BOD

**Section 5:** The EC Secretary shall be responsible for following administrative and operating functions of the society



- The Secretary shall publish the Executive Committee (EC) meeting agenda at least one week in advance of the scheduled meeting.
- Maintaining the minutes of EC Meetings and getting them ratified in the subsequent meetings
- Publishing Meetings minutes to the members
- Maintaining the membership database and regular review of membership for accuracy duly working in coordination with the EC treasurer
- Overseeing front office staff and operations
- Overseeing facility rental booking in collaboration with office and maintenance staff
- Serving as Chairperson of the Membership Committee

**Section 6:** The EC shall form ten committees as follows:

1. Membership & Operations Committee
2. Security, IT Infrastructure and Audit Committee
3. Accounting/Finance Committee
4. Communications Committee
5. Volunteers, Education, Youth & Senior Citizens Committee
6. Food & Canteen Committee
7. Programs Committee
8. Religious Activities Committee
9. Repairs & Maintenance Committee
10. Fixed Assets and Inventory Committee

**Section 7:** The Nominations for the seven Executive Committee (EC) positions should be solicited individually and elected, rather than as a collective EC pool, as each position has distinct requirements. Appendix II entitled “Scope and Responsibilities for the EC Committees” is provided for the guidance in the formation and functioning of each Committee.

Each EC Committee Chair is responsible for forming their respective committees by January 31st of the calendar year. Failure to form the committee by this deadline shall result in automatic termination of the Chair from the Executive Committee (EC).

However, the Chair may submit a written explanation for the delay along with a fully formed committee roster no later than February 15th. The EC may, at its discretion, review the submission and reinstate the Chair through a simple majority vote.

If reinstatement does not occur, the EC shall fill the vacant position within 30 days by appointing a new member from the eligible membership pool who meets the requirements for that committee position.

**Section 8:** Term of office to serve on the EC shall be two years. A member may serve two consecutive terms but shall require a cooling off period of one term (two years) prior to holding office again on the BOD or the EC. A partial term lasting less than six months shall not count as a term.

**Section 9:** A member of the EC shall not simultaneously serve as a member of the BOD. He/she shall also not serve on other committees of the BOD or the EC than his/her own or related committee.

**Section 10:** The EC shall fill all vacancies in the following manner:

- a) If the position of the President becomes vacant, the Vice President shall fill the vacancy immediately as the President of the EC for the remainder of the President’s term of office. Then, the open position of the Vice President is filled as noted below (Section 10,b)
- b) If the position of any of the other elected members becomes vacant, the EC, within 30 days, shall nominate and approve by simple majority vote of EC a member from the appropriate membership categories to fill the vacancy for the remainder of the term of office of the vacant position. The EC should solicit applications for the open position by sending email communications to the members and posting a notice on the temple bulletin



board. The notice should include details of the position's duties and the required qualifications. The EC shall appoint a candidate to the position by a simple majority vote. Cooling off period of one term applies to this vacancy filling also.

- c) If a member is appointed to fill a vacancy, the vacancy term shall count towards the two-year term limit only if the term served is more than 180 days.

**Section 11:** If any EC member resigns his/her position, he/she shall be terminated from his/her membership on the EC. Furthermore, the resigned member will be ineligible to serve in any BOD or EC position for the two calendar years following the date of resignation.

**Section 12:** The EC shall have at least twelve (12) regularly scheduled meetings per calendar year not including the AGBM and other meetings as may be called by the President of the EC. Schedule for the twelve regular meetings shall be set at the first meeting of the EC. The Secretary of the EC shall notify each EC member about the meeting, starting time, date, place and agenda.

**Section 13:** For purposes of the EC meetings, eight (8) members of the EC shall constitute a quorum, and business shall be conducted by a minimum of six (6) votes of the members present at a meeting at which a quorum is present. The Presiding Officer shall have no vote except to break a tie. A meeting may be adjourned to a later date by a majority of members present, if a quorum is not achieved within fifteen (15) minutes of the starting time of the meeting.

**Section 14:** The President, and in his/her absence the Vice President of the EC, shall preside over all meetings of the EC.

The President at his/her discretion may table or postpone an agenda item to the next regularly scheduled meeting of the EC. The President shall not postpone voting on the motion/item for more than two consecutive scheduled meetings of the EC.

**Section 15:** To reverse any action or decision of the EC a petition signed by 25% of the General Body is necessary. If the EC agrees to reverse the action or the decision, no further action is required.

In case the EC does not agree with the petition, a notice for a special meeting of the VGB shall be sent to the VGB within thirty days of receipt of such a petition or resolution. Any action of the EC shall be reversed if a petition is approved by at least 75% of the total votes cast by the VGB. The quorum for this meeting shall be at least 50% of the VGB present and valid GBMA proxies.

**Section 16:** If a member of the EC introduces a motion to reverse a resolution passed by the EC in a EC meeting, at least eight votes of the EC members shall be required to pass the motion and at least ten votes to adopt an alternate resolution.

**Section 17:** All the members of the EC and its Standing Committees shall serve the Society without Bond and on a voluntary basis without any monetary compensation. The Society shall indemnify them for any loss sustained unless such loss was occasioned by gross negligence of the said member. The member in question shall reimburse the Society for any loss sustained due to his/her gross negligence.

**Section 18:** The EC and the Standing Committee members shall abide by the Sample Conflict of Interest Policy guidelines recommended in Appendix A of the IRS document, Instructions for Form 1023 (June 2006). Refer to Appendix III entitled "Conflict of Interest" for more details.

**Section 19:** If any elected member of the EC is absent consecutively for three regularly scheduled meetings without prior notification to the President, he or she shall be automatically removed from the EC. The EC may reinstate the member by a formal majority vote of the remaining members of the EC for good cause shown and documented in the minutes of the EC meeting. Otherwise, the vacancy shall be filled in accordance with Section 10 of this Article.

**Section 20:** The members of the EC and its Standing Committees shall abide by these By-laws of the Society.



## **Section 21: Employee Reporting Structure**

1. **Office Staff**  
All office staff shall report directly to the **Secretary**.
2. **Priests**  
All priests shall report to the **Chair – Religious Affairs**.
3. **Canteen Staff**  
Canteen staff shall report to the **EC Chair – Food Services**.
4. **Maintenance Staff**  
Maintenance staff shall report to the **EC Chair – Maintenance**.
5. **Reassignment Authority**  
Based on operational needs, the **EC** reserves the right to reassign the supervision of any HSCF staff or employee to a different EC member.

## **ARTICLE VIII**

### **Nominations & Elections Committee**

#### **Section 1: Purpose & Oversight**

The Nominations & Elections Committee (NEC) is responsible for recruiting, vetting, presenting nominees, and administering elections for the Board of Directors (BOD) and Executive Committee (EC) in accordance with Society bylaws. The NEC ensures transparent, fair, and representative processes from nomination through election.

#### **Section 2: Committee Composition & Term**

- The Board of Directors (BOD) shall appoint five members to the Nomination and Election Committee (NEC) by January 31. Appointees must hold Trustee, Premier, Patron, or Life membership status.
- The NEC shall elect a Chair from among the five appointed members.
- Each member of the NEC shall serve a term of two (2) years.

#### **Section 3: NEC Responsibilities**

##### **3.1 Recruitment & Diversity**

- Actively identify and encourage qualified candidates, with special outreach to underrepresented groups (e.g., women and second-generation Hindu community members).
- Promote balanced and inclusive leadership.

##### **3.2 Nomination Process**

- **By July 1:** BOD provides NEC with a list of open positions and updated membership list.
- **By July 15:** NEC issues nomination notice via email and website. This includes:
  - Deadline to file nominations (August 15)
  - Deadline to withdraw nominations (August 31)
  - Instructions and eligibility criteria
  - Consent requirement from each nominee
- **By September 1:** NEC opens and validates nominations in the presence of at least three NEC members.





