

The Hindu Society of North Carolina

309 Aviation Parkway, Morrisville, NC 27560



The Policy and Procedures Manual

(Approved, December 6, 2019)

Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,

sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

**May we all be blessed with benevolent and keen
intellect**



***Aum Bhur bhuvah svaha; tat savitur varenyam; bhargo devasya
dhimahi; dhiyo yo nah prachodayat***

(RV.III.62.10; YV. XXXVI.3)

***Om is our creator, protector and dissolver; He (the Almighty) is the giver
of happiness and love, and also the destroyer of evil, hypocrisy and
unrighteous activities. God (Prabhu) is kind, charitable and all knowing.
We pray to the Supreme Being to inspire our thinking, actions and speech
towards positive and righteous direction so that we may be successful in
achieving the mission most worthy of human life.***

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(Approved version, December 6, 2019)

Board of Directors

Banu Krishnamurthy
(President)
Richa Kapoor (V.P.)
Rajesh Patel
Aman Gupta
Upmanyu Shukla
Ganesh Subramaniam
Shiva Raghunanan
Nila Acharya
Parag Dighe

Board of Trustees

Anu Sud (Trustees
Chair)
Harsha Shah (co-chair)
G.D. & Mrs. Sharma
Sunil Jain
Bipin Mistry
Kishor Trivedi
Suvas Shah

Prepared By

Bhupender Gupta
(Chairperson)
Dhruva Kumar
Subhash Chandra
Prakash Devalapalli
Vikram Oza
Suvas Shah
Sunil Jain
Parag Dighe

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May we all be free from fear in life!



***Aum abhayama, mitradabhyam, amitradabhayam, jnatad
abhayam, paroksat abhayam, naktamabhayam, diva nah sarva
asamam mitram bhavantu***

(AV.X.15.9)

***O Lord, may we be not afraid of our friends or foes, of matters
known or unknown; may we be free from fear during day and
during night, and may all that crosses us in life be friendly to us.***

STATE OF NORTH CAROLINA



Department of The
Secretary of State

CERTIFICATE OF REGISTRATION

WHEREAS application has been made by THE HINDU SOCIETY OF NORTH CAROLINA, A BUSINESS CORPORATION, whose business address is 309 AVIATION PARKWAY, MORRISVILLE, NC 27560 for registration of a certain SERVICE MARK described as follows:

CIRCULAR DESIGN WITH 18 SPIKES LIKE A STAR. THERE IS OHM SIGN IN THE MIDDLE WITH 1976 WRITTEN AT THE BOTTOM AND "THE HINDU SOCIETY OF NORTH CAROLINA" WRITTEN IN CIRCULAR. (DISCLAIMS EXCLUSIVE RIGHTS TO USE OF THE "OHM" SYMBOL APART FROM THE MARK AS A WHOLE)

a reproduction of which is attached to this certificate and claimed by applicant to have first been used anywhere on DECEMBER 1, 2011, and first used in North Carolina on DECEMBER 1, 2011, and which is still in use in this State to identify and distinguish the SERVICES of the applicant described as follows:

RELIGIOUS AND CULTURAL

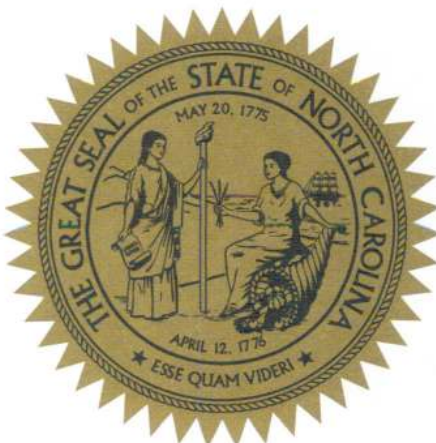
International Class 45, PERSONAL

WHEREAS said application has been examined and found to comply with the requirements of the North Carolina Trademark Registration Act.

NOW, THEREFORE I, Elaine F. Marshall, Secretary of State of the State of North Carolina, do hereby certify that the said mark has been duly registered for a period of ten years from the date of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal in Raleigh, NC.

This the 28th day of October, 2019.



Elaine F. Marshall

Secretary of State

STATE OF NORTH CAROLINA
Department of the Secretary of State



ATTACHED SPECIMEN OF THE MARK AS ACTUALLY REGISTERED

The Hindu Society of North Carolina

309 Aviation Parkway, Morrisville, NC 27560



The Policy and Procedures Manual

(December 6, 2019)

Contents, Introduction and Scope of the Manual

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Introduction to and Scope of the Manual

a. Purposes of constitution, policy and procedure

For optimum functioning of an institution that are non-profit and run by voluntary boards, three guiding tools, considered as important aids, are required: (1) the by-laws or constitution, which includes the overall mission and structure of the body and which meets the legal requirements of the state; (2) the policies and objectives of each of the component units, headed by an officer or a committee, through the works of which the stated mission is fulfilled; and (3) the operational procedure pertaining to the works of each of the units or subunits.

By-laws (constitution). All nonprofit organizations are required to have rules and regulations that meet the state's laws for their operation, and which form the doctrine to be observed by one and all. These articulate important objectives, principles and values to be observed and pursued, the organizational structure, the roles, responsibilities and the authorities of the administrative body, and the rights of members and limitations thereof. Any change in the by-laws requires approval of the membership

Changes in By-laws. With changing times and the addition of new members to the society pool, the needs and priorities of a society can be expected to undergo some change constantly. As any amendment to the By-laws requires majority approval by voting, making it a tedious and expensive process, these evolving needs can be addressed in the 'Policy and Procedure Manual' (see Article 11.6 of the Constitution). This provision allows the two boards to add or change existing clauses, without the need for a full-scale constitutional amendment.

Policies. Most organizations are large and must have several functioning departments or bodies (Boards and Committees in the case of HSNC) that help them meet their stated goals. These units have different but specific functions to perform, and, therefore, have sub-goals. Each usually also has formed policies and/or roles that support its stated goal and help it operate effectively. These may address: mission, election of members/officers, responsibilities, roles, budget, frequency and duration of meetings, agenda, communication, etc.

Procedures. This is perhaps the most important part of the manual as it is intended to give the employees and volunteers a systematic and best thought out directions for conducting a specific task. It involves the practices that evolved with experience and helps meet optimally the desired expectations. It also helps serve as an effective training material and ensures consistency, i.e. helps reduce variation when a given task is performed repeatedly and by different individuals.

b. Committees and roles

The administration of the work of HSNC is entrusted to two Boards, which are the Board of Directors and the Board of Trustees, who are responsible for fulfilling the overall objectives of the Society. These boards carry out their tasks through a number of committees, which they appoint and supervise the work of. There are three groups of committees: (1) those appointed and supervised by the BOD, (2) those appointed and supervised by the BOT, and (3) those appointed and supervised jointly by the two boards (BOD/BOT). While the roles and responsibilities of the

administrative boards are well specified and detailed in the constitution, those of the committees appointed by them are generally only alluded to broadly and, therefore, need to be separately elaborated. Accordingly, each committee operating on behalf of the Society needs to articulate its mission (objectives), any general policy notes by which it governs its functions, its roles, and the procedure by which it fulfills its tasks.

If a committee has multiple tasks or a task that falls in different groups, each need to be clearly specified and the procedure given for it. An example will be the “Program Committee,” which has not only different types of programs it organizes during the year but also programs sponsored and held differently: some sponsored and held internally, some sponsored externally but held on the premises, and yet some others sponsored externally and also held at outside locations. All of these may involve different policies as well as also different procedures. All these need to be specified and included in this manual.

An organization improves its operation and service with the experience gained over time and using it in updating its manner of management. Accordingly, it is expected and hoped that each unit (boards and committees) will submit a report that could be used to upgrade the Society’s operation for the future.

c. Organization of this manual

This manual is organized into eight major (8) parts, which follow the preface, i.e. the “Contents, Introduction, and Scope of the Manual.” Part I includes notes that relate to the governance. These apply to the functioning of a society in general and are visualized to assist in better planning, improving moral and goodwill, and enhancing performance. Following this are Parts II, III, and IV, which contain, respectively, the materials pertaining to the committees appointed by the Directors, the Trustees, and jointly by the Directors and the Trustees. Part V is dubbed “Miscellaneous,” and includes policy and operation matters that do not conveniently fit into the other parts. Part VI contains the current constitution, which will come handy for referencing purposes. Part VII is Appendix and contains the standard forms that are currently used in handling various aspects of the society’s operation. Part VIII contains a cross-index of the entire manual that should help an individual to zero in on the matter of interest quickly.

Not all the committees mentioned or touched on in the constitution, or in Parts II – IV of this manual, are appointed and currently functioning. The description given for them is, therefore, largely hypothetical, i.e. based on this, the Policy and Procedure Manual, committee’s personal understanding, and included mostly to indicate that they exist and will become operational as and when needed in the future. As that happens, the description will get revised and legitimized. Even, otherwise, it is generally expected that all charters in this manual will get reviewed and updated as necessary on a regular basis.

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Part I

Governance at HSNC

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Governance at HSNC

1. Introduction

The foundation of a successful non-profit organization is 'informed' and selfless decision-making process known as good governance. The latter generally means that the policies the administration follows are based on broad and democratic participatory processes, involving little or no conflict of interest, and frequent self-evaluation and upgrading. One recognizes good practice when things have been going well smoothly and consistently in the functioning and services of an institution over a long period of time.

In 2018, The Hindu Society of North Carolina's approved 'Second Amended and Restated Constitution and By Laws' which forms the basis for such high governance. It defines the mission, the roles and responsibilities of the President of the Society, the Directors, the Chair of the Board of Trustees, the Trustees, the Treasurer, the Facility Manager, Chief Financial Officer, and other administrative personnel. It gives information on the different categories of memberships, dues, and members' rights and privileges. It has notes on meetings, elections of officers, their terms, and more. A copy of the constitution is included in part VI.

Extending the role the constitution plays in handling governance is the quality of the work performed by the committees set up by the administration. Just simply reviewing the names of the committees given on the 'Contents' page, one quickly realizes how important a function each of these performs for the society. Well thought out charters that define the mission, the roles and responsibilities of the various committees and the detailed steps by which each fulfills its assigned duties can be expected to add greatly to the success of the institution. A significantly primary purpose of this manual is, therefore, to develop and document these charters. Parts II, III, and IV, supported by additional but related materials in Parts V and VII, contain this information.

Future viability of any public based non-profit institution, especially in a dynamic and changing world, depends on frequent meaningful reviews, self-evaluation, and improvements in operations and policies. It is, thus, expected that the materials contained in all these parts will be subjected to timely reviews and, as needed, revised.

Having introduced the above and in spite of the risk of redundancy, as many thoughts are already present in the pages of constitution, the Policy and Procedure Committee, in their collective wisdom, wish to emphasize and recommend the procedural steps given below to be observed in the functioning of the society. These support excellent governance and should be followed.

2. Administrative calendar

As a general guideline for planning and scheduling yearlong activities, it is useful for the society to have an Administrative Calendar that lists the major decision-making tasks

involved along with the dates by which they need to be handled. Such calendar, once collectively finalized, should be adhered to. A proposed tentative calendar is given below.

ADMINISTRATIVE CALENDER

A. THE OPERATING YEAR OF HSNC: CALENDAR (JAN 1 – DEC 31)

B. YEARLY ACTIVITIES

MONTH	WEEK	ACTIVITY
FEBRUARY	1	GET BUDGET PLANS FOR THE FISCAL YEAR (Sec. 9.4, Constitution) HOLD JOINT MEETING OF THE BOD & BOT
FEBRUARY	1	SELECT CHAIRPERSONS & OFFICERS; PUBLISH LIST
MARCH	1	REVIEW AND APPROVE BUDGET FOR THE YEAR
JUNE	1	REVIEW COMMITTEES' PROGRESS
JUNE	2	INSTALL ELECTION COMMITTEE
AUGUST	1	CALL FOR NOMINATIONS
OCTOBER	2	FINALIZE THE LIST OF CANDIDATES FOR ELECTION
OCTOBER	4	MAIL THE BALLOT PAPERS (deadline, October 31)
NOVEMBER	2	SEEK VOLUNTEERS TO SERVE ON COMMITTEES
NOVEMBER	3	REVIEW COMMITTEES' ACTIVITIES AND PROGRESS
NOVEMBER	4	COMPLETE EXTERNAL AUDIT OF SOCIETY FINANCE
DECEMBER	2	DEADLINE FOR RECEIVING BALLOTS
DECEMBER	2	DEADLINE FOR ANNOUNCING ELECTION RESULTS
DECEMBER	2	HOLD GENERAL BODY MEETING
DECEMBER	3	ELECT NEW PRESIDENT AND VICE PRESIDENT ELECT NEW CHAIR AND VICE CHAIR (TRUSTEES)
DECEMBER	4	CHECK INVENTORY, UPDATE THE ASSET REGISTER TRANSFER ASSETS TO INCOMING ADMINISTRATION

C. MONTHLY ACTIVITIES (Activities held every Month)

- 1 Update Society Usage Schedule on Bulletin Boards
- 1 Hold Board (BOD and BOT) Meetings
- 2 Hold Executive Committee Meeting
- 2 Solicit Input for Newsletter
- 3 Publish Newsletter

3. Officers and committee chairs

- a. The election of the President and the vice President of the society, and the Chair and the vice Chair of the Trustees should be completed immediately (preferably within a week) of the General Body meeting. The meeting shall be called by the current year Administrative Advisor (s) (the year in which the elections are held).
- b. The other officers that need to be appointed then or soon after are the Treasurer, the vice Treasurer, the General Secretary and the Joint Secretary.
- c. The appointment of the committee chairpersons should also be completed by the Boards in February or as soon as possible and announced in the March newsletter.
- d. Additionally, the boards should appoint a board member as liaison on each committee but after committees are formed, who serves as an important communication link for the board (s). (Detailed suggestions about the role of liaison are given in file, "Role of Liaison," in Part V.)
- e. All newly elected board members are required to take an oath of the office administered by the Founder Trustee, or the priest of the society.
- f. An officer, elected or non-elected, who is entrusted society assets of any type and/or has an access to them, is required to sign the Society Assets Protection Agreement Form and Contract and transfer of societies assets at end of the term. .
- g. The appointment of an officer and chair is for one year, but boards may allow chairperson to serve an additional term (limit 2 years). The chairpersons should submit their perspective of activities calendar and budgets to the Board at the beginning of the year. After approval, a copy of the budget should be kept by the administration for appropriation of funds.
- h. Committees being the hallmark of progress, the Boards should designate the Joint Secretary to keep time schedules of committee meetings and obtain their minutes.