- **By September 15:** NEC requests and publishes nominee bios/intros/plans to the VGB.
- **By September 30:** NEC presents final nominee list to the BOD.
- **By October 15:** BOD adopts and publishes the final list via email, website, and notice board.
- If NEC cannot fill all positions, the BOD Vice-Chair and EC President will assist.
- Withdrawals post-adoption will be managed per existing vacancy-fill procedures.

### **3.3 Election Administration**

- NEC determines and administers the election process: internal, digital, or via external service, based on BOD direction.
- **On Election Day (Sunday before Thanksgiving), NEC:**
  - Oversees voting
  - Tallies and announces results
  - Handles Director Patron/Premier selection (by Patron/Premier voters only)
  - Declares unopposed candidates elected where applicable
  - Posts certified election results to website and bulletin board and archives the original

## **Section 4: Eligibility Criteria**

### **4.1 Candidate Eligibility**

- **BOD**
  - All positions (except Director Patron/Premier): Trustee, Premier, or Patron
  - Director Patron/Premier position: Patron or Premier only
- **EC**
  - President/Vice President position: Trustee, Premier, or Patron
  - Other EC positions: Trustee, Premier, Patron, or Life
- General members are not eligible for any position

### **4.2 Voter Eligibility**

- All VGB members (Trustee, Premier, Patron, Life)
- Only Patron and Premier members may vote for the Director Patron/Premier
- General members are not eligible to vote

### **4.3 Experience Requirements**

Trustee-category candidates for EC President or any BOD position must have served at least one full term in EC, GC, or BOD. This does not apply to Premier or Patron members.



## **Section 5: Terms & Election Cycle**

- **Term:** Two calendar years
- **Cycle:** Staggered elections—BOD and EC alternate years
- **Mid-term Vacancies:** Appointments serve the remainder of the term
- **Unfilled Seats:** BOD, with assistance from NEC, must fill open positions by **January 31**

## **Section 6: Appeals & Recordkeeping**

- **Appeals:** Must be submitted in writing to BOD within seven (7) days of election result announcements
- **Records:** All nomination/election materials become property of the Society and will not be returned

# **ARTICLE IX Finances**

### **Section 1: Vendor Requirements**

Any vendor performing work on Society-owned properties must be licensed and insured. The Society must be named as an additional insured under the vendor's liability insurance for any work performed. Vendors must submit all documentation required by the Society to ensure compliance with local governing laws and to protect the Society's interests. The chair overseeing the project is responsible for collecting all necessary documents before the commencement of work.

### **Section 2: Recurring Payments and Contracts**

All recurring payments and annual contracts must be reviewed and updated in the first quarter of each year. If necessary, the chair responsible should explore and negotiate with alternative vendors. The chair must also ensure that vendor contracts, insurance, and other legal documents are in place and up to date.

### **Section 3: Approval Process for Work Below \$5,000**

For any work estimated to cost less than \$5,000, the respective chair shall obtain a proposal from at least one contractor and seek approval from the EC by a simple majority vote at an EC meeting. Upon approval, the chair shall collect all required vendor documentation prior to the commencement of the work.

The \$5,000 threshold shall be reviewed by the BOD during the month of January and may be revised at that time to account for the Consumer Price Index (CPI) and inflation. Any such revision shall only be made during January and shall remain in effect until the next review and revision in January of the following year.

### **Section 4: Approval Process for Work of \$5,000 or More**

For any work estimated to cost \$5,000 or more, the respective chair shall obtain proposals from a minimum of three contractors and seek approval from the EC by a simple majority vote at an EC meeting. Upon approval, the chair shall collect all required vendor documentation prior to the commencement of the work. This limiting requirement shall not apply in situations involving emergencies or matters of life safety.

The \$5,000 threshold shall be reviewed by the BOD during the month of January and may be revised at that time to account for the Consumer Price Index (CPI) and inflation. Any such revision shall only be made during January and shall remain in effect until the next review and revision in January of the following year.

### **Section 5: Operating Account Management**

The EC Treasurer and EC President manage the Operating Account. Payments for operating expenses, maintenance, and special projects under \$50,000 should be made from this account. Checks under \$5,000 may be signed by the



Treasurer or, in his/her absence, the President. For amounts \$5,000 or more, checks must be signed by both the Treasurer and President. In the absence of the President, the Vice President may co-sign. Any payment of \$5,000 or more must also be approved by the Director of Finance or the Chair of the BOD prior to payment.

The \$5,000 and \$50,000 thresholds shall be reviewed by the BOD during the month of January and may be revised at that time to account for the Consumer Price Index (CPI) and inflation. Any such revision shall only be made during January and shall remain in effect until the next review and revision in January of the following year.

#### **Section 6: Trust Account Management**

The Finance Director and Chair of the BOD manage the Trust Account. All income to the Society is deposited into the Trust Account by the EC Treasurer. The EC Treasurer and President have read-only access for accounting and reconciliation. Based on approved budgets and projections, the Finance Director or Chair of the BOD will transfer funds from the Trust Account to the Operating Account to maintain six months of budgeted expenses on monthly basis.

#### **Section 7: Accounting Year and Access**

The Society's accounts shall be maintained on a calendar-year basis from January 1 through December 31. The EC Treasurer, EC President, Finance Director, and Chair of the BOD shall have access to all Society accounts. Accounts shall be compiled by the EC Treasurer, approved by the Finance Director, and must follow U.S. Generally Accepted Accounting Principles (GAAP). The previous year's accounts must be submitted to the BOD by the end of February and to the Society's Licensed CPA for review by March 31. The CPA shall be appointed/reappointed annually by the BOD by September 30 of the prior year.

#### **Section 8: Capital Projects Over \$50,000**

The Construction Management Committee, chaired by the BOD's Director of Construction, is responsible for strategy, planning, land/building acquisition, and capital improvements over \$50,000. Once approved by the BOD, the EC Chair of Fixed Assets and Inventory Management shall execute the project under the Committee's guidance. Funds for such projects will be paid from the Trust Account.

#### **Section 9: Annual Budget**

The budget for the period from March 1 through February 28 (or 29 in leap years) shall be prepared by the EC Treasurer with input from the EC and BOD. The Finance Director shall present the draft budget to both the EC and BOD for approval at their joint February meeting.

#### **Section 10: Quarterly Reviews**

The Finance Director shall conduct a quarterly review of Society accounts. The scope will be determined by the Finance Committee, which may suggest improvements and ensure compliance with best practices.

#### **Section 11: Budget Overruns and Non-Budgeted Expenses**

No expenditure may exceed its budgeted amount by more than 10% without the Finance Director's approval. Any non-budgeted expense over \$3,000 must also be approved by the Finance Director. The approved budget shall be posted on the Society's member website by March 31 and follow the same format as the prior year.

#### **Section 12: Financial Reporting**

With assistance from the EC Treasurer, the Finance Director shall submit quarterly Profit and Loss statements and Balance Sheets to the BOD, comparing current results with the budget and prior year. Once approved by the BOD, these reports shall be posted on the Society's member website. A compiled financial report for the 10-month period ending October 31 shall be presented at the AGBM.

#### **Section 13: Annual Financial Statement and Inventory**

The annual financial statement for the year ending December 31 shall be prepared by the EC Treasurer, approved by the Finance Director, and reviewed and approved by the BOD. It shall be posted on the Temple bulletin board and the member website by March 31. The EC Chair of Fixed Assets and Inventory shall submit an equipment inventory to the EC Treasurer and Finance Director no later than December 15.

#### **Section 14: Investment and Endowment Board**



The BOD shall establish the HSCF Investment and Endowment Board with five members. The Board members shall serve 3-year terms, and the BOD may add or remove members as needed. This Committee shall operate under rules set by the BOD.

**Section 15: Authority Over Property and Assets**

The BOD shall have authority to administer, manage, and hold title to all real and personal property, trust funds, and financial instruments on behalf of the Society. The BOD may accept donations, bequests, or other transfers of assets for purposes consistent with the Society's mission.

**Section 16: Restrictions on Loans**

No member of the Board of Directors (BOD), Executive Council (EC), any committee, or the General Body shall solicit or accept any loan from an individual or institution that could impose a repayment obligation on the Society.

**Section 17: Capital Expenditures Requiring General Body Approval**

Any capital expenditure of \$250,000 or more for a single project, or total annual capital expenditures exceeding \$500,000, must be approved by at least two-thirds (2/3) of votes cast by the Voting General Body (VGB).

**Section 18: Signing of Contracts**

The Chairperson of the BOD and the Finance Director may sign contracts on behalf of the Society, provided they are approved by the BOD.

**Section 19: CPA Firm Appointment**

The Finance Director with the approval from the BOD shall appoint or renew a certified public accounting (CPA) firm by September 30 to manage the Society's accounting and bookkeeping. The CPA firm is responsible for maintaining the accuracy and integrity of financial reporting. The Finance Director and EC Treasurer shall collaborate with office staff and the CPA firm to ensure transparency and efficiency.

**Section 20: Legal Compliance**

The BOD and EC must comply with all applicable local, state, and federal laws, including filing tax returns and the annual report with the Florida Secretary of State.

**Section 21: Process Documentation**

The Policies and Procedures manual must include detailed processes for managing work orders, obtaining quotes, handling invoices, processing payments, and securing approvals. It must also address vendor insurance, IRS 1099 reporting requirements, and other statutory obligations.

## **ARTICLE X**

### **Amendment of By-laws**

**Section 1:** The Society shall be governed by these By-laws until amended in accordance with this Article. The BOD has the final authority on the interpretation of the By-laws and policies & procedures. The By-laws and Rules & Regulations Committee set up by the BOD shall recommend to the BOD amendments to these By-laws.

**Section 2:** The BOD shall review, revise if required and formally approve the amendments with 2/3 majority of BOD. Then, the Secretary of the BOD shall email the copy of the BOD approved amendments to the VGB with a notice of a Special Meeting where the VGB will vote on the amendments. This notice shall be sent forty-five (45) days prior to the Meeting.

**Section 3:** The VGB may send comments on the amendments to the Secretary of the BOD by email or US Mail no later than thirty days (30) prior to the Special Meeting. These comments shall be reviewed by BOD with the support of By-laws and Rules & Regulations Committee, and shall revise the proposed amendments if required and published to the VGB 10 days prior to meeting to give an opportunity to review the final amendments ready for voting in the special general body.



**Section 4:** Two-thirds (2/3) of all votes cast by VGB (including all valid GBM Proxies, if applicable) are required to amend these By-laws. For purposes of this Special Meeting one-third (1/3) of the VGB including all valid GBM Proxies shall constitute a quorum.

## **ARTICLE XI**

### **Removal from Office and Membership**

#### **Section 1: Removal of EC or BOD Member**

*Note: The subject member shall have the right to present their case prior to voting but must leave the meeting room before the vote is conducted.*

##### **1. Removal by the BOD**

An EC or BOD member may be removed from office by the BOD at a Special Meeting called specifically for this purpose, based on grounds such as misconduct, violation of the code of conduct, or incapacity.

- Quorum Requirement: A minimum of eight (8) BOD members must be present at the meeting.
- Approval Threshold: A minimum of seven (7) BOD members must vote in favor of removal.
- Exclusion Clause: The member subject to removal shall not be counted toward the quorum and shall not participate in the voting process.
- Notification Requirement: The Secretary of the BOD shall notify the affected member in writing within seven (7) days of the decision date.

##### **2. Right to Contest – Special General Body Meeting**

A removed member has the right to contest the decision by submitting a written petition to the BOD within thirty (30) days of the removal notice. Upon receiving such a petition, the BOD may convene a Special General Body Meeting.

- Quorum Requirement: At least one-third (1/3) of the Voting General Body (VGB) members must be present.
- Approval Requirement: A two-thirds (2/3) majority of the votes cast is required to reverse the removal decision.

##### **3. Failure to Hold General Body Meeting – Appeal to Appellate Committee**

If the Special General Body Meeting is not held due to lack of quorum:

- The removed member may appeal the BOD's decision to the Appellate Committee.
- A formal written request must be submitted via email to the Secretary of the BOD within fifteen (15) days from the later of:
  - (a) The date of the BOD's removal decision, or
  - (b) The date on which the Special General Body Meeting failed to achieve quorum.
- The appellate process shall be conducted in accordance with Article XII of these Bylaws.

#### **Section 2. Termination of Membership**

*Note: The subject member may present their case and must leave the meeting before voting.*

##### **2.1 Authority and Procedure**

Membership of any individual may be terminated by the Society at a Special Meeting of the BOD convened specifically for this purpose. A quorum of at least eight (8) BOD members is required. Termination shall require a minimum of seven (7) affirmative votes. The affected member shall not be counted toward the quorum and shall not participate in the vote. The Secretary of the BOD shall notify the affected member in writing within seven (7) days of the decision.

##### **2.2 Right to Contest – Special General Body Meeting**

A terminated member may contest the decision within thirty (30) days of the termination notice. In such a case, the BOD may call a Special General Body Meeting. The quorum for this meeting shall be one-third (1/3) of the Voting General Body (VGB) members. Reversal of the termination shall require approval by at least two-thirds (2/3) of the votes cast at the meeting.



### 2.3 Right to Appeal – Appellate Committee

If the Special General Body Meeting cannot be held due to lack of quorum, the terminated member may appeal to the Appellate Committee. The appeal must be submitted in writing via email to the BOD Secretary within fifteen (15) days from the later of:

- (a) the date of the BOD's termination decision, or
- (b) the date of the failed Special General Body Meeting.

Procedures for the Appellate Committee are detailed in Article XII of these Bylaws.

### 2.4 No Refund of Dues

Membership dues and other payments are non-refundable upon termination of membership.

## ARTICLE XII Appellate Committee

### Section 1. Purpose

The Appellate Committee shall serve as an internal review body to hear appeals from members or officers who are adversely affected by decisions made by the EC or BOD ensuring fairness, transparency, and due process within the organization.

### Section 2. Composition

The Appellate Committee shall consist of **five (5) members**, selected from the following eligible individuals:

- Past Chairmen of the BOD
- Past Presidents of the EC
- Past Presidents of the GC

Members currently serving in EC or BOD **shall not serve** on the Appellate Committee. Individuals involved in the decision under appeal must recuse themselves, and an alternate eligible person shall be appointed by the BOD.

### Section 3. Term and Appointment

- a) The Appellate Committee shall serve a **term of two (2) year**, beginning on **February 1st**
- b) The **BOD shall appoint the committee before January 31st**.
- c) In the event of a vacancy, the BOD shall appoint a replacement from the eligible pool of past presidents or past chairmen.

### Section 4. Jurisdiction and Scope

The Appellate Committee shall have authority to review appeals involving:

- a) Removal or disciplinary actions against members or officers,
- b) Disputes concerning election procedures or eligibility, and
- c) Any other matters deemed appealable by the BOD.

### Section 5. Appeal Procedure

- a) A written appeal must be submitted to the Secretary of the BOD within **fifteen (15) days** of the contested decision.
- b) The Secretary shall forward the appeal to the Appellate Committee within **ten (10) days** of receipt.
- c) The committee may request documents, interview involved parties, or hold a hearing as needed.
- d) A final decision shall be issued within **forty-five (45) days** from the date the appeal was received by the committee.

### Section 6. Decision

- a) A **quorum of four (4)** members is required for the committee to deliberate and render a decision.
- b) A decision shall be deemed approved if **at least three (3) members vote in favor**.
- c) The decision shall be documented in writing and communicated to all concerned parties. The decision of the





Appellate Committee shall be **final and binding** within the framework of HSCF.

## **ARTICLE XIII**

### **Access to and Storage of Records**

**Section 1:** Society members shall have the right to examine, in person, for a reasonable purpose and upon prior written request to the Secretary of the BOD, the membership record, the record of accounts and of inventory, and ratified minutes and/or records of the proceedings of all meetings of the BOD, EC, all Committees and the General Body and make extracts from them.