4. Orientation meeting of the boards and officers

- a. It is recommended that the two boards hold a joint meeting in January at which (1) all officers (BODs and BOTs, Treasurer, secretaries, Facility Manager) and chairs of committees are introduced, (2) notes on code of conduct, safety and security, conflict of interest, and administrative calendar, are discussed, and (3) major tasks and goals for the year are reviewed.
- b. Whether or not the spouses are invited, the meeting should be relatively formally organized with published agenda and it should include lunch.
- c. A motivational keynote speaker may be invited to set the stage for the year. The latter could be a former President of the society, an attorney, a legislator or some other well-known and respected public figure.
- d. In addition to the President and the Trustees' Chair, a few other internal speakers (e.g. Chair of Long Range Planning committee and Chair of Fund Raising committee) may also be included.
- e. To emphasize the importance of this meeting, a budget should be included for it.

5. Committees

Membership.

- a. The boards should invite members at large as volunteers to serve on various committees through the December newsletter (and repeat it, as often as needed). The announcement should list the committees seeking volunteers and include a statement of mission for each.
- b. A member can list interests in several committees, but with preferences such as, 1, 2, 3.
- c. Each committee should have at least three to five members (including chair) and each member's term should be one year. Boards may select members of the committee or may ask the chairperson to appoint the members from the list of volunteers showing interest. Boards may also select sub-committee chairs and members or ask committee chair or sub-committee chair to do it.
- d. Once appointed, the chair should forward the names of members to the boards.
- e. Board selects liaisons only after committees are formed. If liaison is selected before a committee is formed, then liaison has to abstain from recommending or voting for committee members due to conflict of interest.

Consideration of non-society members for serving on committees

- a. It is generally observed that few society members come forward to serve on committees, and there is large number (20) of standing committees to have adequate manpower.
- b. It is suggested, therefore, that the individuals who are yet not society members may also be considered for committees as non-voting members.
- c. This will serve positively in many ways, including potential increase in regular membership, donations, and service to the society.

Minutes of meetings

- a. The committee should hold meetings as optimally necessary and maintain minutes, which should be submitted to the board (s) electronically or through the Joint Secretary.
- b. Committees being the hallmark of progress, the Boards should designate the Joint Secretary to keep time schedules of committee meetings and obtain their minutes.

Terms and budget

- a. The appointment of chair is for one year. However, the chair can be reappointed for an additional term (limit 2 years).
- b. The chairpersons should submit his/her perspective of activities calendar and budgets to the Boards at the beginning of the year. After approval, a copy of the budget should be kept by the administration for appropriation of funds.
- c. The expenses incurred should be approved by the chair; however, those exceeding \$250 require BOD/BOT liaison approval, and anything greater than \$500 also the approval of the board, unless any of these are already allocated in the budget.

- d. The committee should maintain and submit accounts using standard form and procedure

Reports and function

- a. The committee chairpersons should be invited by the Boards for minimally the June and November meetings for report on progress to the Boards.
- b. A chairperson, in case of extended absence, should delegate the responsibilities to another committee member and report such arrangement to the Boards.
- c. The boards can modify a committee's function, as and when needed. Under extraordinary circumstances, a board may also dissolve a committee for reasons such as moral problem, lack of need, lack of progress, etc.

6. Board meetings, minutes, and decisions

Meetings

- a. Both boards should have regular meetings, with the time and agenda announced.
- b. Meeting date should be disclosed at least 2 weeks in advance (preferably at close of previous meeting), except when an emergency situation arises for it.
- c. Meeting agenda should be sent out at least 3 days prior to the meeting. Addition to agenda can be made on the day of the meeting, but with the approval of members. Five out of nine members can make the quorum, which, however, may be acceptable for conducting a meeting but not for passing proposals that require two-third majority. Members joining the meeting on telephone can be counted as present.
- d. The President (for BOD meetings) or the Chairperson (for BOT and BOD/BOT joint meetings) should call the meeting to order. In their absence, however, the vice president or the vice chair, can do the same. In absence of the above officials, any board member can be asked to fill in the role.
- e. Meeting minutes should be recorded by the secretary, or joint secretary, or, if both are absent, by a board member. In the last case, the minutes should be passed on to the secretary after they have been approved.
- f. The BOT Chair should attend BOD meetings and require the BOT related items to be forwarded to BOT for approval before implementation. . This will minimize the encroachment at the earliest stage.
- g. The person calling the meeting to order will also be the one to adjourn it.

Minutes and approval

- a. Meeting minutes should be sent by the Secretary of BOD and BOT to members within 2 days of the meeting. After approval in the next meeting, it will be archived and made available to HSNC members on request. Approval of the meeting minutes should be the first item (after invocation) on agenda of next meeting. Any discrepancy should be corrected with the input of the majority of members and approved by the majority vote. If next meeting is not conducted or scheduled within 30 days of the meeting, the Secretary will send meeting minutes for electronic approval.
- b. Meeting minutes should be filed and saved by the secretary, as per Article 9.7.6 in the Constitution, and its further explanation in this manual.

Decisions

Preamble. The nine directors and the nine trustees come together separately and choose one from among them to serve as the head, i.e. to call meetings, help make decisions, and represent the board on their behalf. Accordingly, neither the President nor the Trustee Chair should have any more liability when things do not go right than the other members of the boards. The guidelines given below are based on this fact.

- a. All decisions, whatsoever, should be taken in consultation with the whole boards and involve majority votes.
- b. In situations requiring an urgent action, wherein the president and/or the chairperson does not have enough time to consult all members, an attempt should be made to call as many of the latter as possible. Email should be sent to the appropriate board and at least five members should be consulted with and their opinions considered before making the decision.
- c. A follow up meeting should be called as soon as possible, and the matter presented to and discussed with the full boards.

7. Advisors to the boards

BOD will have an administrative advisor who can play roles as mentioned below and assist the administration in handling its activities ethically, efficiently and most collegially. The constitution mentions a Religious Advisor and an Administrative Advisor for the Board of Directors. The Policy and Procedure Committee feels that it will be useful for the Board of Trustees to get special advisor for specific task as needed who can be expected to serve an important function. Article 6.11 in the HSNC constitution allows for such special appointments to be made.

Role of administrative advisors

- a. They will advise boards on their constitutional authority and obligations.
- b. In the event of a dispute within a board, the Administrative advisor could assist in resolving the conflict.

Term and selection of administrative advisors

- a. The appointment is for a term of 1 year, which is as per the constitution (Article 5.11) but a board can appoint the same advisor again (limit 3 years). The selection should be by internal voting within the boards.
- b. The prospective candidate should be well versed in the operation of the society;

Religious advisor

- a. This person should have good knowledge of Hindu faith and festivals and should be able to help the board in deciding on the calendar of events and also providing advice on religious matters.

8. Work environment at HSNC

All individuals discharging the tasks of the society, i.e. the directors, trustees, officers, employees and volunteers, alike, should strive to live by the teachings of the faith and create and maintain a highly collegial and virtuous atmosphere at the institution. This requires that all work together as a coherent unit in which selflessness, honesty, and genuine respect for each other prevails. Embracing this philosophy also makes work fun, lightens the burden, and improves the output. Besides, as well known, the people, in particular the youths, learn the teachings of a faith and the values promoted by it mostly through observing others (elders and leaders) living by them. Thus, by carrying out their affairs with such resolve, they do not only discharge their duties genuinely and optimally but also serve as practically effective role models about what they believe in for their youths and the generations to come.

9. Safety, medical emergency, and security

This will operate as one or more sub-committees appointed by the BOD for handling the safety, medical emergency, and security related needs at events managed by the Facility Usage committee, the Program committee and the Religious committee.

Safety

- a. Taking care of the safety of visitors, volunteers, employees and officers is of paramount importance for the society.
- b. An annual fire drill and evacuation process should be held with all employees participating. Evacuation map should be posted at strategic points in all rooms and buildings.
- c. At the start of all significant public events (religious or non-religious), the person in charge should point out the exit doors to be used in the case of emergency. Such announcement can also be made at times of scheduled weekly/monthly pujas. In many cases, the resident priest present at the time can make the announcement about exits.

Medical emergency

There are often medical emergencies that require trained personnel to handle. First aid and defibrillator kits should be available in both buildings. The employees (including the priests) should be trained in handling such emergencies.

Terrorism

With potential of terrorism always present in modern times, two ideas to minimize occurrence and damage are to (1) have an armed officer visibly present at all large gatherings, and to (2) acquaint the employees and officers about what exactly to do and announce that are likely to minimize the damage.

10. Assets of the society

- a. HSNC is established and facilities built using public money given for the love of faith and the devotion to the Divinity (God). It is given with the expectation that these will contribute positively to the quality of life of the community of which we, and our

children, are an integral part. Accordingly, the monitory assets must be treated as holy and their use restricted to selfless service.

- b. Additionally, all other property of the society, i.e. seal of the society, the data on membership, society records, passwords for access to society's computers, social media presence (Facebook, Twitter, Instagram, etc.) is to be considered strictly private to HSNC and protected.
- c. Accordingly, our officers and all volunteers who are given the privilege of handling society assets should be asked to sign the asset protection form which requires that they will not use any tangible assets and access to intangible materials for personal purposes. At the end of his/her term as officer and/or volunteer and having the possession of any of the tangible and/or intangible assets alluded to above, he/she will hand over the tangible to the administration and cease to use the intangible thereafter.
- d. At year end, the outgoing administration will hand over the assets alluded to above to the incoming administration; and all new officers entrusted society's assets will sign the asset protection.

11. Conflict of interest

Conflict of interest is a situation in which a person has a duty to more than one person or organization but cannot do justice to the actual or potentially interests of both parties.

- a. In a public funded and managed body, a major problem arises when self-interest slips into the operation. Accordingly, all necessary steps must be taken to avoid such happening. The current constitution of HSNC plays some role in this regard by stating that (1) a member may not simultaneously serve as both the BOD and BOT, (2) the spouse of a current Director or Trustee cannot also serve simultaneously as a Director or Trustee, or as chair of a committee of the society, and (3) no Director or Trustee shall vote on a matter that involves (or may involve) conflict of interest.
- b. Clearly, the topic of the conflict of interest is vast in scope and to handle it effectively (minimize its consequences) all officers (chairs of committees, Managers, Directors and Trustees) and employees need to play a role in avoiding it.
- c. Accordingly, the charters of the committees, such as the finance, election, human resources, facility usage, long range planning and construction, that are particularly vulnerable to involving conflicts, should have policies that minimize the occurrence of such.
- d. At the beginning of all meetings, which include those by BOD, BOT, and Committees, the convener must announce that if any member feels she/he may have a conflict of interest with respect to an item being considered, the member should acknowledge it and abstain from discussions, recommendations, and approval.

12. Complaints

Keeping to the democratic values, the society recognizes the right of every individual to be heard in case there is a complaint and handling it expeditiously. Complaints can be minor,

involving misunderstanding, or major, requiring investigation. HSNC has given the following guidelines for submitting and handling all complaints.

A. Mode of filing complaints

- a. The person filing the complaint (Plaintiff) should do so in writing
- b. The response given by the person receiving the complaint (defendant) should also be in writing
- c. The complaint should be filed preferably by e-mail to the head of the primary unit. For correspondence addresses, see “correspondence addresses” in Part VIII, titled, “Index,” given at the back of the manual
- d. Although the actual response may take time, an acknowledgement to the receipt of the complaint should be sent by the return mail (electronic or surface)
- e. If the complaint is hand delivered, the plaintiff should get acknowledgement on a copy of the complaint letter. The privacy of the complaint will be managed by the grievance committee (as this can be a sensitive issue).
- f. Based on the severity of the complaint response to the plaintiff should be given in a timely manner.

13. Disciplinary action

A situation can arise when the administration feels strongly that a member, an employee, a volunteer or an officer has abused property, violated code of conduct, or has neglected the duty that was required to be performed. In all such cases, some disciplinary action may be warranted against the individual, but which will be taken only after the approval of both the boards in separate meetings.

Disciplinary Action. It may include, but not limited to the followings:

- a. An official warning (in writing)
- b. Suspension from committee (for limited time or on permanent basis)
- c. Suspension from membership and voting rights (for limited time)
- d. Ban on applying for any elected or non-elected position
- e. Cancellation of membership to HSNC
- f. Suspension from employment (See Human Resources Charter, PP, II, 6)
- g. Ban on entry to HSNC premises.
- h. Legal action, involving law suit

Appeal

- a. The defendant has the right to appeal the above disciplinary action to the Grievance Committee.
- b. The Grievance Committee will forward its decision to the two boards.

14. Legal assistance

Hiring legal help (lawyer) requires serious consideration as it not only involves sizable expense, but it can also in the long run have an impact on the image of the society. Before

any such action is taken, the matter should be discussed in detail by both the boards and both should approve it in separate meetings.

15. Final Comment

Given above are practices that if followed should contribute to good governance and benefit our services and programs at HSNC. Many more, undoubtedly, are also important and should be included. This will be done as experience is gained and more ideas emerge.

The Hindu Society of North Carolina

309 Aviation Parkway, North Carolina, NC 27560



The Policy and Procedures Manual

(December 6, 2019)

Part II

Committees Appointed by the BOD

Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,

sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

May we all achieve spiritual bliss and freedom!



*Aum, Asto Maa sadgamaya,
Tamsomaa jyotirgamaya,
Mrtyormaa amrtamgamaya*

(SB. XIV.1.1.30)

*Divine Mother (Prabhu),
take me from falsehood to truth,
from ignorance to knowledge, and
from material bondage to spiritual freedom.*

Part II. Committees Appointed by the Board of Directors

- 1. Accounting and Finance**
- 2. Communications**
- 3. Facility Maintenance**
- 4. Facility Usage**
- 5. Hospitality**
- 6. Human Resources**
- 7. Operational Fund Raising**
- 8. Programs**
- 9. Religious**
- 10. Senior**
- 11. Youth**

The Hindu Society of North Carolina

309 Aviation Parkway, Morrisville, NC 27560



The Policy and Procedures Manual

(Updated, December 6, 2019)

Part II

1. Accounting and Finance Committee (BOD)

*Om ye bhutam, chbhavyam, chsarovam, yaschadhishtathi,
sarvasyechkaevlam, tasmayejyeshtayeBrahmnenamae.*

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

1. Accounting and Finance Committee (BOD)

Vision.

Handle all financial transactions of the society in compliance with the rules and regulations mandated by law, and the policy set forth by the HSNC administration.

Mission

The mission of the Accounting and Finance committee is to handle the financial matters of the institution in a responsible and professional way. These include managing receipts and payments, generating records, safeguarding assets, helping manage payrolls, working with the society accountant in handling tax related matters, and preparing and providing reports to appropriate committees, BOD, and BOT on regular basis, or as requested. Any non-monetary assets involved will be brought to the attention of the secretary who will record it and provide a log of these to BOD and BOT. Any valuables placed in the Temple or the Hall shall be brought to the attention of the priest and/or a board member.