All costs/expenses for such examination and review shall be borne by the requester. The Secretary of the BOD in consultation with the Chairperson of the BOD shall respond in writing to the written request within thirty days (30) from the date of receipt of the request.

**Section 2:** The Archives, including all past records and data not deemed necessary to the current year's operation of the Society shall be kept together and located in a designated place at the Society's office. All records, whether physical or electronic, shall be retained in accordance with applicable laws, or longer if necessary to preserve the historical record of the Society.

**Section 3:** A Society member must sign a Confidentiality Agreement (CA) and Non-Disclosure Agreement (NDA), as required by the Board of Directors (BOD), prior to scheduling an appointment for inspection of records.

## **ARTICLE XIV**

### **Prohibited Activities**

**Section 1:** Consumption of liquor or alcoholic beverages or any other intoxicants on the Society property is strictly prohibited.

**Section 2:** Cooking and/or consumption of non-vegetarian food items including meat, fish, poultry and eggs on the Society property is strictly prohibited.

**Section 3:** Use of tobacco, in any form, including smoking cigarettes, vaping or any other intoxicants on the Society property is strictly prohibited.

**Section 4:** Gambling on the Society premises is strictly prohibited.

**Section 5:** Political activities including campaigns for political office, displaying or handing out campaign materials on the Society property are strictly prohibited.

**Section 5:** The Board of Directors (BOD) shall have the authority to enforce prohibitions on additional activities, including but not limited to inappropriate conduct, non-compliance with the dress code, or any behavior deemed inconsistent with the values and objectives of the organization. This authority is in addition to, and does not modify or remove, any prohibitions already established in the Bylaws.

## **ARTICLE XV**

### **Abbreviations**

|      |                             |
|------|-----------------------------|
| AGBM | Annual General Body Meeting |
| BOD  | Board of Directors          |
| EC   | Executive Council           |



|         |                                     |
|---------|-------------------------------------|
| GBM     | General Body Meeting                |
| HSCF    | Hindu Society of Central Florida    |
| NEC     | Nominations and Elections Committee |
| SOCIETY | Hindu Society of Central Florida    |
| VGB     | Voting General Body                 |

## **ARTICLE XVI**

### **Transition Plan**

**Section 1:** After approval of these By-laws in a Special General Body Meeting of the VGB held in 2025, these By-laws shall be effective on and shall be subject to the Transition Plan in Attachment I of these By-laws.



## APPENDIX I

### **SCOPE and RESPONSIBILITIES of the BOD COMMITTEES**

All Committees of the BOD should meet the following general guidelines:

1. Formation of the full committee by one of the elected Director of the BOD.
2. Reflect the diversity the Society seeks to serve.
3. Record and maintain minutes of meetings.
4. Submit reports at the monthly BOD meeting and brief BOD on the deliberations.
5. Observe Robert's Rules of Order for the conduct of the meetings.
6. Designate a member of the committee to act as Secretary of the committee.
7. Abide by the frequency of meetings recommended for each committee as a minimum.
8. A minimum of 4 members from Life, Trustee, Premier, or Patron categories in each committee unless otherwise stated explicitly.
9. A member can be part of two sub-committees at the same time.

### **Strategy and Planning Committee**

#### **Overview**

The Strategy and Planning Committee guides HSCF's long-term vision and growth by developing and monitoring strategic plans with a focus beyond three (3) years. It ensures alignment with the mission and evaluates opportunities and risks for sustainable success. The committee also develops project plans for future initiatives and supports continued growth in infrastructure and services.

#### **Organization**

- The Committee is chaired by the Chairperson of the BOD.
- The Committee meets quarterly or as needed.

#### **Highlights**

- Develop and recommend a long-range vision and strategic plan with a time horizon beyond three (3) years
- Create project plans for potential and upcoming initiatives not yet undertaken
- Plan for continued growth in Society infrastructure and services
- Align initiatives with HSCF's mission and values
- Monitor progress and set measurable goals
- Analyze trends, risks, and opportunities
- Coordinate with leadership and stakeholders
- Report regularly to the full Board

#### **Guidelines**

- Review strategic plan every 3-5 years with annual updates
- Maintain confidentiality of discussions and documents
- Decision by majority vote; recommendations go to full Board
- Collaborate with other committees for alignment
- Keep clear records of plans and meetings



## **Audit and By-Laws Committee**

### **Overview**

The Audit and By-laws Committee oversees the Society's financial integrity and governance framework. It reviews audit processes, financial controls, and compliance with applicable laws and regulations. The committee also monitors the relevance and adherence to the Society's by-laws, recommending updates as necessary to support effective governance.

### **Organization**

- The Committee is chaired by the Vice Chairperson of the BOD.
- The Committee meets once every two months.

### **Highlights**

- Oversee external and internal audit processes and reports
- Review financial controls and risk management practices
- Ensure compliance with legal and regulatory requirements
- Monitor and recommend updates to the Society's By-laws
- Support transparency and accountability in governance
- Coordinate with the Finance Committee and Board as needed
- Report findings and recommendations to the full Board
- Maintain and Update Policy and Procedures

### **Guidelines**

- Maintain confidentiality of all audit and governance matters
- Decision by majority vote; recommendations go to full Board
- Collaborate with external auditors and legal advisors when required
- Keep detailed records of meetings, audits, and by-law reviews

## **Membership Committee**

### **Overview**

This Committee oversees all activities related to BOD and Committee meetings, member management, and election processes to ensure transparent, efficient, and compliant operations.

### **Organization**

- Chaired by the Secretary of the BOD
- Meets once every two months

### **Highlights**

- Oversee preparation, scheduling, and documentation of all BOD and Committee meetings
- Audit membership records and verify membership eligibility
- Coordinate with the Nomination and Elections Committee to ensure smooth and transparent election processes, including nomination, voting, and results tabulation
- Ensure compliance with Society By-laws and policies related to BOD and Committee meetings, membership, and elections
- Coordinate with other committees as needed on membership outreach and engagement
- Provide timely reports to the BOD on meeting minutes, membership status, and election outcomes



### **Guidelines**

- All activities must comply with Society bylaws and be approved or reviewed by the BOD as appropriate
- Maintain clear and secure records of BOD and Committee meetings, membership rolls, and election results
- Foster transparency, fairness, and member participation in all processes
- Decisions are made by majority vote and recommendations submitted to the BOD
- Uphold confidentiality, integrity, and professionalism in all committee functions

### **Finance Committee**

#### **Overview**

The Finance Committee ensures the financial health, transparency, and sustainability of HSCF. It provides oversight of the organization's budgeting, reporting, and financial planning processes. The committee works closely with the Executive Committee and the Endowment Board to support responsible financial stewardship.

#### **Organization**

- The Committee is chaired by the BOD Director
- The Committee meets quarterly.

#### **Highlights**

- Review and present quarterly financial statements to the Board
- Review budget estimates from all committees and the annual budget in prepared by the EC Treasurer
- Recommend improvements in accounting systems and practices
- Responsible for reviewing annual audit reports
- Ensure compliance with financial policies and regulations
- Support the EC Treasurer on financial operations
- Work in alignment with the HSCF Investment and Endowment Board on investment and fund management matters

#### **Guidelines**

- Support transparency, compliance, and long-term financial planning
- Decision by majority vote; recommendations go to full Board
- Collaborate with internal and external auditors, as needed
- Maintain confidentiality of sensitive financial information
- Keep thorough records of all financial reports, budgets, and meeting notes

### **Fund Raising Committee**

#### **Overview**

The Fundraising Committee is responsible for setting fundraising goals, developing strategies, and organizing initiatives to support HSCF's financial needs. The committee ensures effective execution of campaigns, donor engagement, and alignment with the Society's mission and Board-approved projects.

#### **Organization**

- The Committee is chaired by the BOD Director
- The Committee meets quarterly.