Membership

The committee shall include a minimum of five members, with the Treasurer as the chief financial officer. One of the members shall be the accountant. The BOD or, if requested, the Treasurer, may invite others to be part of the committee and also to form sub-committees to manage the various financial operations involved.

Roles and Responsibilities

The committee has multiple important roles, described below under different headings.

1. Types of accounts and flow of money (see Section 9.5 of the HSNC Constitution)

- All incoming money shall be deposited in checking account that is designated as the society's "savings" account
- All outgoing payments shall be made by checks from the society's "operations" account
- Any funds received or earmarked for a special purpose (e.g. *shikhar*) may be deposited in a separate, "reserve," account
- Funds shall be transferred from the "savings" account into the "operations" account on a timely basis, as approved budget, to meet society's operational needs

2. Reports and communication

- Routine (monthly) reports shall be generated and statement provided to the BOD and the BOT
- A comprehensive annual report of the accounts shall be submitted to the society

3. Handling income

- Minimally once a week, cash from the Hundi will be counted and deposited in the savings account
- All checks representing income from donations, paid usage and advertisements, and “event” ticket sales, shall be deposited in the savings account. Donations shall be separated from the other income
- Likewise, all online payments made by credit cards shall be processed and deposited in the savings account

4. Handling expenses

A. Categories of expenses (these include)

- Utilities: electricity, gas, water, trash pickup, telephone/internet for all buildings, including priests’
- Contractual services: building maintenance, inventory, payroll, printing
- Non-contractual services: handy man costs, religious supplies, personnel incidental
- Program and event expenditures: honorariums, travel, program (e.g. musical), cleaning, audio/visual technician, decorations, food, etc. costs

B. General payment policy

- All payments made will require duly signed vouchers. They will be backed by receipts and identified whether or not a part of the approved budget (Form A17 in the Appendix)
- Depending on the size and type of payment, additional approval and endorsement may be required (see below)
- If a receipt is not available, special voucher will be needed and require approval
- All payments will be made on a timely basis, i.e. within a week
- As far as possible, all costs will be anticipated and made a part of the approved budget
- It is expected that relevant committees, e.g. Program, Facility Maintenance, Religious, etc., will be involved in estimating costs and getting budgets approved
- Record of all contracts signed, vouchers/receipts obtained, and payments made will be kept in society files.

C. Approval and signatures

- Checks of up to \$1000 for a budgeted item, and of up to \$500 for non-budgeted item, including emergency repair, can be signed by the treasurer, or a person authorized by the latter.
- Payment for a non-budgeted item costing more than \$500 must be approved by the BOD, or a person delegated by it (President, Vice President, or Treasurer)
- Checks of greater than \$1000 must have a second signature, that of either the President, or another authorized person for it.

5. Maintaining records of accounts, and of society’s assets

- Computerized records shall be made of the society’s accounts
- All payments received shall be recorded in QuickBooks
- All payment vouchers received shall have two signatures and stored in society files

- The inventory of HSNC assets, including cash, stocks and precious metals, shall be updated annually; the board shall be advised if insurance on the assets needs to be revised
- A back up file of HSNC finances shall be submitted monthly to the secretary for archiving
- Changes in stock and precious metals shall be reported to BOD.

6. Year-end tax related matters

- The W2 forms shall be issued to employees, and 1099 forms shall be sought from and kept for all vendors
- Requests for sales tax refunds shall be made to the tax authorities
- Payroll numbers shall be provided to the society's CPA
- Also, all required assistance shall be provided to the society's CPA for handling tax matters, including the forms 1099s
- Donation contribution letters shall be issued to donors in January for the previous year's contributions
- All needed co-operation shall be extended to the society's Finance Audit Committee
- Confidentiality of the information (privacy act) shall be honored

7. Processes and Procedures

- The Accounting and Finance committee shall put together in place the processes and procedures necessary to handle the society financial matters optimally and accurately.

8. Reviewing and revising the committee's policy and procedure

In an effort to make all charters of the society as current and useful as possible, the HSNC Policy and Procedure Manual committee sincerely requests the above committee to review its charter, make the desired changes, and send them to it.

The Hindu Society of North Carolina

309 Aviation Parkway, Morrisville, NC 27560



The Policy and Procedures Manual

(December 6, 2019)

Part II

2. Communications Committee (BOD)

*Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,
sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.*

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

2. Communications Committee (BOD)

Mission

To communicate the message of HSNC to the community, in particular to the membership, and to provide a channel for feedback from the community

Membership

The committee shall be made up of a minimum of five members plus board liaisons. The BOD will designate the chair and may also appoint additional members if needed or delegate that responsibility to Chairperson. Contract employees will assist the committee to manage responsibilities.

Roles/Responsibilities

This committee interacts closely with the HSNC's Executive committee and undertakes the seven (7) broad roles/responsibilities mentioned below. It also interacts with other committees as needed in performing specific tasks (these are noted after the task).

1. Controls and maintains the Society's website
2. Sends e-mails on important and approved matters to the members/non-members on the mailing list
3. Publishes the newsletter
4. Manages advertisements:
 - i. On the Web site
 - ii. On the Temple and Main hall bulletin boards (Facility Usage)
 - iii. In the news letter
 - iv. On the screens in the Temple and the Main hall (Facility Usage)
 - v. On posters and other advertising means on the premises (facility Usage)
5. Maintains the Society's social media presence, for example on Facebook, Twitter, Instagram, etc. Strictly control the access to the social media platform
6. Communicates and markets HSNC sponsored events through newsletter, website, screens and social media (events such as those organized by the Facility Usage committee, Program Committee, Event Program sub-committee, etc.)
7. Manages community announcements: births, deaths, marriages, anniversaries, achievements, and other matters of special interest to the community.
8. Work with Program Committee and Religious Committee to prepare flyers and assist with marketing.

Procedure

At the beginning of each year, soon after the Board of Directors has established the committee and appointed the chair, the Communication Committee will inform the relevant groups (BODs, BOTs, Executive committee, other officers and/or committees) how the information flow to and

from the Communication committee will take place. It will include contact information for all individuals of the committees (communication and others) who will be in direct charge of performing different specific tasks (mentioned below).

1. Maintain the Society's website. The committee will keep the web site up to date. It will appoint a dedicated team to undertake this task, spell out the requirement, and administer the work. It will also have a data back up strategy to recover data in case of unforeseen and unexpected loss.

2. Send e-mails on important and approved matters to the membership. This will be done under the direct supervision of the committee chair, vice-chair, an appointed sub-committee, and Executive Committee. The password and technical details related to e-mail communication will be kept private and confidential and not shared with anyone outside the committee. Email messages will be sent on the following matters:

- i. Those originating and approved by the Executive committee
- ii. Those originating from and approved by the BODs
- iii. Those originating from and approved by the BOTs.

If the chairperson of the Communication committee has any concern about the need for and the nature of the message, he/she will be free to consult with the other board (BOT or BOD).

3. Publish the newsletter

- i. The committee will appoint a newsletter editor(s) who will be responsible for collecting the material, formatting it, sharing it for final input with the Executive Committee, BOD, and BOT, and then sending it to the printers.
- ii. The chairpersons of all committees, the members of the board of directors and the board of trustees, and all other officers of the Society will receive a timely reminder about the newsletter in preparation and the invitation for submitting publication material. This note will also specify the restrictions that apply for the material to be submitted and the deadline associated with it.
- iii. The committee will make every effort to mail a paper copy on regular basis scheduled by board. It will be free to ask for help from the society's employees for mailing the letter.
- iv. The committee will strive to make the newsletter an effective tool of spreading the society's message, while at the same time also keeping it cost effective. To this end, the advertisements can be sought and printed following the guidelines, given under 'Manage Advertisements'.
- v. The contents of the newsletter will be passed through and approved by the Executive committee. If, however, the Committee chair feels that a certain message has issue or is controversial, he/she may forward it to BOD and BOT for review and input before accepting and publishing it.

4. Manage advertisements

BOD will review advertisement policies and rates every year. Details about the Advertisement policy decided by BOD are given on the Society website via website link and contact email address. HSNC reserves the rights to modify or remove the advertisement and its contents.

5. Control and maintain the Society's social media presence

Controlling the access to the social media platform so that abuse of it cannot occur at any time is critical for the future of the society. The individuals given the privilege of access to the media are required to sign a pledge form mentioned below. Specifically, the Communication committee shall:

- i. Designate individual(s) who will administer and control the Society's presence on the social media. Current examples of the media are the Facebook, Twitter, and Instagram. These can be adopted and changed with evolving technology. Other social media platforms can be added as they become available
- ii. Require individuals who have access to the various social media sites, including website, sign an assets protection form (A-25, Appendix) indicating that they will not access any part of the platform (1) for any personal purpose while in the committee and (2) at all after leaving the committee.

6. Flyer and contents

- **HSNC logo plus address information**
- **Below is co-sponsors , if any**
- **Event flyer, no individual pictures of HSNC members or volunteers**
- **Document board liaisons and contact information**

7. Communicate and market HSNC sponsored events

The Communication committee will define acceptable standard formats for different media and assist other committees by working closely on fliers, banners and other advertising aids, as needed. Given below are some examples, but the committee's function is not limited to these. The committee will help in any way where its skills can be fruitfully utilized.

- Upload HSNC slides on the TV monitors in the temple and the main hall
- Assist committees with flyers for events, if needed
- Interface with Advertisers and upload paid advertisements onto TVs
- Assist committees for publication of HSNC related brochures
- Work with Secretary to organize and store HSNC records in digital form.
- Publish the HSNC organization's forms.
- Assist to procure merchandise for organization's branding.
- Provide IT tools, forms and support to other committees, if requested. Examples are: summer camp, membership, rental, facilities, finance, etc., and also assist in uploading their information on to the website.
- Assist program and religious committees for marketing of an event

8. Manage community related announcements.

Examples of these are the announcements for births, deaths, marriages, anniversaries, achievements, and matters of special interests to the community. All announcements made in the society news of any type will first be approved by the Executive committee.

A. General guidelines.

In general, only the most important, critically urgent, matters, approved by the Executive committee, should be sent by instant emails to the community. Others can be included in weekly or monthly emails, added to the information part of the web site, or sent with the newsletter.

B. Announcement of death in the community.

- a. Those qualifying for instant e-mails are for funerals approved by family members applying to the following:
 - i. The currently serving members of the BOT, the BOD, and the Executive committee and employees
 - ii. Others recommended by the Executive committee including prominent members of the community who have contributed significantly to the society and are well known.
- b. Death announcements for most other individuals (approved by the Executive committee) can be covered in the 'Condolence' section of the newsletter, web site, or any other HSNC communication.

C. Announcements related to achievements and other matters

Most such announcements will not merit instant email, but the BOD can make exceptions as deemed necessary.

9. Reviewing and revising the committee's policy and procedure

In an effort to make all charters of the society as current and useful as possible, the HSNC Policy and Procedure Manual committee sincerely requests the communication committee to review its charter annually and recommend the changes as needed, and communicate them for review and recommendations or BOD and BOT.

The Hindu Society of North Carolina

309 Aviation Parkway, Morrisville, NC 27560



The Policy and Procedures Manual

(December 6, 2019)

Part II

3. Facility Maintenance Committee (BOD)

*Om ye bhutam, chbhavyam, chsarovam, yaschadhishtathi,
sarvasyechkaevlam, tasmajyeshthayeBrahmnenamae.*

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

3. Facility Maintenance Committee (BOD)

Mission

The Facilities Maintenance Committee shall assist the Administration in the oversight, maintenance, and operations of the physical assets of the Society in accordance with the service mission of the society. It shall assist with budget planning, direction, oversight and coordination of all operations and services involving the buildings, grounds, maintenance of existing equipment and furnishings. The committee will operate with appropriate HSNC staff assistance. Facilities committee manages the facility employees and contractors.

Membership

The committee shall be made up of a minimum of five members, plus Facility Maintenance Manager and BOD Liaison. The Board of Directors will designate the chair and may appoint additional members or may ask the chair to do so.

Subcommittees

BOD will form subcommittees which may include additional chairs or co-chairs for the following:

- IT equipment
- Capital equipment
- Furnishing
- Inventory and Quality Control
- Reviewing conditions of property and facilities
- Security and Safety

Scope of the Work

The scope is varied and large and some mostly occasional and, therefore, may best be managed with the use of subcommittees and task forces. The scope will cover the following functional areas:

1. **Regular building operations**, including, but not limited to the following
 - (a) Utilities
 - (b) Routine maintenance
 - (c) Service contracts, such as janitorial, HVAC equipment, fire alarm monitoring. Requires BOD and BOT approval and signed by President. BOT approval is required to protect societies assets.
 - (d) Landscaping and ground maintenance, this including tree work
2. **Signs**: both exterior and interior, informational and directional, including evacuation routes for use in emergencies

3. **Capital equipment and component repair/replacement.** These include planned renovations and replacement as necessary of longer lasting items, such as HVAC units, A/V equipment, kitchen appliances, roof, pavement
4. **Building repair,** such as involving security, flooring, bathrooms, auditorium, rooms, priest quarters, lighting, porches, parking need additional approvals
5. **Furnishings**
6. **IT equipment and services,** including but not limited to telephones, Internet/Wi-Fi connections, computers, copiers, printers. Upgrades require additional approvals
7. **Inventory**
8. **Storage**

Meetings

The committee shall meet as often as needed but minimally twice a month. It will keep detailed minutes of the proceedings and report on its actions and plans to the Board of Directors at their next meeting.

Roles and Responsibilities

The committee shall review and update operating and maintenance plans and budgets required for April 1st to March 31st cycle and present and discuss these with the BODs. Thereafter, it will review and revise the plans as needed. It will also take steps to maximize safety against fire and other potential hazards. The committee will provide input for the budgeting process.