#### **Highlights**

- Identify fundraising targets and develop actionable plans to achieve them
- Organize and manage campaigns for special projects approved by the BOD
- Utilize the annual banquet and other special events/programs to raise funds
- Meet with potential donors and key supporters
- Follow up on unfulfilled pledges in a timely and respectful manner



- Enlist the assistance of priest(s) in appropriate fundraising efforts
- Promote a culture of giving and long-term donor relationships
- Prepare and submit an annual budget for the committee to the EC Treasurer

#### **Guidelines**

- All fundraising activities must be approved by or align with BOD-authorized goals
- Review the records of donors, pledges, and receipts and coordinate with EC for the actions
- Ensure confidentiality and ethical standards in all donor interactions
- Work in coordination with the BOD to track funds and ensure appropriate reporting
- Decisions made by majority vote; recommendations are submitted to the full Board
- Maintain clear documentation of meetings, campaign outcomes, and donor communications

### **Assets, Construction and Major Renovations Committee**

#### **Overview**

The Committee is responsible for development a strategy to safeguarding HSCF's physical and fixed assets. The committee also ensures that the capital projects and major renovations are budgeted and planned effectively.

#### **Organization**

- The Committee is chaired by the BOD Director
- The Committee meets once a quarter or as needed based on project timelines and requirements.

#### **Highlights**

- Manage all land, buildings, capital improvements, and repairs exceeding \$50,000
- Plan and implement construction and renovation projects approved by the BOD
- Solicit, evaluate, and recommend contractor bids for BOD approval
- Maintain documents evidencing ownership of all assets, including plans, drawings, surveys, deeds, transfer documents, and mortgage records
- Recommend the disposal or sale of assets to the BOD as appropriate
- Coordinate closely with the EC Chairperson, Maintenance, and Repairs
- Coordinate with the EC on all asset and inventory-related items to ensure alignment and accurate tracking

#### **Guidelines**

- All major repairs, constructions, or asset-related decisions must be approved by the BOD
- Maintain transparency and competitive practices in contractor selection
- Keep comprehensive records of project milestones, asset documents, and inventories
- Ensure timely reporting and documentation of all project and asset matters to the BOD
- Coordinate regularly with the EC for updates and verification of asset and inventory records
- Decisions made by majority vote; recommendations go to the full Board
- Maintain confidentiality, legal compliance, and ethical practices in all committee activities

### **Education, Grants and Community Outreach Committee**

#### **Overview**

The Community Outreach Committee advances HSCF's mission by fostering connections with the broader community, supporting members in need, and promoting educational, cultural, and grant initiatives.

#### **Organization**

- Chaired by the BOD Director
- Meets once every two months

#### **Highlights**

- Act as a liaison between the Society and the broader community, including non-members, to promote the Society's mission





- Provide outreach and assistance to Society members undergoing personal or family crises
- Coordinate all charitable and community outreach activities performed by the Society
- Build cooperative relationships with sister Hindu organizations in the Greater Orlando area
- Engage with non-Hindu organizations, government officials, law enforcement, and other religious/non-profit entities as beneficial to HSCF's mission
- Develop long-term strategies for education, arts, and cultural activities
- Identify grant opportunities and coordinate grant proposals for BOD approval
- Collaborate with other BOD committees on facility and program needs for education

### **Guidelines**

- All outreach, education, and grant activities should align with the Society's values and be approved or reviewed by the BOD
- Maintain records of outreach activities, collaborations, educational programs, and
- Maintain records of all awarded grants for a minimum of 5 years and follow the grants guidelines
- Foster inclusivity, compassion, and positive representation of the Society
- Ensure outreach efforts support long-term community trust and engagement
- Recommendations are made by majority vote and submitted to the BOD for consideration
- Uphold ethical standards, transparency, and respect in all partnerships and external relations

## **Religious Planning Committee**

### **Overview**

The Religious Planning Committee provides strategic guidance and planning for all religious activities and programs of the Society while the EC Religious Chair manages day-to-day religious operations including daily, weekly, monthly and annual events.

### **Organization**

- Chaired by the BOD Director
- Meets once a month

### **Highlights**

- Plans long term strategy for religious events
- Ensure adherence to Hindu traditions and Society values
- Guide religious education and cultural program development
- Audits the temple operations and provides guidance for improvements.
- Facilitate communication with religious leaders, and the Hindu community
- Promote inclusivity and respect for diverse Hindu traditions
- Advise the BOD and EC on religious matters

### **Guidelines**

- All religious activities must align with Hindu traditions
- Audit records of religious events and programs
- Foster respect, inclusivity, and spiritual growth
- Decisions by majority vote; recommendations submitted to the BOD
- Uphold transparency, integrity, and reverence in all functions



## APPENDIX II

### SCOPE and RESPONSIBILITIES of the EC COMMITTEES

All Committees of the Executive Council (EC) should meet the following general guidelines:

1. Formation of the full committee by the elected EC member
2. Reflect the diversity the Society seeks to serve.
3. Record and maintain minutes of meetings.
4. Submit reports at the monthly EC meeting and brief EC on the deliberations.
5. Observe Robert's Rules of Order for the conduct of the meetings.
6. Designate a member of the committee to act as Secretary of the committee.
7. Abide by the frequency of meetings recommended for each committee as a minimum.
8. A minimum of 4 members from Life, Trustee, Premier, or Patron categories in each committee unless otherwise stated explicitly.
9. A member can be part of two sub-committees at the same time.

#### **Human Resources, Membership, Office Operations Committee**

##### **Overview**

This Committee manages membership growth and maintenance, office operations, and facility rentals, ensuring smooth administrative and operational support for the Society.

##### **Organization**

- Chaired by the Secretary of the EC
- Meets monthly

##### **Highlights**

- Develop and launch campaigns to expand membership across all categories
- Maintain accurate, up-to-date computerized membership records
- Provide timely membership reports to the EC during monthly meetings
- Coordinate membership appeals and upgrades via periodic communications
- Manage front office operations and supervise front office staff
- Handle facility rental bookings and coordinate with maintenance and events teams
- Collaborate with the EC Treasurer on donation management related to membership upgrades
- Prepare and submit the committee budget for EC approval
- Provide membership lists to the BOD, EC, Nominations and Elections Committee as requested

##### **Guidelines**

- Ensure all membership and office operations comply with Society policies
- Maintain confidentiality and accuracy of member information
- Promote membership growth with transparency and inclusivity
- Foster effective communication between office staff, members, and other committees
- Decisions are made by majority vote and reported to the EC
- Uphold professionalism and high standards in office and rental operations



## **Accounting/ Finance Committee**

### **Overview**

This Committee manages daily financial operations related to the operating account, ensures accurate record-keeping, prepares budgets, and supports internal audit processes.

### **Organization**

- Chair: EC Treasurer (responsible for operating account only)
- Meeting Frequency: Monthly

### **Highlights**

- Maintain accurate and timely records of operating account transactions
- Ensure timely bank deposits and payments
- Reconcile operating account and present monthly statements to EC and BOD
- Collect budget inputs from EC committees and prepare the annual EC operating budget
- Present EC-approved budget to the BOD
- Assist BOD audit team and support quarterly and annual audit reporting
- Conduct monthly hundi counting with prior notice, in the presence of at least two EC/BOD members

### **Guidelines**

- Adhere to Society's financial policies and procedures
- Maintain transparency, accuracy, and timely financial reporting
- Coordinate closely with the BOD Finance Committee as needed
- Committee decisions are made by majority vote and reviewed by the EC
- Cooperate with internal or external audit process

## **Religious Activities Committee**

### **Overview**

The Religious Committee is responsible for organizing and managing the day-to-day religious functions and spiritual services of the Temple, ensuring they align with the Society's traditions and calendar.

### **Organization**

- Chair: EC Chair, Religious
- Meeting Frequency: Monthly or more as needed

### **Highlights**

- Manage daily deity services and all key religious activities
- Observe and organize special services for major religious festivals and dates
- Manage priest schedules, vacations, and assignments for home and private poojas
- Procure religious supplies using approved procedures
- Maintain all religious articles and items in good condition
- Establish and publish rate lists for Temple poojas and services, with EC and BOD approval
- Publish the annual Religious Calendar
- Prepare and submit an annual budget to the EC Treasurer



### **Guidelines**

- Ensure all activities uphold the religious values and mission of HSCF
- Coordinate closely with priests and religious staff for smooth operations
- Maintain transparency and efficiency in procurement and service pricing
- All decisions are made by majority vote and submitted to the EC for review
- Responsible for the operations of daily, weekly, monthly, annual and special religious events

### **Food & Canteen Committee**

#### **Overview**

The Food & Canteen Committee manages day-to-day operations of the Temple kitchen and canteen, ensuring quality vegetarian food is served to devotees while maintaining high standards of hygiene and efficiency.