A. Specific tasks, which require reviewing and recommending to BOD:

1. **All service contracts** (Janitorial services, including cleaning, garbage collection, HVAC maintenance, fire alarm monitoring, internet, phone, pest control, A/V)
2. **Insurance coverage**
3. **Estimated useful life and replacement cost of aging components, equipment and furnishings**
4. **Proposed building repairs:** prioritized list along with cost estimates
5. **Current inventory,** and recommended repair upgrades, replacement and/or additions
6. **Approved vendor list:** maintain contract records
7. **Record of completed work:** maintain records of all finished work. Keep pictures of before and after where possible
8. **Estimated cost for maintenance items for the year, plus the same for the first quarter**
9. **Inventory of paper goods and food, adequate for prasad, pooja, etc.**
10. **Give suggestions to appropriate BOD, BOT, or Committee for improvements and upgrades**

B. Some other general and miscellaneous tasks and duties include:

- 1. Preparing 'Owner's Manual'** in electronic and printed forms for providing an understanding and explanation of the operation of various systems and components involved in running and maintaining the facilities
- 2. Working closely with the boards, staff and committees** in making recommendations regarding changes to the interior and exterior of buildings and of grounds that may affect aesthetics and functionality.
- 3. Reviewing the conditions of buildings, grounds, utilities and infrastructure** to ensure their adequacy in supporting programs of HSNC, with particular focus on safety, hygiene and comfort; and assisting the board, if needed, in developing a plan of action for upgrading the facilities and engaging appropriate professional services
- 4. Making recommendations to the Boards on desired maintenance, operations, and expansion**
- 5. Developing budget** for daily (frequently required) maintenance, and for monthly, quarterly and/or annual services, and for desired renovations, and get them approved from the BOD
- 6. Working closely with the financial officer (Treasurer)** in handling bills and expenses
- 7. Preparing summary along with recommendations** for annual report

C. Handling routine maintenance and emergency repairs

1. HSNC should have a preferred vendor list for various services that can be engaged for ongoing repairs and maintenance; the terms of the payments and procedure should be spelled out clearly in the contract that is signed.
2. A subscription service if deemed suitable should be utilized for routine maintenance. Emergency repairs should be covered under these contracts.
3. Facilities Committee should take pictures before repairs and after repairs when possible
4. As part of HSNC property maintenance, emergency situations may arise that may have to be addressed on urgent basis. If such repairs could not be covered through the ongoing contracts, the following procedure should be employed for use of petty cash:
 - a) Facilities Committee shall try to engage vendor from preferred list.
 - b) For non-budgeted repairs of up to \$1,000, Facilities Committee approves it and proceed with the repair. Non-budgeted items above \$1,000 requires BOD approval and above \$5,000 requires BOT approval.
 - c) Vendor may be paid from Facilities Committee petty cash checking account
 - d) Within 3 days of payment, a payment voucher should be submitted for approval by the Treasurer.
 - e) For estimates higher than \$1,000, Facilities Committee should contact, the BOD liaison and Executive Committee, who, in turn, should get the approval needed (voucher approved) for the emergency repair. (It would generally require two signatures, i.e. of the President, or his/her designate, and the Treasurer.)

D. Conflict of Interest

Conflict of interest is a situation in which a person has a duty to more than one person or organization but cannot do justice to the actual or potentially interests of both parties.

All contractors need to disclose any affiliation with society administration including directors, trustees, employees, and chair or co-chair of the committees and the type of relationship or partnership they may have with those members.

E. Safety and Security related tasks (Sub-Committee)

Safety being of paramount importance in places where public gathers, all fire safety and medical aid equipment must be in working order and all volunteers and employees must be knowledgeable about safety matters, i.e. have had training in use of relevant aids/equipment, and in serving as leaders when evacuation of premises is needed or call for help is required. Accordingly, all HSNC employees, BODs, BOTs, committee members, and other stakeholders, should receive annual review of training (~second quarter) in safety related matters. Some of the steps that should be taken are mentioned below.

- 1. Knowledge about location of exit doors**, fire extinguishers, evacuation maps and medical aid kits in the buildings
- 2. Evacuation routes in case of emergencies**, these should be posted at strategic points in all rooms, hallways, and both buildings
- 3. Clearing out of physical clutter in the working space**
- 4. Eliminating hazards**, such as those caused by electrical open wires, tripping/slipping conditions in paths, obstructing trees/limbs, and lack of or poor lighting
- 5. Arranging for annual inspections** of fire alarms and equipment, evacuation maps/plans, and first aid and other lifesaving kits. Maintain inspection files.
- 6. Conducting fire safety and evacuation drill.** As mentioned earlier, this should be done early in the year (~second quarter), and record kept and made available to the city official when requested. Specifically, this exercise requires the:
 - a. Understanding and maintaining of the fire evacuation plans by Safety subcommittee
 - b. Understanding and maintaining of the fire safety plans
 - c. And, conducting fire drill (if so suggested in the fire safety instructions). This includes three tasks:
 - Drill*– initiating emergency evacuation drill
 - Accountability* – accounting for all occupants at designated gathering point
 - Record* – maintaining fire drill record
- 7. Facilities Committee will have a separate account with checkbook to pay for repairs only (no upgrades).** Initial seed money will be \$5,000 and limit to be reviewed for changes every year. Facilities Committee will still fill payment vouchers for reimbursement which goes back into the Facilities account.

The Hindu Society of North Carolina

309 Aviation Parkway, Morrisville, NC 27560



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Part II

4. Facility Usage/Rental Committee (BOD)

*Om ye bhutam, chbhavyam, chsarvam, yaschadhishtathi,
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4. Facility Usage/Rental Committee (BOD)

Mission

The premises of a faith-based institution are looked up with reverence by the community at large who visit the place for conducting pujas, receiving blessings, listening to spiritual discourses, learning scriptures, and engaging in rewarding health related, social and cultural events. The mission of the Facility Usage committee is to see that the space is fairly and optimally utilized in meeting the various and varied needs of the community. If the space is given for paid usage to an external group, the objective of the Committee is to see that the proposed activity meets the expected social and ethical standards of the society and does not pre-empt an already scheduled or anticipated regular internal event.

Membership

The committee shall include a minimum of three members plus others involved should be the board members and facility's employees.

Premises for Use for Internal and Sponsored Programs

- Temple Hall and priest services expense
- Main Hall
- Meditation (Sai) room and all flex rooms
- Learning Center

Roles and Responsibilities

There are many categories of events that are held at HSNC (see Appendix, A8, 'Facility Usage Policy' for details). These include (1) regular pujas, bhajans, recitations and Aartis, held daily, weekly or monthly, (2) annual cultural and religious and social programs organized by the society, (3) other similar events allocated for holding by HSNC affiliated groups, (4) educational classes and camps organized for youths year round as well as additional during summer, (5) fully sponsored (paid usage) programs held and managed by private groups and individuals, and (6) any practice sessions that may be required for a program. All of these and other programs held on the premises require careful planning, coordinating and managing. The major part of the roles mentioned fall on the shoulders of the Facility Usage committee. The responsibilities involved include elements that are common to all activities held at HSNC (General) as well as those that apply mostly to sponsored (Paid Usage of Facilities) programs.

A. General

1. At the beginning of year and before April 1st, and for the whole year, schedule on the calendar the known regular and traditional religious activities performed in the Temple.

2. Interact with the various committees and groups, alluded to above, including the two boards, and schedule as best as possible the other anticipated activities routinely held (weekly, monthly and annually) on the campus, some involving the use of facilities by affiliated groups.
3. From here on, HSNC usage, marriage/receptions, then first come and first serve basis, make the space available to the community at large for paid usage for programs that meet and are consistent with HSNCs mission, policies and standards. (See the section, "Paid Usage of Facilities," below).
4. Develop priest services charges for temple rental with priest services whether used or not.
5. Develop a 'usage fee' charge sheet that is well justified and fair and post it on line and at premises. (See Forms A9 and A11 in the Appendix)
6. Maintain the highest atmosphere of goodwill for the internal and the external users, alike.
7. Regularly review the conditions of the HSNC buildings, grounds, utilities and infrastructure to ensure their adequacy in supporting the programs to be conducted, with particular attention given to safety, hygiene and comfort
8. Evaluate space usage, logistics, and need as they relate to both the current and immediate future operations
9. Work closely with the financial committee in handling bills and expenses
10. Prepare a summary along with recommendations for submission to the BODs as a semi-annual and annual report.

B. Paid Usage of Facilities

1. Maintain and publicize the 'paid-usage' policy, priest services charges and usage priority guidelines
2. Develop and apply a process for 'paid-usage' of HSNC premises including the flow of information and approval.
3. Consistently apply the 'paid-usage' policies and guidelines for all such events/activities
4. Confirm and enforce good 'paid-usage' policy through random audits
5. Maintain and publicize a calendar and schedule for 'paid-usage' of various HSNC assets
6. Maintain facility use fees concurrent with the market while promoting HSNC mission
7. Maintain facility use contractual forms with terms and conditions
8. Maintain usage contract checklist for discussion, checking-in, and checking-out
9. Maintain any memorandums of understanding that are applicable
10. Maintain hazard-free access to facility spaces for checking-in and checking-out by users
11. Learning Center renters will be given reserved parking when there is another large event. Learning center users will be given advance notice so they can carpool.

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309 Aviation Parkway, Morrisville, NC 27560



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Part II

5. Hospitality Committee (BOD)

*Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,
sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.*

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

5. Hospitality Committee (BOD)

Mission

The purpose of the Hospitality Committee is to create a friendly, welcoming, and caring community image for the Society by engaging in a series of needed outreach activities for the larger community. The committee serves the needs in many ways, including connecting members with each other, acting as a resource for information on many important and needed services in the region, and providing or arranging for help in special circumstances.

Committee

The committee should consist of at least 5 members. Other individuals be invited as appropriate.

Roles

Many of the services needed by the people of the region are already available through existing governmental and voluntary agencies. Many times, these are, not utilized by individuals due to lack of awareness, language issues, and/or hesitation of dealing with officials who are not of the same origin or culture. One of the roles of the Hospitality committee will be to help bridge this gap. Additional roles of this committee will be to develop an information resource for newcomers, foster closeness among area Hindu temples and institutions, and coordinate efforts in times of disasters. Provide assistance to HSNC members and the community at large.

Some of the specific tasks along with a brief note on the scope are identified below. This list is by no means exhaustive and can and should be modified as per the need of the time.

1. **Newcomer Guide.** Help individuals and family coming to the area with information about the area, places of accommodation, schools, and doctors of different specialties, and also connecting them with people of similar culture and interests.
2. **Senior help.** Help seniors to meet others; Seniors related events and issues are handled by Seniors Committee.
3. **Priest help.** Provide names and contacts information of priests available at HSNC for performing various religious rituals. -
4. **Funeral help.** Provide HSNC contacts and priest assistance for funeral related services
5. **Passport and Visa help.** Passport and Visa camp on yearly basis.
6. **Resource booklet.** Develop a resource booklet for different services that HSNC can provide. Refer to appropriate organizations and their booklets that are providing services in triangle area such as: TAHTs (Triangle Area Hindu Temples), Kiran, HSNC Seniors Committee, BSCNC (Bharatiya Senior Citizens of NC), NCIAP (North Carolina Indian Association of Physicians), etc....
7. **Connect with area temples.** Work with TAHTs and other temples..

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6. Human Resources Committee (BOD)

*Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,
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6. Human Resources Committee (BOD)

Mission

The mission of the Human Resources Committee (HRC) is to develop and carryout recruitment, training and retention policies that comply with the local, state and federal labor laws and regulations. Its additional mission is to maintain value based work environment that represents best practices conducive to employee growth and satisfaction.

Membership

This committee should have five members plus a BOD liaison.

Roles and Responsibilities

I. General

- Any recommendations that are long-term, beyond current year, need to go to both, BOD and BOT.
- Review labor laws and provide guidance to BOD and BOT
- Ensure wages at HSNC are comparable to those at similar other local organizations.
- Help employees with benefits selection, retirement decisions and vacation holiday plans. HR manages time and vacation for all employees
- Develop job description for each employee and guidelines for performance review.
- Conduct annual follow up reviews as well as training and career path planning.
- Prepare (or update) employee handbooks and human resource policies. Each employee should be given an employee handbook that describes the terms of the employment.
- Conduct a regular salary and benefit surveys of nonprofits of similar scope/size in the area
- Keep records of all compensations, including salary (current and deferred), benefits, severance pay, housing allowance, etc. and provide to the secretary to archive.
- Also keep records of all discussions in meetings that pertain to compensation and other matters related to staff and provide to the secretary to archive.

II. Decisions and recommendations

1. The Human Resources committee's recommendations should be reviewed by both boards, i.e. the BOD and the BOT

2. All actions taken based on the committee recommendations should be entered into the minutes of the boards' meetings
3. The functional responsibilities of the committee necessitate that the committee coordinate its activities with other committees, in particular the Religious, Facilities Maintenance, and Facility Usage and other committees that have contractors and/or employees.

Any recommendations and suggestions that impacts the image of the society, finances, hiring practices, or removal goes to both, BOD and BOT. The final decisions for hiring will be the responsibility of the BOD and the BOT.

III. Personnel Management

A. Hiring payroll employees (given W -2 forms). These include, but not limited to:

- Priests
- Facility manager
- Office workers

For selection of a new employee, the committee shall consult the relevant committee, needing the employee and include one or more members of that committee in the selection process. As for example, when considering a new priest, Religious committee shall be involved, and, similarly, when considering a person for handling finances, the Finance committee shall be involved. Advertisements and interviews will also involve similar collaborations. Salary, vacation and benefit package will be handled in consultation with the BODs, as per the HSNC policies and in compliance with the laws of the state. Visa help will be provided as per the contract. Salary increases will be considered annually as per the inflation and more but may depend on the performance. All details pertaining to benefits, including salary increases, medical insurance, medical leave, vacation, visa matters, etc. shall be clearly specified in the employee benefit package.

B. Hiring employees or services on contract (served Form 1099). These include, but not limited to:

- Accountant
- Landscaper
- Cleaning service
- Other

Such individuals can be hired in consultation with other relevant committees, - for example, the Facility Management committee, when hiring a cleaner or a landscaper.

C. Terminating employees

1. With a cause, requiring immediate termination. This may include but not limited to the situations mentioned below in which an employee:

- Has been found guilty of an act of fraud, embezzlement, gross dereliction of duties, or has been convicted of a felony or criminal act
- Has been absent for a total of thirty (30) days during any twelve (12) month period during the term of the Contract, or has become permanently disabled, the latter meaning inability to perform the assigned duties. Such disability may result from either physical or mental incapacitation. Terms and conditions of any financial compensation will be decided on individual case basis.
- Has been engaged in substance abuse
- Has breached the covenants contained in the employee contract.

2. With a cause, but after the serving of due notice. This may include the situation such as the following, in which the employee:

- Has not improved or corrected the concerns even after three written warnings over the past three months
- Has not overcome the deficiencies after the lapse of the probation period implemented to address a concern.

3. Termination without a specific cause. HSNC administration (BOD) and an employee may mutually agree to modify and/or terminate a current Contract anytime with or without a reason. A Contract may also be terminated by either party if the other party is given a written notice about it at least thirty (30) days prior to the desired termination date.

D. Hiring or Terminating an Employee by an Outgoing Board

Any decisions by HR and/or BOD made later in the year needs to be approved by BOT with newly elected BOD members informed. All terminations must go to BOT for approval since it has long term effects on the society. HR committee handles background checks for a new hire. An outgoing board should not hire or terminate an employee when the former's term is ending. In general, no such activity should happen after the election of a new board has been conducted or a new board is assumed to be in place when an election was not needed.

A special situation can arise, however, when an employee on contract or payroll has acted inappropriately and/or neglected duty with respect to an outgoing member of a board (President, Chair, or a member). In such situations, the two boards, incoming and outgoing, should take up the matter together and resolve it in a way that serves the best interest of the society.

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7. Operational Fund Raising Committee (BOD)

*Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,
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(Atharva Ved, 10.8.1)

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7. Operational Fund Raising Committee (BOD)

Mission

Primary mission of this committee is to find auxiliary ways and means of raising funds to boost societies' income, so as to meet the demand of maintenance and small projects that are deemed necessary for keeping the facilities maintained and handling the day-to-day operation of the society.

Committee

The Committee shall consist of a minimum of three members who have experience in raising funds and interest in organizing projects such as concerts, bazaars, discussions, lectures, movies, dinners, sports events, and picnics. A board liaison from the directors as well as the trustees should also be appointed to the committee.

Roles and Responsibilities

This committee will work with existing committees to assist with the programs and also come up with ideas involving social, cultural, educational and sports activities that attract individuals to participate and raise funds in the process. Although religious, cultural and social touch may be given to such programs, the main purpose will be to raise funds for operation of the society and general maintenance of the premises.

1. Some of the events that can be considered, include:

- Yoga thon (managed by Yoga committee)
- Walk a thon
- Golf tournament
- Music / dance / Bollywood shows (special sponsored fund raising events)
- Cricket match and other sports, specific to the Indian continent and interest, broadcasts
- Yard sale
- Sponsors for HSNC events (such as Ganesh festival and Navratri)

3. Further, the committee shall maintain a list of businesses and corporations that have matching programs for donors.

4. The publicity of any event organized will be coordinated with the communication committee.

5. A new event can be organized by this committee directly or in conjunction with another organization / individual / agency; any such outside co-operation will require approval from the BOD. Cost of the event under \$1,000 can be approved at committee level. Cost above \$1,000 will require BOD approval, and that above \$5,000 will require both BOD and BOT approval.
6. A reasonable 'cost-benefit' projection must be made in advance, so that the event is assured to generate funds and not lead to a financial loss. Such projection, among other costs, will include the cost of the paid-usage of space.
7. For an event held on the premises, the committee will follow the guidelines as described in detail in the Facility Use charter of the Policy Manual.
8. The committee will provide accounts of all expenditures and receipts on the events held to the Treasurer.
9. The committee will submit a financial report as required by the administration.

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8. Programs Committee (BOD)

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8. Programs Committee – Managing Events (BOD)

Mission

Program(s) Committee's role is to provide oversight and manage events by recruiting volunteers and working intimately with other committees, administrative boards, and allied organizations to make each event successful.

The events managed by the Program committee are only those that are held annually, and special programs agreed by the Society. These may be religious, cultural, artistic, drama, community-service, religious and/or nonreligious events. (The daily, weekly, or monthly activities, held are excluded from the Programs committee's duties.) Examples of the recurring annual and of the one-time special programs held in recent past are given at the end. As reflected in these examples, the various events are tagged, for convenience, as either religious, cultural or social.

These (once a year or special) events require planning and marketing, volunteers, funds, and management skills to make them successful. The latter can be reflected by the size of participation, the positive experience and safety of attendees, and the fulfillment of the goal.

Membership

The committee shall be made up of a minimum 5 members. In addition to 5 members, include religious and communication committee members for information. In addition, there will be non-voting BOD liaison. Additionally, BOT may consider appointing a liaison.

Roles and Responsibilities

1. At the beginning of the year, the committee shall identify the events, and the associated dates, that will be handled

2. It will tag the event as religious, cultural or social:

Religious. Involves (1) priest; (2) chanting of Mantras, shlokas from scriptures, or religious works; (3) aartis, kathas, and discourses; (4) pujas

Cultural. Involves (1) celebration of known Hindu festivals; (2) Hindu dramas, poetry, dance, musicals; (3) Hindu philosophical activities (Yoga, for example)

Social. This group involves the mixers, fund raisers, camps, and health related programs that do not fall under the other two categories.

3. For each different event, it will interact with and reach out to the existing other relevant committee (s) or group (s), develop details, and identify and recruit volunteers who will take charge of putting the program together and manage it. The roles of other committees in helping with an event can be briefly described as - below.

- **Facilities Use Committee:** Scheduling space, arranging audio/visual help, setting up tables, chairs and stage as needed

- **Accounting and Finance Committee:** Assisting with registration, sale of tickets, collection of money and reimbursement of expenses
- **Religious Committee:** Handling and/or assisting with the religious aspects of the program
- **Communications Committee:** Helping with development of flyers, communication and advertisement
- **Youth Committee:** Providing ushers, volunteers and other helps
- **Board Liaison:** Assisting program committee to get help from BOD and/or BOT and other related committees.

4. The volunteers recruited will form a sub-committee, i.e. the event task force, divide responsibilities, and develop the detailed schedule to follow through.

5. The event committee shall submit budget, along with, especially if large event, some idea of cash flow, and get it approval from the BOD prior to committing funds. As a general guideline, all events should tend to be net cash positive.

6. As a general guideline, the following tasks are usually involved in successfully handling a significant event:

- Plan the program in detail, i.e. in terms of specific tasks
- Develop timeline for each task
- Communicate with the Boards and other officials, as necessary
- Put together the budget and get it approved
- Seek sponsors
- Prepare flyer
- Advertise the program, using different HSNC and other medias
- Rehearse the management part of the program, as needed
- Manage the event (with special attention paid to safety/security)
- Manage and control traffic
- Supervise clean up after the event
- Review after the event; the successes and deficiencies; the lessons learned
- Submit a report, along with the recommendations for future (see form, A15, "Event Summary and Accounting Log," in the Appendix).

7. Because (1) much of the service and outreach of society is done through the programs alluded to here, (2) these programs attract very large attendance, and (3) they are scattered throughout the year - with some even occurring at the very beginning of the year, it is important that a current year's committee provides heads up for the programs to be held in the first 2 quarters of the following (next) year. A general scope and timeline for a current year committee can, thus, be suggested as follows.

- a. Review the program details, including the personnel involved and the budget, proposed by the previous year's committee for the programs to be held during the 1st and 2nd quarters of the year. All programs in the main Hall building will have cost recovery proposals and/or sponsors. Make the adjustments as needed, get the changes approved, and follow through with the events.
- b. Develop the programs with the minutest details alluded to in the charter for the 3rd and the 4th quarters of the year and follow through with the events.
- c. Develop the same for the 1st and 2nd quarters of the following (next) year, including the personnel to be involved and the budget anticipated for them, and get the budget reviewed and (tentatively) approved as being realistic by the administration. Pass these on to the next year's Program Committee (or the Board) before the end of the current year.

Examples of Recurring Annual and of Special Programs at HSNC

I. Recurring Annual HSNC Events (not an all-inclusive list)

Religious/Spiritual raiser/Education	Cultural/Artistic/Religious	Social/Fund-
Sankranti puja	Pongal	Walk-a-thon
Basant Panchami	Holi Mela	Garbha for Good
Holi puja	Baisakhi	HSNC Golf event
Gudi Padwa	Mahavir Jayanti	-
Chaitra Navaratri	Diwali	Pre-Navratri
Ram Navami	Ganesh Festival (10 days)	Gala Dinner
Shirdi Sai Baba	Navratri (10 days)	Summer Camp 1, 2, 3, 4
Hanuman Jayanti		
Baisakhi		
Ganesh Puja (10 days)		
Navratri Puja (10 days)		
Dushera		
Mahavir Jayanti		
Gayatri Deep Yagna		
Sai Guru Purnima		
Annakoot		

II. Examples of Special One-Time Events Held at HSNC

Religious/Spiritual	Cultural	Fund Raiser
Ashwini Pathak Program	Musical Yoga & Meditation	Yadon ki Baaraat
Hinduism, A way of Life		
Spiritual discourses		
Gopi Geet		
Sri Lakshmi Narayana Varat		
Bhagvat Saptha Parayan		
Shri Krishna Leela		

III. HSNC Approved Events Conducted by Other Organizations (with cost recovery or fund raising)

1. Triangle Area Hindu Temples (TAHTS)

- TAHT Health Fair
- Kids Summit by TAHTS

2. Senior Club

- Senior Club open house
- Senior Club Drama

3. Hindi Vikas Mandal

- HSNC Dushehra
- Kavi Sammelan

IV. Programs Held at HSNC Through Rental of Facility

- By an organization
- By Private party

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9. Religious Committee (BOD)

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9. Religious Committee

Mission

Identify, plan and execute religious programs of the Temple; preserve traditional values of the Hindu faith; and promote mutual respect and understanding among adherents of different Hindu traditions and beliefs of the diverse community.

Membership

On account of the important role the committee performs, it should have a minimum of 5 members, representing diverse backgrounds in terms of beliefs and practices. Additionally, a non-voting liaison from each of the two boards can be included.

Specific Roles and Responsibilities

- Will form following subcommittees, to handle:
 1. Religious activities
 2. Regular temple activities
 3. Coordinating and managing priest duties
- Recommend religious days to be observed and festivals to be celebrated
- Prepare annual Hindu calendar for publication in the society newsletter
- Prepare daily and weekly religious activity schedule
- Prepare monthly religious calendars for HSNC Temple
- Identify, plan and coordinate key Hindu religious programs
- Recommend priests specialized in different services to serve the needs of the congregation.
- Ensure the cleaning of clothing for idols
- Maintain inventory of jewelry and other idols' related assets
- Prepare fliers for religious activities with Puja details, sponsorship etc. for publication
- Monitor and ensure timely performance of religious activities
- Arrange for flowers, garlands, fruits and puja material, as required
- Plan and coordinate preparation, collection and distribution of Prasad for religious functions
- Arrange *Bhajans*, *Satsangs*, *Kathas*, etc. in Temple, as required, by and for visiting groups
- Implement and follow uniform policies and procedures for all religious activities
- Help to maintain tidy (clean) and peaceful atmosphere in the temple
- Review and supervise priests' duties, schedule, fees, etc.
- Promote cooperation among priests and coordinated work for coherent atmosphere in temple
- Develop budget for April 1st of current to March 31st of next year and get it approved from BODs
- Assist the Programs Committee, if the request from an external group involves religious activity

A Sub-committee to Coordinate and Manage Priest Duties

The religious committee should appoint a subcommittee, whose mission will be to serve as a counsel for the priests to help them perform their duties satisfactorily, grow in talent and stature with time, and feel secure and respected. This sub-committee, through the parent religious committee, will work closely with

the Human Resources Committee in looking after the needs of the priests. Specific roles and responsibilities of this subcommittee will be as follows:

- Act as a guardian of priests' welfare and rights; priests will interact with it for guidance on all human relations and welfare matters
- Monitor priest duties, making sure they work together contented and in unison as a team.
- Schedule and coordinate the outsourcing of the Priests to the community.
- Serve as the first contact for grievance; help file it for formal action, if needed
- Consider and recommend disciplinary action when a Priest fails to follow Temple norms and expected duties.

Budgeting and Approval of Costs and of Special Events

1. Categories of religious events:

- a. Weekly; e.g. Hanuman Chalisa
- b. Monthly; e.g. Ramayan Paath on first Sunday
- c. Yearly; e.g. Holi, Diwali, Navratri
- d. Budgeted, Un-Planned events (that the RC foresees and agrees to hold)
- e. Un-Budgeted, Un-Planned events (new requests, for example, by a visiting swami).
Requires event form submission and minimum 30 days' notice to the boards. Request for holding a religious event should be filed using form A14 (Appendix)

2. Budgeting and approval

- a. Budgets for all daily, weekly and monthly activities, and others, desired and foreseen by the committee at the beginning of the year, need to be estimated and presented to the Board of Directors and approved at the beginning of the year
- b. All, un-budgeted and un-planned, events (minimum 30 days' notice) must be first approved by the religious committee and then by the BODs. The budgets for these must also be presented and approved
- c. Attempt should be made to schedule all new religious events in the Temple Hall first
- b. In the case of conflict with an existing event (weekly, monthly, other scheduled), the new event may be held in one of the rooms of Main Hall but with the approval from the Facilities Usage Committee
- c. In case of capacity constraint also, the event may be considered for holding in the Cultural Hall
- d. While the religious events, those open to public, do not generally require or are enforced facilities cost recovery, a recovery plan of ~30% of applying rental charge should be sought by the committee. All forms will be updated based on policy

Policy on holding religious and non-religious events

1. All cultural and other (non-religious events) can be categorized as follows:
 - a. HSNC program; e.g. Holi, Annual Gala
 - b. HSNC program as part of a major Religious activity; e.g. Ganesh Festival, Navratri
 - c. HSNC managed and approved 'Community Service'; e.g. health fair, immigration services and seminars, elections, and public lectures
 - d. HSNC entertainment program; e.g. Tribute by Jolly Mukherjee
 - e. HSNC Ticketed event
2. No cultural event will be held in the Temple Hall; these will be held in the Cultural Hall or outside on the grounds

3. The exception to the above is the Counting of the ballots, following the elections for Directors and Trustees, and the Annual General Body Meeting, which may be held in the Temple hall.

Miscellaneous Policies

1. NO change in timings should be considered for the following regularly scheduled Pujas.
 - Sri Satyanarayana Pooja, performed on Poornima day each month
 - Sri Shiva Abhishekam, performed every Monday
2. Limit the out of temple puja's by priests during key Festivals:
 - Maha Shivratri
 - Temple Anniversary
 - Sri Ram Navami
 - Sri Krishna Janmaashtami
 - Sri Ganesh Chaturthi
 - Sri Durga Ashtami
 - Diwali and Annakut.
3. All 'private Pujas' performed shall be paid in full at the time of service; all such Pujas will be documented in the Temple receipt book.
4. Any Pujas performed by a priest on the Temple premises, but outside the regular Temple hours, shall require approval from the Religious Committee.
5. A priest can request help from other devotees to assist in the performance of key Pujas (with the exception of the members of the Temple Administration).
6. In the event of a sponsored puja at Temple, members of the Sponsor's immediate family (Parents and Children) can participate in the Sankalpam (blessing).
7. All requests for food will be coordinated with the Religious committee
8. Archana will be performed for food sponsors' on Sundays and on days of all major events.
9. **Navagraha Mandir**: Devotees are requested to (i) not to pour oil or any other item on the Navagraha deities, and (ii) not to touch the Navagraha deities.