#### **Organization**

- Chair: EC Chair, Food & Canteen
- Meeting Frequency: Monthly or more as needed

#### **Highlights**

- Provide fresh vegetarian food to Temple visitors at reasonable prices
- Determine food supply needs with cooks and procure through documented bidding; encourage supply donations
- Maintain health, safety, and food quality standards in full compliance with regulations
- Set menu and pricing in consultation with the EC
- Promote and manage catering services for private and religious events
- Build a team of sustainable volunteers for kitchen operations
- Supervise canteen staff and volunteers
- Maintain kitchen equipment and canteen furniture
- Prepare and submit an annual budget to the EC Treasurer
- Responsible for canteen / kitchen inventory management and periodic audits

### **Guidelines**

- All food and canteen operations must reflect the values of the Society
- Follow documented procurement and hygiene practices
- Ensure transparency and consistency in pricing and menu planning
- Decisions are made by majority vote and reviewed by the EC

### **Repairs & Maintenance Committee**

#### **Overview**

The Repairs & Maintenance Committee ensures all Temple buildings, equipment, and grounds are kept in excellent condition, focusing on safety, cleanliness, and operational efficiency. It identifies both routine and one-time maintenance tasks, assigns them to specific committee members with backups, and ensures timely completion through a structured and accountable approach.

The Committee also plays a key role in utilizing the society's volunteer base to support beautification and maintenance efforts. By encouraging community involvement, it helps create a welcoming and well-cared-for Temple environment, fostering pride and shared responsibility among members.



### **Organization**

- Chair: EC Chair, Repairs & Maintenance
- Meeting Frequency: Twice a month

### **Highlights**

- Develop and manage a preventive maintenance program for all facilities and equipment
- Supervise and schedule maintenance staff
- Maintain and vet the list of maintenance vendors; ensure insurance compliance
- Obtain and review bids for major repairs; recommend for EC approval
- Coordinate setup and cleanup for temple and private events with front office
- Support facility rentals through upkeep and readiness of spaces
- Recommend and manage Emergency Reserve Fund for major repairs
- Authorize routine maintenance expenses within BOD-approved limits; escalate higher amounts with competitive bids
- Maintain and update records of facility maintenance and fixed assets
- Work with EC Treasurer on budgeting and reserve fund management

### **Guidelines**

- Prioritize timely maintenance to ensure safety and satisfaction of devotees
- Maintain transparency in vendor selection and expense approvals
- Align all actions with the Society's long-term infrastructure plans
- All decisions made by majority vote and reviewed by the EC

## **Communications Committee**

### **Overview**

The Communications Committee is responsible for maintaining timely, effective, and positive communication between the Society and its members, as well as the broader community, through digital, print, and social media platforms.

### **Organization**

- Chair: EC Chair, Communications
- Meeting Frequency: Monthly

### **Highlights**

- Send weekly and special updates via email to members
- Maintain and regularly update the Society's websites
- Manage social media and WhatsApp communications
- Publish the digital newsletter *Amrut Vani* quarterly
- Promote Temple and Society events for greater visibility
- Document major events with photography and video
- Manage audio-video systems for Society programs
- Use local media to enhance the Society's public image
- Prepare and submit annual budget to the EC Treasurer

### **Guidelines**

- Communications should reflect the Society's mission, values, and professionalism
- Public messaging should be reviewed in coordination with the EC



- Uphold data privacy, accuracy, and clarity in all content
- All decisions are made by majority vote and reported to the EC

### **Volunteer, Education, Youth Group & Senior Citizens Committee**

#### **Overview**

This Committee focuses on organizing educational and cultural programs that promote awareness of Sanatana Dharma, support youth and senior citizen engagement, and manage volunteer activities to enrich the Society community.

#### **Organization**

- Chair: EC Chair, Volunteer, Education, Youth Group & Senior Citizens
- Meeting Frequency: Monthly

#### **Highlights**

- Organize programs to enhance understanding of Sanatana Dharma and its diverse practices
- Arrange visits and lectures by distinguished scholars; coordinate honorarium decisions as needed
- Support and facilitate activities like Yoga, SAT classes, music, language, and Indian classical dance
- Maintain and manage a library of religious and philosophical books and media
- Promote volunteer engagement across Society activities
- Plan events for youth groups and senior citizens to foster community involvement
- Prepare and submit the annual budget to the EC Treasurer

#### **Guidelines**

- Programs and activities should align with the Society's mission and values
- Collaborate with EC and BOD when scheduling guest speakers or new programs
- Ensure all volunteer and community activities are inclusive and well-organized
- Decisions made by majority vote and reported to the EC

### **Programs Committee**

#### **Overview**

This Committee is responsible for planning and organizing major cultural, religious, and fundraising events that promote community engagement and celebrate the Society's heritage.

#### **Organization**

- Chair: EC Chair, Programs
- Meeting Frequency: Monthly

#### **Highlights**

- Plan and organize major festivals and events such as Ganesh Chaturthi, Annakoot, Navaratri, Shivaratri, Janmashtami, and India Fest
- Collaborate with other Hindu societies and community organizations for joint events
- Organize fundraising events including music and dance performances
- Plan and execute the Society Annual Banquet
- Prepare and submit the annual budget to the EC Treasurer





### **Guidelines**

- Ensure events reflect the values and mission of the Society
- Coordinate closely with other EC committees (e.g., Fundraising, Communications, Volunteer) for smooth event execution
- Maintain transparent budgeting and financial oversight for all events
- Decisions by majority vote, reported to the EC

### **Security, IT Infrastructure and Audit Committee**

#### **Overview**

This Committee oversees the security, technology infrastructure, and internal audit processes to ensure safe, efficient, and transparent operations of the Society.

#### **Organization**

- Chair: Vice President of EC
- Meeting Frequency: Monthly

#### **Highlights**

- Oversee physical security measures and protocols for the Society's premises and events
- Manage IT infrastructure including hardware, software, networks, and data security
- Ensure compliance with data protection policies and safeguard member information
- Conduct periodic internal audits to review financial and operational compliance
- Collaborate with the Accounting/Finance Committee and other relevant EC committees on audit findings
- Recommend improvements to security systems and IT infrastructure
- Prepare and submit annual budget requests to the EC Treasurer

#### **Guidelines**

- Maintain confidentiality and integrity in audit and security processes
- Regularly update and test security protocols and IT disaster recovery plans
- Facilitate transparent and timely reporting of audit results to the EC and BOD
- Promote awareness and training related to security and IT best practices among staff and volunteers
- Decisions to be made by majority vote and communicated to the EC

### **Inventory Management Committee**

#### **Overview**

This Committee is responsible for maintaining accurate records and oversight of all fixed assets and inventory owned by the Society, including valuable items such as jewelry, furniture, equipment, and other assets.