Policy Regarding Installation of New Deities in Temple

The installation of deities shall be conducted by following the formal Prana Pratishtha ceremony described in the Hindu Scriptures. The list of deities may be developed based on the names appearing in the Vedas, Bhagvatham, Ramayana, Mahabharat, Bhagavad Gita and the Puranas. In addition, Buddha and/or Mahavir have also been included as deities in many Hindu temples in India and the USA, making the faith diverse and accommodating.

Deities currently present in the Temple for worship

Main Deities in the Front: (Order from Left to Right) Anjaneya Ganesha Durga Devi	Deities on the Left Side View: Meenakshi Ram Parivar Balaji Gayatri Devi	Deities on the Right Side View: Lakshmi Narayan Mahavir Swami Srinathji
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Radha Krishna Subramanya Shiva Parivar	Jagannath idols	
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10. Senior (Governing) Committee (BOD)

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10. Senior Committee (BOD)

I. Mission Statement

Provide means for senior Indian-Americans to get together, reminisce about their times and enjoy recreational and other activities with their contemporaries having similar interests. Provide a platform for seniors to serve the community and advocate the well being and better quality of life for the Indian-Americans in their senior years.

II. Goals and Objectives

- Provide a place for getting together and an organization for seniors to engage in enjoyable and productive activities
- Share information on issues and services pertaining to the needs and interests of the Indian-American seniors
- Forge collaborations with public and private service providers geared to seniors needs.
- Provide advisory support to Indian community and to business and professional groups, in developing programs and services suited to seniors.
- Develop informational workshops, seminars and conferences for addressing senior wants and needs.
- Raise funds for HSNC to the best of the Senior Committee's ability. (In 2019, the Senior Club raised \$21,500 for HSNC)

III. Terminology Used in the Charter, and the Uniqueness of the Clientele Served by the Senior Committee

The Hindu Society of North Carolina is made up of members who range broadly in age. A significant part of this clientele are seniors. The objectives of the Senior Committee are to cater to the many and varied needs and activities of this sub population of the society. In order to effectively and optimally serve their needs, the interested individuals are asked to join and form a group who can then be contacted and effectively served. For unambiguous reference in the charter and general communication, this group is referred to as Senior Club. Its membership has steadily grown, and has exceeded well over 200. Its affairs are managed by the HSNC Senior Committee, which is also referred to in the Charter as the Senior Governing Committee. Being a relatively large body of people, with many daily and monthly activities, for more effective governance, the Senior Committee appoints a Senior Executive Committee, which operates under the jurisdiction of the Senior Committee. Thus, the following terms are used in the Charter:

- a. **Senior Club.** Body of members of HSNC who are senior in age (55+) and wish to participate as a group to engage in their many desired activities and to enhance the service by and the mission of HSNC.

- b. **Senior Governing Committee, or Senior Committee.** The committee referred to in the HSNC Constitution and serves the needs of the society seniors.
- c. **Senior Executive Committee.** A sub-committee appointed by the Senior Committee (Senior Governing Committee) which operates under the jurisdiction of the latter.

The senior committee caters to the needs of active seniors and have uniquely different needs than those who make up the general population. (The average age of senior members is estimated to be around 70.) These needs can largely be appreciated and catered to only by individuals who themselves are seniors and have passed through a similar course in life. It is for these reasons that the individuals who are elected by the members themselves have governed its affairs and should best continue to do so in future.

Senior Committee will be self sufficient with their financing needs for activities and as such will have a separate bank account to manage their collection and expenses separate from HSNC operating accounts.

IV. The Membership Eligibility

- 1. Any individual of South Asian origin, who is either him-self or her-self, or the spouse thereof, is 55 years or older is eligible for the senior club membership served by the senior committee.
- 2. A senior club member does not have to be a member of HSNC (the Senior Club supports the entire Indian-American senior community of the region), however, a non-HSNC member is (i) urged to become a member of the Hindu Society, and (ii) asked to pay a higher participation fee for Senior club programs.
- 3. Voting privilege for recommendations are granted to all individuals who are senior club members as well as HSNC members for the current year.
- 4. Senior (Governing) Committee will set annual and program registration fees for senior club members and non-members. These fees are charged to cover the expenses and will be reviewed every year.

V. Code of Conduct

Senior club Members participating in the programs on the HSNC premises are expected to abide by the rules of HSNC. One example of these is that alcoholic beverages and non-vegetarian foods cannot be served on HSNC premises. No smoking is allowed in the building.

VI. Senior Committee Administration

The senior affairs are administered by a committee composed of seven members that is referred to as the Senior Governing Committee. Senior (Governing) Committee members must also be HSNC members. To administer the events, it will elect/select every year an Administrative or Executive sub-committee, consisting of chairperson, vice-chairperson, and treasurer, the latter may or may not be an elected senior committee member but has to

be a HSNC member. It also appoints a secretary who may also not be an elected senior committee member but has to be HSNC member. The senior committee may additionally appoint others to perform specific activities. Planning events and coordinating catered food are two of the latter. Further, individuals are appointed to head sub-group activities, based on specific interests and talents, a few of these being the bridge group, music group, yoga group, dance group, drama group, meditation group, book reading group, health discussion group.

As a historical note, the very first set of the members of the senior committee was appointed at a meeting of key stakeholders at the time the senior club was formed. Because the new initiative involved a greatly uncharted course and required much learning and maturing, many of the initial committee members have continued to help with and lead the affairs. The senior committee has faced many challenges and concerns in the recent past, one being where to hold the much-desired daily and weekly meetings and whether or not the Club should actually consider having a place of its own. However, now, with (i) the HSNC Learning Center having been constructed and the much needed space available on a consistent basis, and (ii) the infrastructure well developed and the programs stabilized, the members of the senior club can initiate a program of rotation on the senior committee, that will be optimum for the sustainability of the club.

VII. Senior (Governing) Committee (GC)

1. Initial Senior working (governing) committee and administrative sub-committee members were appointed.
2. In the future, the members of the Senior (governing) committee will be elected by the general Senior club membership. The first election is targeted for holding in November 2020, with the new committee taking charge in January 2021.
3. Voting privileges will be extended to those who are HSNC members and have been club members for at least one year, including the current year.
4. The total membership of the Senior (Governing) committee is currently set at 7. This number may be revised as necessary in consultation with BOD in the future.

VIII. Election of Senior (Governing) Committee Members

1. Elections will be held by secret ballot in November or December. First election will be held in 2020.
2. A Candidate for the senior (governing) committee shall be self nominated. The candidate shall have paid the current yearly dues.
3. An eligible candidate shall have been a continuing member of the HSNC and the Senior Club for at least two years, including the current year.
4. In the first formal election, assuming a 7-member committee, 4 current members shall continue for another year, and the nomination process and balloting for the other 3 will be conducted.

5. In order to comply with the Society's current constitution, the slate of Senior (Governing) Committee officers elected shall be presented to the Board of Directors of HSNC for their formal approval in January/February of the following year. If there is a major concern that BOD cannot approve the slate, then it will be resolved through Grievance Committee process in an expedited manner. Additionally, the Board of Directors may appoint a board liaison for the senior (governing) committee.

IX. Senior Governing Committee Member's Term

1. 2 years
2. A member may run for and be elected for additional terms after a minimum of one year gap, given continuing health, ability to participate in meetings and help, and high interest in advancing the cause. Any deviations from this policy will need to be approved by BOD.
3. If a member retires or leaves before completing the current term, the senior (governing) committee may appoint a replacement via a majority vote of the latter. The name of the selected member will be conveyed to BOD for approval.

X. Executive or Administrative sub-Committee

1. The senior (governing) committee shall have an Executive or Administrative sub-Committee, comprised of the Chair, the Vice-chair and the Treasurer to help it manage its day-to-day activities.
2. The positions of the Chair and the Vice-chair shall be elected by and filled from within the elected Senior (Governing) Committee members.

XI. Administrative Functions

1. Develop programs and activities to enrich the life of seniors.
2. Plan and hold the monthly meetings of the Seniors, traditionally done on every second Tuesday in the main hall, 10 AM – 2 PM! These meetings have usually included the following:
 - a) Meeting, greetings and socializing
 - b) News sharing, plans, open forum
 - c) Speaker
 - d) Catered lunch
 - e) *Seva* activity (sewing, pillow making, more).
3. Plan, hold and manage daily and weekly activities of the seniors, traditionally now held in the two senior rooms, 7 and 8. The Senior's goal is to make this 'senior center,' comprised of the two rooms, a living (active) hub for society's seniors to congregate, network and participate in different enriching activities on a daily basis. Some examples of these are given in the Appendix (Form A16).

4. Organize picnics and day trips. (HSNC will not be held responsible for any issues related to or resulting from these activities.) Some examples of these are as follows:
 - a) Two picnics were held in 2019, both at the Kiwanis Shelter of Cary Bond Park, one on April 30 and the other on September 24! Both attracted close to 100 participants each. These included walks, games, food, music, and more.
 - b) Similar picnics have been held, minimally once a year in the neighboring parks in the past years.
 - c) A daylong trip (involving 29 participants) was taken using a contracted bus with a driver to the Lotus Temple, Yogaville, Buckingham, VA, in October 2012.
5. Organize longer trips. The Seniors have talked seriously about organizing travel for interested members to distant places involving overnight stays. (HSNC will not be held responsible for any issues related to or resulting from these activities.)
6. Communicate the schedule of daily, weekly, and monthly activities developed, including any special organized, to the HSNC Communication Committee for publication in Society's newsletter and on the Society's website and on other outlets. The purpose of this is to allow all seniors of the Society and the region to be able to join in and participate in the Senior programs.

XII. Connectivity to the Parent Society, the HSNC

1. The senior club is an integral and intimate part of the Society and it wishes to operate in a way that it enriches the life of the latter's members, adds meaningfully to its programs, and improves its image in the region.
2. The seniors have staged three major dramas and organized and held a public lecture (by a prominent behavioral economist), all of which have contributed positively to the image and the finances of the society. It has also promoted and supported HSNC at the Cary Diwali for several years by staging a dance performed by the Society's seniors.
3. Additionally, the Senior Club has been very active in providing service to the broader community in the region; examples include (i) making pillows, surgical caps, and stuffed toys for pediatric patients at Wake Med Hospital, (ii) preparing dinner at Ronald McDonald House for pediatric cancer patients and their families, (iii) stocking the pantry of Veterans, etc. All of these activities have resulted in direct acknowledgement and appreciation from the recipient agency. Senior club members have been regular invitees at the Annual Wake Med Volunteer Appreciation lunch.
4. Clearly, the Seniors Club members are already serving as a community asset arm for the society but can further serve the latter in other meaningful ways, including (i) assisting HSNC in managing its sponsored programs, (ii) providing experience based advice and vision to the members of the administration, (iii) enhancing its scope and image through additional philanthropic works in and *sevas* (service) to the broader community, and (iv) offering counseling, mediation and administrative help, and (v) more.
5. Needless to emphasize, that although the Senior Club has expanded by putting in considerable time and effort to come to the current stage of maturation, it has more

distance to cover before it's service to the HSNC community and beyond can be considered optimum and stabilized.

6. The availability of the Main Hall on a Tuesday (usually second) of the month and those of the Learning Center rooms (7 and 8) during the weekdays has contributed greatly to the Senior Club's growth and expansion of services. (BOD and BOT have agreed that the society will rent rooms 7 and 8 on weekends as only the last option when no other rooms are available for such). The spaces have also allowed seniors to get together, feel belonged, and engage in variety of scheduled activities (some examples of these are given in Form Axx of the Appendix)
7. The senior club has the understanding and the approval of the Society's administration in terms of the following:
 - a) Continuing to be able to hold a major gathering on at least one day every month (commonly second Tuesday) from 9 AM to 3 PM in the Main Hall
 - b) Having the access to the Learning Center rooms (7 and 8) for the seniors during the day and evening hours of the week (M-F) which is essential for the Seniors to engage in and promote its activities.
 - c) Also, when not needed for a regular scheduled program or rental, having similar access to at least one of the senior rooms on weekends; this will further allow the Seniors to expand its programs and services to the community.

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Part II

11. Youth Committee (BOD)

*Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,
sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.*

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

11. Youth Committee (BOD)

Mission

Bring together the Hindu youths of the area and motivate them to participate, commit, and contribute to the environment, the Hindu community, and the Hindu religion while at the same time gaining leadership skills. Provide a platform for the expression of thoughts and views on matters related to the Hindu faith, culture and heritage. Help forge new friendships and promote positive outlook on life so that the youths of today will be ready to be the leaders of our world tomorrow.

Membership

The committee should be composed of members who have credentials, experience and interest suited for mentoring youths in areas of education, culture and community service. A minimum of 5 members should constitute the committee. It is advisable to get youth under 30 years in the committee. Additionally, the committee should have a non-voting liaison from the BODs.

Roles and Responsibilities

1. Solicit suggestions from the society youth members about the activities (religious, social, cultural) the society should organize for the youths
2. Om Squad is also part of Youth Committee and it is a youth group of high school students.
3. Develop a program for youth participation for the year, along with the budget, and get it approved
4. Develop summer youth camp program (usually 3, one-week, sessions), along with dates, and fee structure
5. Communicate the year-long programs and the summer camp programs broadly in the society newsletter and on the society website
6. Generate a list of volunteer service opportunities, available at HSNC, along with requirements for youths, to engage in to gain service, outreach and leadership type experience. As far as possible, all HSNC sponsored functions should involve youths in responsible roles.
7. Put together a list of academic advisors along with contact information from area universities who could help HSNC youths decide on disciplines and colleges to consider. Develop a youth career fair to expose youths to various career opportunities.
8. Hold at least one general mixer program for the youths to attend during the year, preferably during the first or the second quarter.
9. Develop a scheme of evaluating volunteer work, and then recognizing and rewarding the same through presidential service awards. These can be presented at an appropriate HSNC function, such as the annual gala.

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Part III

Committees Appointed by the BOT

Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,

sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

**May we adore the Lord, the all-blissful and giver of
bliss!**



***Aum namoh sambhavaya ca, mayobhavaya ca, namah
sankaraya ca, mayaskaraya ca, namah sivaya ca, sivtraya ca***

(YV.XVI.41)

***Our adoration to God, who is all-blissful and giver of bliss, the
tranquil and giver of tranquility, to the all-joy and giver of joy***

Part III. Committees Appointed by the Board of Trustees

12. Capital Fund Raising

13. Long Range Planning

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Part III

12. Capital Fund Raising Committee (BOT)

Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,

sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

12. Capital Fund Raising Committee (BOT)

Mission

In progressive institutions involving dynamic public service and education programs, the physical facilities are often required to expand in size and scope and be upgraded in keeping up with the growing needs and the changing times. To accommodate this, an organization must embark on a capital fund raising scheme involving personal contacts and influence. The mission of the Capital Fund Raising committee is to articulate the need for the change, raise the public interest in supporting the project, and conduct the fundraising campaign.