#### **Organization**

- Chair: EC Chair, Fixed Assets and Inventory
- Meeting Frequency: Monthly

#### **Highlights**

- Maintain an up-to-date inventory and evaluation of all Society property, including jewelry, deity ornaments, clothes, IT equipment, furniture, and other fixed assets
- Ensure proper documentation and safekeeping of all fixed assets
- Conduct periodic physical audits of inventory and reconcile with records



- Coordinate with other EC committees such as Repairs & Maintenance and Religious for asset-related matters
- Recommend procedures for acquisition, disposal, or transfer of assets
- Prepare and submit the annual budget for inventory management to the EC Treasurer

#### **Guidelines**

- Maintain transparency and accuracy in all asset and inventory records
- Follow established protocols for inventory verification and reporting
- Ensure secure storage and proper insurance of valuable assets
- Coordinate with EC Treasurer for financial tracking of assets and BOD directors as needed
- Decisions and recommendations to be approved by majority vote of the committee and reported to the EC

### **APPENDIX III** **CONFLICT of INTEREST**

#### **PURPOSE**

The purpose of the Conflict of Interest policy is to protect the Hindu Society of Central Florida's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a member of the BOD and/or the EC and their committees herein referred to as an interested person or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

#### **PROCEDURES**

- 1) Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial, personal interest and be given the opportunity to disclose all material facts to the BOD, the EC and members of their committees considering the proposed transaction or arrangement.
- 2) Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the BOD, the EC or the committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining BOD, EC or committee members shall decide if a conflict of interest exists and will report it to the BOD or the EC for further action.
- 3) Procedures for Addressing the Conflict of Interest:
  - a. An interested person may make a presentation at the BOD or the EC meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b. The Chairperson of the BOD or the President of the EC shall, if appropriate, appoint a neutral person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the BOD or the EC shall determine whether the Organization can obtain with reasonable effort a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the BOD or the EC shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in Hindu Society of Central Florida's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.
- 4) Violations of the Conflicts of Interest Policy:
  - a. If the BOD or the EC has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an



opportunity to explain the alleged failure to disclose.

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the BOD or the EC determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Records of Proceedings**

The minutes of the meeting shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the final decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings. Incomplete sentence

c. Details of the proceedings may remain confidential.

## **APPENDIX IV**

### **IMPORTANT DATES**

|  |   |
|--|---|
| <b>Jan 10</b>  | <b>BOD</b> elects all Committee Directors   |
| <b>Jan 15</b>  | Last day for BOD and EC to hold their first meetings  |
| <b>Jan 31</b>  | The BOD and the EC full Committees formation  |
| <b>Feb 28</b>  | <b>BOD</b> to complete the Society's Annual Budget  |
| <b>Mar 31</b>  | Finance Committee to submit previous year's accounts to the CPA   |
| <b>Mar 31</b>  | Publish Annual Budget to member website   |
| <b>Jul 01</b>  | <b>BOD</b> advises NEC of open positions to be filled   |
| <b>Jul 01</b>  | <b>BOD</b> submits an up-to-date VGB list   |
| <b>Jul 01</b>  | <b>BOD</b> finalizes membership list of eligible voters and posts it on the Society's member website and the Bulletin Board |
| <b>Jul 15</b>  | NC sends out notice requesting nominations  |
| <b>Aug 15</b>  | Last date for filing nominations  |
| <b>Aug 31</b>  | Last date for withdrawal of nominations   |
| <b>Sep 1</b>   | Nominations validation & list creation  |
| <b>Sep 15</b>  | Candidates bios due/published   |
| <b>Sep 30</b>  | NC presents the list of nominees to the BOD for adoption  |
| <b>Oct 15</b>  | Final list adopted and published by BOD   |
| <b>Oct 15</b>  | EC mails Election Notice, AGBM Notice & GBMA Proxies  |
| <b>Nov 1</b>   | Director Patron/Premier nominee selected  |
| <b>Nov 15</b>  | <b>Director</b> , Finance submits accounts to the BOD   |
| <b>Sunday before Thanksgiving</b> AGBM, BOD/EC/Patron member Elections |   |
| <b>Appeal Deadline</b> Within 7 days of results announced              |   |
| <b>Dec 31</b>  | Remaining vacancies filled by BOD   |



## **APPENDIX V**

### **JOB DESCRIPTION and CRITERIA for A BOD and EC MEMBER**

#### **Job Description:**

1. Be ready to assume Chairpersonship of a Committee and lead the tasks delegated to the committee.
2. Should attend BOD/EC meetings regularly and contribute actively and constructively to the deliberations.
3. Should conduct his/her committee meetings regularly and present monthly reports on the committee activities to the BOD/EC.
4. Should accept, undertake and execute tasks assigned by the BOD/EC.
5. Should propose new programs and activities and suggest how to improve the current ones so that the Society fulfills its mission of enhancing religious, spiritual, social, cultural and educational wellbeing of its members and the community it serves.
6. Should be an effective ambassador of the Society and the Hindu community at large.
7. Should attend as many functions as possible at the Society facilities so as to observe the structure and processes and bring his/her observations/concerns/suggestions to the BOD/EC for the betterment of the Society.
8. Should Motivate/Collect funds from devotees/friends/relatives to help the Society with fund raising and donate generously.
9. Should encourage and increase involvement of hitherto inactive/less active devotees with the Society and its activities.

#### **Criteria for Qualification:**

1. Understands and subscribes to the Society vision and purpose of a multi-deity place of worship for the diverse needs of the Hindu Community.
2. Understands and commits to follow the Society By-laws.
3. Has time and resources and allocates these to the Society as a priority involvement.
4. An effective communicator in English, verbal and written.
5. Diplomatic, articulate, civil, cordial, warm, positive, optimist, with a sense of humor and enthusiastic.
6. A person of integrity, a consensus builder, team player.
7. Respectful of others, not abrasive, argumentative or critical and maintains confidentiality.
8. Previous successful involvement in non-profit activities preferably in the Society or any of our Community organizations.
9. Socially well connected and respected within community.
10. Has Fund-Raising abilities.
11. Holds allegiance to the Society higher than his/her allegiance to any Society member or any group.
12. Both spouses from being nominated to the BOD/EC during the same term of office should be avoided.
13. Members of the second generation who display leadership qualities and like community service should be considered with preference.
14. A balance between “experience” and “longevity” when considering members who have served in the Society’s governance in the past.
15. Preference should be given to women to fill at least a couple of positions.



## **APPENDIX VI**

### **SAMPLE PROXY FORM**

**The following sample Proxy Form is provided for guidance purposes only. The Board of Directors (BOD) may revise it from time to time as needed.**

#### **Hindu Society of Central Florida, Inc.**

1994 Lake Drive, Casselberry, FL 32707

#### **General Body Meeting Proxy Form**

I, the undersigned member of Hindu Society of Central Florida, Inc., hereby appoint the following individual to serve as my proxy at the General Body Meeting scheduled to be held on \_\_\_\_\_, or any adjournment thereof:

#### **1. Member Information (Appointing Member):**

- Full Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address (Registered with HSCF): \_\_\_\_\_

#### **2. Proxy Holder Information (Appointed Representative):**

- Full Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

#### **3. Authorization: (Check any one below)**

☐ I hereby authorize my proxy holder to attend the General Body Meeting on my behalf, to count toward quorum only.

☐ I hereby authorize my proxy holder to attend the General Body Meeting on my behalf, to count toward quorum, and to vote on all matters that come before the membership, as fully as I could if personally present.

This proxy shall remain valid only for the meeting scheduled on [Date], and any lawful adjournment thereof.

#### **4. Signature:**

Signature of Member: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Instructions:**

- This form must be completed, signed, and submitted to the Secretary no later than \_\_\_\_\_.
- The proxy form must either:
  - Be emailed from the member's registered email address on file with HSCF to [secretary@hscforlando.org](mailto:secretary@hscforlando.org), or
- Only current, active members in good standing are eligible to appoint or serve as proxies.
- Each proxy holder may represent no more than \_\_\_\_\_ other members (please refer to the HSCF bylaws for details).

For questions or to submit this form, contact: [secretary@hscforlando.org](mailto:secretary@hscforlando.org)



## ATTACHMENT I

### Transition Plan

1. These By-Laws amendments shall be effective as soon as the amendment is approved in the GBM and GC shall start implementing to nominate and elect the EC and BOD committees for the term starting 1<sup>st</sup> Jan, 2026
2. In 2025, an election shall be held to fill all eight (8) elected positions of the BOD to be effective starting Jan 1, 2026.
3. By the end of 2025, six (6) members of the GC will have completed their two-year term. The other 6 members of the GC will have completed one year of their two-year term. All the current members of the GC who completed one year of their two-year term shall be invited to form the Executive Council for a one-year term beginning Jan 1, 2026. Elections should be held for the remaining open positions.
4. In 2026, an election shall be held to fill remaining open positions on the Executive Council.
5. By the end of 2025, the EC Patron Member will have completed his two-year term. Therefore, the Patron members will elect a patron member and Premier members will elect a premier member for a two-year term on the BOD effective Jan 1, 2026.