Committee

The Committee should consist of a minimum of 5 members who are highly regarded and experienced in soliciting funds from the membership through personal contacts and influence. It may also have members who are experienced and interested in organizing projects such as major concerts, bazaars, discussions, dinners, and the like.

Roles and Responsibilities

The Committee shall develop the program and the schedule and present it to the Board of Trustees for input and approval. In addition to the special events dedicated to the mission it organizes, it may also promote the same need at other regular annual events of the society. Some of the examples of the latter are: Ganesh Chaturthi, Holi, Navratri, Diwali, Annakoot, Mahavir Jayanti, Shivaratri, etc. In general, the tasks of the committee may be listed as follows:

1. Develop a schedule of events it will hold and present it to the BOTs for approval
2. Develop the budget it envisions for promoting and holding each of the special programs and get them approved from the administration
3. Develop a pledge form that also has information on how the donors will be recognized
4. Develop a list of businesses that are frequent donors and sponsors
5. Develop and promote a list of corporations that have matching programs for donor employees with help from Communications Committee
6. Work with the Program Committee and develop the schedule along with the promotional literature
7. Work with the Communication Committee for advertising the need (project) using different media
8. Develop a suitable presentation (Power Point, verbal) for use at the special as well as the on going regular events. Consider mentioning the naming opportunities and other forms of recognition for donors
9. Solicit funds through personal contacts, and mail
10. Provide an accurate record of all donors
11. Submit the checks and the list of donors to the Treasurer
12. Send a receipt and personalized “thank you” note to the donors

13. Send a list of donors to the Communication Committee for recognition in newsletter, website as preferred
14. Consider recognizing the donors at an annual event.
15. Provide accounts of all expenditures and receipts connected with the special program to the Treasurer
16. Submit financial reports as desired by the administration.

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Part III

13. Long Range Planning Committee (BOT)

Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,

sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

13. Long Range Planning Committee (BOT)

Vision

Long Term Planning committee is one of the critical committees that develops plans to support society's long-term vision, by proposing changes needed at all different levels, including size and type of physical facilities, administrative structure, and internal programs and external services. The long-range committee collaborates with other key committees, in particular, religious, programs, financial and youth, to develop long term plans that will support the society's vision for the next 5 to 25 years.

Mission

Mission of the Long Range Planning committee is to put together plans consistent with the society's long-term outlook of service to the community and propose actual plans to meet the vision. For example, this could include acquisition of land in order to accommodate growth in membership and programs, and/or construction of new facilities to broaden the scope of the educational, cultural and meditational activities the society currently engages in. Additionally, this would be the most appropriate committee that advises the administration on matters such as bringing the area temples and faith institutions closer together in terms of mutual respect, outlook, and community service, and enhancing the image of the Hindu faith and the Hindu community at the grass roots level in the region.

Committee

The Committee should consist of at least five members with demonstrated interest in the long-range welfare of the Society and the local community. Because the long range needs of the society can involve different focuses, additional subcommittees can be set up to handle specific tasks. As for example, for a project involving land use and campus development, individuals forming the subcommittee should have some minimum experience in land use, architecture and building construction. The Committee should have a broad understanding of the internal structure of the society, the external environment that surrounds the grounds and the changing needs of the community the society serves.

Long Range Subcommittees

1. Safety and Security
2. Campus Development
3. Traditional Temple
4. Big Event Planning
5. Green Technologies
6. Membership Growth

Roles and Responsibilities

In essence, the strategic planning identifies where the organization is currently, where it should be at some point in the future (5 - 25 years), The task of the committee can be stated broadly as follows:

1. Review and research applicable township, county, city, state and federal regulations and laws and ensure continuing compliance.
2. Understand the society's mid and long term needs in terms of programs and services, and what new space and structure might best accommodate those
3. Draft a concept proposal and discuss these with the administration
4. Interact with other relevant committees, in particular, the religious, programs, senior, and youth, and update the direction as may be needed
5. Interact with the construction committee and get its input
6. Once the strategic concept has been approved, develop the detailed action plan and submit it to the administration for follow up
7. Work closely with the capital fund raising and construction project committees as the work is undertaken to translate vision to reality

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Part IV

Committees Appointed Jointly by the BOD and BOT

Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,

sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

May we all work together towards common good!



***Aum Samani va akutih, samana hrdayani vah, samanam astu vo
mano, yathavah susahasati***

(RV. X.191.4)

***O Lord, may our hearts and aspirations be similar and in
harmony, may our minds be full of love for all around us, and
may such love lead all to progress and prosperity***

Part IV. Committees Appointed Jointly by the BOD and BOT

14. Constitution

15. Construction Projects

16. Election

17. Finance Audit

18. Grievance

19. Membership

20. Policy and Procedures Manual

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Part IV

14. Constitution Committee (BOD/BOT)

Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,

sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

14. Constitution Committee (BOD/BOT)

Mission

Nonprofit organizations, having tax-exempt status, should have rules and regulations that meet the state's laws for such, and which form the doctrine to be observed by one and all. Constitution articulates important objectives, principles and values to be observed and pursued, the organizational structure, the roles, responsibilities and the authorities of the administrative body, and the rights of members and limitations thereof. As an institution grows in size, programs and services, however, which often happens with passage of time, the stated bylaws must also be amended in order to more effectively and smoothly serve the changing needs. The mission of the constitution committee is to be cognizant of the need for such changes and take the steps necessary to initiate the process established for making the required revisions.

Committee

As specified in the constitution (Section 7.4.g), the Standing committee, i.e. the Constitution committee shall have the number of members considered necessary by the two boards, half of which, less one, shall be appointed by the BOD, the same number by the BOT, and the remaining one shall be appointed jointly by the two boards. The committee shall select one of its members as the chair. When constitution changes are not planned, a smaller version of committee will be in place for consultation and advice to BOD/BOT on constitutional matters.

Roles and Responsibilities

The Constitution committee shall draft revisions in the constitution based on need for such pointed out by the two boards and forward them to the two boards. The latter will review and approve these by the majority of the members in separate meetings. The revised sections will then be ready to go to the members for voting and approval as a referendum, preferably along with the annual ballot sent by the Election Committee. As allowed by the constitution, any member can also request a referendum for revision for similar approval but with signatures from at least 10 % of the membership.

The role of the committee can be stated as follows:

1. Interpret the constitution and the by-laws if requested by the Board or any other individual of the society.
2. Prepare, review, and propose necessary amendments to the constitution and the by-laws, as deemed necessary, from time to time by the BOD/BOT.
3. Prepare a draft of the amendments for review by the BOD and BOT.
4. Publish the proposed amendments to the general body in advance and get feedback.
5. Conduct at least one open public discussion forum for the proposed changes.
6. Seek legal opinion about legality of the proposed amendments.

7. In collaboration with the Election Committee, initiate and manage the process needed for getting the amendments approved for the constitution. HSNC constitution and bylaws outline conditions for approval of amendments in section 11.4
8. Submit report as required to the BOD/BOT.

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15. Construction Projects Committee (BOD/BOT)

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sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

15. Construction Projects Committee (BOD/BOT)

Mission

Nonprofit faith-based organizations usually start small but then expand in size and in the offering of services as new needs arise and interests develop. Projects approved by the Long Range Planning Committee and then by the BOD/BOT are handled by the Construction Projects Committee for implementation. The projects could involve the building of a new structure and/or renovation of an existing facility. In all cases, the mission of the construction committee will be the same, i.e. to help the institution, using the best engineering know-how and practice, in transforming the conceived need efficiently and economically into reality.

Committee

It will consist of a minimum of 7 members, appointed jointly by the two boards, with most members having construction and architectural design experience for construction projects (see Article 7.4 in the constitution). When there is no capital construction project under consideration, a smaller version of committee will exist to advise BOD/BOT on facility improvement matters.

Roles and Responsibilities

Capital projects leading to new or renovated facilities are invariably expensive and therefore require sound planning to achieve optimum results. Some of the envisioned steps are as described below. These, however, will vary from project to project and should be adjusted as needed.

1. The Long Range Planning committee develops a clear understanding of the conceived need of the society. This may or will require (a) a general survey of the needs from the membership and, in particular, the frequent users of the facility, and (b) extensive interaction with the two boards. This should then culminate into a sound written statement of the project
2. The Construction Projects committee shall then break down the overall project into the specific tasks to be performed and design the steps necessary to accomplish each. Typical phases generally include:
 - Developing conceptual and schematic design.
 - Developing architectural blue prints
 - Preparing construction documents for receiving bids
 - Selecting a bid; and finalizing the contract
3. Put together a detailed budget envisioned for completing the mission and get it approved by the boards

4. Strive to incorporate into the building design the green or high performing components. This is because many features are usually capital cost-neutral and reduce long-term operating expenses.
5. Supervise the construction constantly and see that the expected standards are being met and the work is proceeding on a timely basis
6. Report on the progress to the two boards as well as to the membership
7. Because fund raising will be a critical need when a capital project is undertaken, inform the public on the progress at frequent intervals and consider arranging open houses for controlled visits.

Conflict of Interest

Conflict of interest is a situation in which a person has a duty to more than one person or organization but cannot do justice to the actual or potentially interests of both parties.

All contractors involved need to disclose any affiliation with society administration including directors, trustees, employees, and chair or co-chair of the committees and the type of relationship or partnership they may have with those members.

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16. Election Committee (BOD/BOT)

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sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

16. Election Committee (BOD/BOT)

Mission

Elections, involving broad and fair participation, are the foundation of a strong public institution that is stable and progressive. A nonprofit 501(c)(3) organization serving a diverse community should embrace a highly democratic process in its operation. One basic rule it must adhere to is that it must not support or oppose any candidate seeking election for public office. But, on the contrary, it should make every effort that (1) the candidates participating meet the certain required minimum standards and criteria and know the issues and expectations of the institution, and (2) the voters are well informed on the credentials, abilities, and interests of the candidates and are given every opportunity to participate. Carrying out such fair and transparent elections with minimum backlash is the mission of the Election committee.

Introduction to the Charter

The 2018 HSNC Election Process Committee developed a procedural charter that encompasses the vision reflected in the above statement. It aligns effectively with the second amended and restated constitution and bylaws of the Hindu Society of North Carolina, which went into effect on January 20, 2018. Other highlights of the approved (by the BODs and BOTs) and adopted charter are that the entire (1) pre-election, (2) balloting stage process, and (3) post balloting and election details are clearly specified, and all individuals involved in running the election and those contesting it are informed of their responsibilities. Still another feature of the approved charter is the appointment of a board liaison who is not a member of either of the two boards but whose role is strictly to serve as an observer and see that the entire process is conducted most professionally. These procedural steps are given under eight (8) different subheadings, I – VIII.

Vacancies in BOD and BOT Due to Incomplete Terms

Vacancies in the BOD and in the BOT Elected Trustees due to incomplete terms will go through the same election process as discussed in detail below but via a By-election. The latter is held any time during the year when a vacancy arises. As mentioned in the constitution (sec 4.7) within 30 days the vacancy shall be published to seek nominations. An appropriate date for holding a By-election will be decided by the Election Committee on a need basis and announced in the HSNC Newsletter and on HSNC Website

I. Election Pre-Steps

1. The Board of Directors (BOD) in conjunction with Board of Trustees (BOT) will provide list of existing BOD members, and Elected BOT members whose term is expiring, and positions available for election to the Election Committee once formed.

2. BOD/BOT shall select the Election Committee members and Election Liaison before June 30th (or earlier for By-elections) and announce these in the newsletter and/or HSNC website before July 15th.
 - a. BOD/BOT select and approves 5 members as per the HSNC Constitution in time to avoid any delays in the election.
 - b. **Election Liaison shall not be a current BOD Director or BOT Trustee. The role of Election Liaison shall be to provide independent observation and verification. Election Liaison is appointed by the BOD/BOT as per section 7.4 of HSNC second amended constitution and by-laws.** His/her role will be to act as an observer to make sure that the Election Committee is following the constitution and the BOD/BOT approved election process, and to document the key milestones achieved.
 - c. All Election committee members and the Election Liaison shall sign the Confidentiality agreement (Form A2, in Appendix) after accepting to serve in the above capacities.
 - d. Election committee shall independently run election using the defined Election Process without deviations.
 - e. Modification of Election Process shall be managed independently of the current election committee and well ahead of the election time. Towards this end, BOD/BOT may seek input from the past election committee members from a Election Process sub-committee, working under the Policy and Procedure Manual committee. Any recommendations made for improvement will be sent by the Policy and Procedure Manual Committee to the BOD and BOT for review and approval before implementation.
 - f. If questions arise during election, the election committee can take a decision to resolve the issue. The Election Committee may seek advice of the liaison and/or accounting or legal firm (if budgeted) to clarify the process. Possible action items are noted for future process enhancements and included in the Election Committee's report to BOD/BOT to be submitted at the end of election.
 - g. Election Committee and Election Liaison's name phone number, email address, are included in the July/August newsletter, the website and also in the Election package
3. Election Committee, Election Liaison, Nomination Form along with vacant positions are published in the newsletter mailed in August (July Newsletter) and on HSNC website.

[Items 4, 5, 6 and 7 listed below are the Membership Committee responsibilities to provide member's information to Election Committee]

4. **Active members as of October 1 are, as per the constitution, eligible to vote in the annual election**

For a By-election, however, the cut-off date for the eligibility to vote will depend upon when the vacancy becomes available. In accordance with the constitution (Sec. 4.7), the vacancy shall be announced within 30 days to seek nominations. The cut-off date for the eligibility of members to vote and for seeking the nominations for the candidates shall be published following the announcement for the new vacancy. The election committee shall follow the same protocol for conducting a By-election as for the annual election (explained above in Items II and beyond), except that the actual dates applying shall be brought forward appropriately to fill the vacancy.