## ATTACHMENT II

### HSCF Investment and Endowment Board

#### 1. Purpose

The HSCF Investment and Endowment Board (IEB) is established to provide prudent oversight, management, and strategic direction for the investment of the Society's financial assets. The goal is to ensure sustainability, transparency, and alignment with the long-term vision and mission of HSCF.

#### 2. Composition

The IEB shall consist of seven (5) members:

- 1 Permanent Member from the Board of Directors (BOD):
  - BOD Director of Finance
- 4 Appointed Community Members:
  - Selected from current Trustee, Premier, and Patron membership categories.
  - Must have demonstrated financial literacy and/or a proven track record in investment, banking, finance, or money management.
  - Nominations shall be reviewed and approved by a majority vote of the BOD.

#### 3. Term and Appointments

- **Community Members** of the Investment and Endowment Board shall serve **three-year (3-year) staggered terms** to ensure continuity and institutional memory.
- In the **initial setup**, the 4 community members will be assigned staggered terms as follows:
  - 1 member: 1-year term
  - 1 member: 2-year term
  - 2 members: 3-year term*(These initial term lengths will be assigned by BOD)*



- After the initial cycle, all future appointments will be for **three (3) years**, with **one or two positions rotating** off the board each year.
- Vacancies mid-term shall be filled by the BOD for the **remainder of the unexpired term**, and that service will not count against the 3-year term limit if less than one year is served.
- Members may be reappointed by the Chairperson for additional terms based on performance and continued eligibility.
- All members must annually sign a **Conflict of Interest and Confidentiality Agreement**.

#### 4. Responsibilities

##### A. Investment Strategy and Oversight

1. Identify, evaluate, and recommend a reputable financial investment/money management company.
2. Oversee the professional management of the Society's investment portfolio to ensure alignment with approved objectives.
3. Ensure investments comply with legal, ethical, and fiduciary responsibilities.

##### B. Fund Categorization and Objectives

The IEB will manage investments under the following three asset categories:

###### 1. Emergency Assets

- Purpose: For unforeseen urgent needs (e.g., critical facility repairs).
- Liquidity Requirement: Must be highly liquid and accessible within 0–30 days.
- Investment Approach: Low-risk, short-term vehicles (e.g., high-yield savings, money market funds, short-term treasuries).

###### 2. Special Project Assets

- Purpose: Funds collected for named projects with a clear timeline (typically within 1–5 years).
- Liquidity Requirement: Medium-term access depending on project start dates.
- Investment Approach: Balanced risk investment with moderate liquidity (e.g., bond funds, laddered CDs, conservative ETFs).

###### 3. Reserve Assets (Endowment)

- Purpose: Long-term funds intended to generate sustainable annual returns for community causes, education, cultural and social outreach programs.
- Liquidity Requirement: Long-term investments with annual withdrawal capability for returns only.
- Investment Approach: Diversified portfolio including equity, fixed-income, and other long-term vehicles.

##### C. Reporting and Monitoring

- Conduct quarterly reviews of investment performance.
- Publish an annual investment performance report for review by the BOD and the general body.
- Ensure all asset allocations and portfolio activities are transparent and compliant with investment guidelines and laws.

#### 5. Meetings and Voting

- The IEB shall meet at least quarterly or more frequently if needed.
- A quorum is established with at least 5 out of 7 members present.
- All decisions require a simple majority vote.
- In case of a tie, the BOD Chairperson shall cast the deciding vote.





## 6. Ethics and Conflicts of Interest

- All IEB members must operate with utmost integrity, fiduciary duty, and in the best interest of HSCF.
- Any member with a potential conflict of interest in investment firms or vehicles under consideration must disclose it immediately and recuse themselves from related decisions.

## 7. Investment Policy Statement (IPS)

The IEB will collaborate with the selected financial advisor to develop a detailed Investment Policy Statement (IPS), which includes:

- Risk tolerance
- Asset allocation ranges
- Return expectations
- Rebalancing guidelines
- Monitoring and performance benchmarks

The IPS must be reviewed annually and updated as necessary based on market conditions and HSCF's goals.

## 8. Use of Endowment Returns

Annual returns generated from Reserve Assets (category c) may be allocated—upon BOD approval—for:

- Scholarships and educational aid
- Humanitarian relief or community welfare
- Cultural, religious, and social programs that align with HSCF's mission

Expenditure of endowment returns must follow a budgeted plan, reported annually to the BOD and the general body.

## 9. Review and Amendment

This policy shall be reviewed every two years or as required. Amendments must be approved by a majority vote of the BOD.

# ATTACHMENT III

## Procedure and Guidelines for the Addition of a New Sanctum Hindu Society of Central Florida (HSCF)

### Objective

To ensure that any proposed new sanctum at the HSCF adheres to the core principles of *Sanatana Dharma*, reflects the spiritual and cultural values of the temple, and supports the unity and diversity of Hindu traditions.

#### 1. Alignment with Sanatana Dharma

- The proposed deity or tradition must be rooted in Sanatana Dharma.
- Associated practices must align with Hindu scriptural traditions and uphold dharmic values such as *ahimsa*, *satya*, *seva*, and *shraddha*.
- Requests must not contradict the existing ethos of the temple as interpreted by the BOD.

#### 2. Community Need and Support



- The requesting group must demonstrate:
  - A substantial base of devotees within the HSCF membership.
  - Written endorsements from at least 250 HSCF members expressing support.

### 3. Financial and Personnel Sustainability

- A complete funding plan (including construction, maintenance, and any priest support) must be submitted.
- Funding Requirements:
  - 75% of required funds must be pledged before initiation.
  - 75% of funds must be raised and deposited into HSCF's escrow account within one year of BOD approval and before GBM notification is sent.
  - If not raised within one year, the request expires and must be resubmitted.
  - If GBM disapproves, all deposited funds will be returned to the sponsors.
  - If GBM approves, the BOD and Construction Committee will:
    - Conduct a complete project cost analysis including:
      - Potential need and compensation for an additional priest (if applicable) for one full year.
      - Add 10% of the total project cost to support the temple's operating fund.
  - Sponsor must deposit the remaining amount (project cost + 10%) into the escrow account before construction begins.
  - No burden should fall on the temple's general fund for project delays or cost escalations. Sponsors must raise any additional funds needed.

### 4. Infrastructure and Space Considerations

- **No additional space is available inside the existing temple structure.**
- New sanctums must be constructed **outside the temple**, in accordance with:
  - The existing Master Plan, or
  - A new expansion plan approved by the BOD.

### 5. Review and Approval Process

- Proposal Submission:
  - Written proposals must be submitted to the Chairperson of the BOD.
- Initial BOD Review:
  - Review based on criteria above.
  - Seek recommendations from the Executive Committee.
  - BOD has final authority to approve or reject the proposal.
  - Decision must be made within 30 days of submission.
  - Sponsors will be notified of the outcome and next steps.
- If approved:
  - Sponsors have one year to deposit the 75% of required funds, or the application will expire.

### 6. Special General Body Meeting (GBM) Process

- Upon receiving the 75% deposit, within 10 days the temple will issue notification for a



Special General Body Meeting with 45 days' notice.

- Quorum: 33% of the Voting General Body (VGB).
- Approval Threshold: 2/3 majority of votes cast.
- If approved:
  - Within 90 days, the BOD will complete a total cost estimate using vendor quotes in accordance with the society's Finance Policy.
  - Total estimate will include:
    - Construction cost
    - One year of additional priest support (if applicable)
    - 10% added to support the temple's Operating Fund
  - Sponsors will have 180 days to deposit all additional required funds before project commencement.
  - BOD, with the Construction Committee, will execute the project.
- If not approved:
  - All deposited funds will be returned to the sponsor.