5. Active membership list will be published on website for address verification (first name, last name, city and zip code). A notification will be published in August newsletter.
6. Inactive Membership as per constitution list will be published in the February/March newsletter to inform members for the need for corrections in address or contact information (first name, last name, city and zip code will be published).
7. **HSNC Membership committee is required to provide final eligible voters list to Election committee by October 7 and also posted on the website at the same time.**
8. HSNC BOD Secretary in association with communication chair shall set up an email ID for election committee no later than July 15 with the ownership of the group transferred to the chairperson in the spirit of keeping election committee independent, (**Email ID format: election<year>@hsnconlione.org**)

II. Nomination Process

1. Nomination form is required to be included in the August and September newsletters and also provided to the members through email distribution. Election Liaison/EC should review and approve election information in the form before it is sent forward. The nomination form information should be available at least 17 days before the nomination submission deadline by the candidates.
2. Candidates must submit the nomination form before October 1st at 5:00 PM Eastern Time deadline.
3. Nomination form should include:
 - a. Name, Address, and phone number, of Nominee
 - b. Signature of Nominee
 - c. Photo and bio-data of Nominee, the latter of up to only 200 words maximum
 - i. **Is willing to commit approximately 15-20 hours per week**
 - ii. **An undertaking that he/she does not have any criminal conviction other than minor traffic incident such as speeding ticket or parking ticket.**
 - iii. **A testimonial that establishes his/her current residence within one hour drive (60 miles) of the HSNC campus.**
 - iv. A sample nomination form A1 is included in the Appendix.
4. Additional details about the information submitted:
 - a. Arial fonts size 12 will be used for printout
 - b. Photograph should be Passport size (2 in x 2 in). Larger size pictures will be condensed to passport size, which may skew the image. Because all printing will be in gray scale, it is advised that the nominees do not use dark background
 - c. Native files of Bio-data and passport size photo are required for the election package developed by the Election Committee
 - d. One or two email addresses are required for correspondence with a nominee's delegation, when the candidate is not available
5. A nominee can self-nominate oneself and a nominator is not required.
6. Signed nomination form along with Biodata (with picture) should be sent via email to the designated Election Committee email identifier making sure that the email has been delivered; an acknowledgement of the submission should usually be received within a day or so, however, if it did not happen, the candidate is urged to contact the EC for it. **No hand delivery or delivery to HSNC PO Box or dropping in hundi will be accepted.**
7. Election Committee will verify the Nomination form and the biodata for completeness, and then inform the candidate of any discrepancy remaining within 1-2 days before nomination deadline (October 1st, 5.00 PM, EST/DST).

A Nomination will be rejected if the membership requirement as per the current constitution is not met, or if the nomination form submitted is incomplete in that the name, the signature, undertaking, proof of residential address, the photo, and/or the bio-data are missing.

III. Election Procedure

1. Election Committee announces elections and solicits nominations for vacant positions through the newsletters in August and September and also the society website.
 - a. The Nomination form shall be included in the newsletter mailed in August.
 - b. A Filled out sample of nomination form will be posted on the HSNC website, with instructions included both in the newsletter and on the website.
2. By October 7th, Membership Committee provides membership list for the current and the three previous years to the Election Committee. The Membership lists should include, name, address, phone number of each active member or family that is/are eligible to vote:
 - a. Single membership (one vote)
 - b. Family membership (Husband and wife's vote)
3. October 1st 5:00 pm Eastern Time is the deadline for receiving nominations with biodata etc. through email only.
4. EC chair in consultation with the Election Liaison sends an email to all candidates by October 10th with:
 - a. Name of all candidates standing for election
 - b. Announcement that the Nomination withdrawal date and time is October 13th 5:00 pm, Eastern Time, with the withdrawal to be done electronically through the e-mail. A sample withdrawal form A3 is included in the Appendix.
5. After Election Liaison approval, Election committee sends an email to all candidates (with copy to BOD and BOT) later on October 13th, informing the candidates of:
 - a. If there are more candidates than the positions open, meaning that the election will proceed as scheduled
 - b. The names of candidates that dropped out
 - c. The final list of the candidates
 - d. The requirement of the mandatory orientation
 - e. The availability of printed address labels of the eligible voters if a candidate wishes to purchase them
6. On October 15th, (weather permitting), the Election Committee invites the candidates for the mandatory orientation and the pickup of the membership list with names, phone numbers, and addresses of all members eligible to vote. Printed labels will be provided at cost to the candidates. If the weather conditions are not favorable, an alternative date is chosen and announced.
7. **All eligible candidates are required to attend the mandatory orientation that includes the following objectives:**
 - a. The Election Committee to meet all candidates and to explain to them the election process, including, but not limited to, how the ballots are sent, collected from the P.O. box, opened and counted.

- b. **To explain the Campaigning ethics and code of conduct, including the following:**
 - i. Candidates need to be mindful of trespassing allegations from the members when visiting their homes
 - ii. Candidates must not collect or solicit ballots from the members for mailing
 - iii. Candidates should limit the number of phone calls made to members
 - iv. Candidates should be given a copy of Election Process/procedure and contact information of all election committee members.
 - v. Candidate attendance of orientation shall be documented by the election committee.
 - vi. Candidates are required to sign a consent form to not use members information for personal or business use. A sample “Orientation of and Declaration by Candidates” is included as Form A4 in the Appendix.
- 8. Election committee develops budget and requests the required funds from the board/treasurer to run the elections.
- 9. Election Committee coordinates with the HSNC Attorney Office to finalize PO Box (es) for receiving ballots (multiple PO Boxes are needed as undelivered returned election packages must be deposited in a different box); these boxes are separate from the HSNC normal PO Box. Keys for the ballot boxes to remain with the HSNC Attorney Office at all times.
- 10. Finalize the ballot printing company
- 11. Finalize and order the election seal (need to be differently colored than last 3 years..)
- 12. Finalize the ballot printing and mailing specification as part of election packet (see forms A5 and A6, Appendix) for printing, sealing and mailing schedule below:
 - a. By October 20th, the Election Liaison to approve the election packet for Printing, Sealing and Mailing.
 - b. By October 23rd, the package sent to printers with replacement ballots printed on different color paper than original ones.
 - c. By October 30th, the package mailed to members by first- class mail
 - d. **Replacement ballots (different color from original ballot) will be sent only once when the ballots are destroyed, lost or soiled or not received due to postal error. A member must contact the election committee for a replacement ballot. The request shall be made by email sent to Election Committee ID. Requests for replacement ballots should be received by Nov xx (10 days before the deadline for receiving ballots). This is to allow time for mailing the replacement ballots by the Election Chair and for their return by mail from the member by the due date.**
 - e. **Replacement Ballots will be marked by different color of the ballot and documented in excel sheet so that it can be verified during ballot counting. Replacement ballots will not be sent to members who are categorized as “Inactive members” as per constitution. Replacement ballots will be sent only to the address listed on the member list provided by the membership committee.**
- 13. **HSNC Attorney or accounting firm will manage all return ballots and undelivered returned ballots. They will be documented at the time of the Ballot counting day**

and the membership committee will be informed for updating active membership list.

Note: Election committee in consultation with Election Liaison/ can outsource full or part of the election process, provided BOD and BOT approve the finances.

IV. Basic Essentials on the Counting Day

The following list of items will be supplied by the HSNC during the counting process:

1. Three (3) Medium size cardboard boxes
2. Four (4) Letter openers (to avoid injuring fingers while opening the envelopes)
3. Two (2) Tables on the stage (1 for laptop and 1 for boxes)
4. Four (4) chairs on stage for the Election Committee members
5. One (1) Laptop with power cord and extension cord
6. One (1) Projector
7. One (1) Projection Screen
8. One (1) SD Card (does not need a lot of storage) for saving Tally Sheet
9. Water Bottles, chai/coffee and Pizza / Sandwiches

The things to announce to the candidates/representatives before the counting process starts:

- a. Announce that in some cases, as records show, more than two voting members (parents and adult children) reside at the same address. Accordingly, some envelopes would be expected to contain more than two ballots.
- b. Announce the process of ballot counting (details in counting procedure)
- c. Announce how the winner (s) will be decided if two or more candidates received equal votes?
- d. Announce how the length of term of each candidate will be decided when the positions being contested involve different lengths?

V. Ballot Collection

1. EC Chairperson sends an email to all candidates, Election Liaison and EC members informing them about the day and time for collection of ballot envelopes from PO Boxes. The candidates or their representatives are invited to be present at the post office at the time of opening of PO Boxes and collection of ballots, and also during counting. **No overnight storage of ballots anywhere is allowed.**
2. Only the Ballots received through Election PO boxes are counted. **Hand delivered ballots or those placed in temple hundi or provided to HSNC officials or sent by any other means are disqualified and not considered for counting.**
3. By 1st Friday after December 3rd, the ballots are collected from the post office by two or more members of the election committee in the presence of all those (candidates/representatives) who were able to come (the attendance is documented by the election committee). The envelopes from the PO Boxes are emptied in cardboard box(s). The cardboard boxes are to be sealed at the Post Office and signed by the EC Members and the candidates or their representatives present. HSNC attorney or his representative will handle the transportation of sealed boxes to HSNC. Pictures are to be taken of the boxes at the post office after they are sealed..
 - a. **Step1:** Collected ballot envelopes from PO Box are picked up before the close of the Post Office on 1st Friday after December 3rd and brought to the counting area about an hour before the counting procedure starts.
 - b. **Step 2:** The outer envelopes are sorted and verified (outer envelopes are saved) - **no overnight storage of ballots anywhere is allowed**
 - c. **Step 3:** Ballot counting process starts in the presence of candidates or their representatives. Candidates may decide to not come and not send a representative. They can inform EC by email if they plan to do so.

VI. Ballot Counting Procedure

1. Candidates or 1 representative/candidate are allowed to be present. In addition, Election committee may invite some additional members for observing the procedure. BOD and BOT are encouraged to nominate two observers each, from amongst the directors and trustees. Boxes will be sealed at Post Office with signatures of Election Committee members and candidates or their representatives present, before being transported to temple.
2. Ballot boxes (Cardboard boxes containing the envelopes) are transported to the counting room (Temple Hall). Election committee needs to reserve the stage in the main temple hall and cordon off the area for counting process.
3. Ballot boxes are placed on the stage. Nobody except the election committee members and the Election Liaison are allowed on the stage.
4. All candidates or their representatives are required to sign the attendance sheet before the counting process starts
5. Verification of ballot envelopes (need 2-3 extra cardboard boxes)
 - a. Open ballot boxes one at a time. As each ballot box is opened, without opening the envelopes, verify the envelopes against the membership list using either of the following 2 methods:
 - i. Match the name of the family sending the envelope (which should be on the envelope) against the membership list
 - ii. The Outer Envelopes have a unique number that corresponds to the Family ID from membership list. This can be used to verify the Outer Envelope against the membership list.
 - b. Mark the envelope with a 'V' and tick the corresponding row on the membership list. Put the verified envelope in a separate box. If the name cannot be verified, mark the envelope with 'NV' and place the envelope in a different 'Unverified Envelopes' box. These will be dealt with later.
 - c. Repeat procedure '5a' until all the envelopes from each of the ballot boxes are reviewed and marked 'V' or 'NV'.
 - d. Repeat procedure '5a' until all the ballot boxes have been opened and all the envelopes have been processed.

6. Opening the envelopes.
 - a. Take the verified envelopes and open them one at a time. The outer envelope with the name of the person who returned the envelope will be put in a separate 'OE' box (which will later be sealed and stored until the Annual General Body Meeting, AGM, takes places).
 - b. After all the Outer Envelopes have been processed, tumble secrecy envelopes. Open the secrecy envelope and put the ballots in a pile(s). **No person other than the election committee members may handle the ballots.** The secrecy envelopes containing the ballots cannot be trashed. If necessary, the secrecy envelopes can be checked again by a second person from the election committee to make sure that a ballot did not accidentally get stuck in the discarded envelope.
7. Counting procedure
 - a. EC will need an electronic copy(native Excel File) of the 'FINAL' membership list as provided by membership committee on Oct 7th, so that it can be put on a laptop. EC will also need a projector and a projection screen.
 - b. Four people will be needed for the counting procedure. One person (ECM1) will verify that the seal marking is present on the ballot. Second person (ECM2) will number and read aloud the ballot. Third person (ECM3) will record the vote on the laptop. A fourth person (ECM4) will verify that the ballot was read and recorded correctly. So that the work does not become monotonous and tiring, the 4 election committee members present are advised to consider rotating through the tasks.
 - c. The recording of the vote on the laptop is projected on the screen so that all present can be witness to it. The format of the recording (Tally Sheet in Excel format) is shown below. The tally sheet format template will be stored on the HSNC google drive.
 - d. From the pile of ballots, ECM2, picks up the first ballot, puts a serial number on the upper righthand corner (starting with 0001) and reads the vote.
 - e. If the number of persons voted for is equal to or less than the number of open BOD or BOT seats (a member may vote for less positions than are open), then:
 - i. ECM2 reads ALOUD the members voted for,
 - ii. ECM3 records it in the Tally Sheet (**see Figure 1**) on the laptop against the serial number,
 - iii. ECM4 verifies that the ballot and the recording match,
 - iv. ECM4 puts the ballot in a 'VB (Valid Ballot) box'.
 - f. Ballots can be disqualified if,
 - i. the number of persons voted for is more than the number of open BOD or BOT seats, or
 - ii. shows the appearance of voting for more than the number of open positions, or
 - iii. the ballot has unauthorized markings/writings or
 - iv. the election committee seal marking is missing,

If a ballot is being disqualified for any of the above reasons, following steps will be taken

- i. ECM2 temporarily terms the ballot as disqualified,
 - ii. ECM2 states ALOUD that the ballot is being disqualified,
 - iii. ECM3 notes the ballot as 'DQ' in the Tally Sheet on the laptop.
 - iv. ECM4 verifies that the ballot is disqualified and puts the ballot in a 'DQ Box'.
8. Disqualified ballots will once again be verified, if needed, after the counting procedure is complete.
 9. Step 7d is repeated until all the ballots from the original pile(s) have been processed.
 10. At this point, there should be 2 boxes of ballots:
 - a. VB Box (see 7.e.iv)
 - b. DQ Box (see 7.f.iv)
 - i. The Election Committee then scrutinizes the ballots in the DQ Box. If there is a disagreement or indecision in the result of the scrutiny of the ballot, the decision of the Chairperson / Designee of the Election Chair Person will be taken as final.
 - ii. Any notes the Chairperson/designee wishes to record regarding the decision made can do so on the back of the ballot, which he will then sign and date it.
 11. However, if a ballot is deemed valid after scrutiny in 10.b.ii above, the votes will be recorded in the Tally Sheet on the laptop along with the comments of the Chairperson. The ballot is then transferred to the 'VB Box'.
 - a. This process is repeated for all revalidated ballots.

Figure 1: Tally Sheet to be used for recording the counting.

Format for Tally Sheet: Ballot Serial Number	Candidate1	Candidate2	Candidate 3	Candidate 4	Candidate 5	Candidate 6	Candidate 7	Candidate 8	VOTE SUM	Valid (V) / Disqualified (DQ)	Comments
0001	1	0	0	1	1	0	0	0		SUM(M1..M8) Should be 1, 2 or 3.	V
0002			SUM (0001..000N)			DQ			There were more than 3 votes on the ballot		
....						SUM(0001..000N)					
000N	0	1	1	0	1	0	0	0		SUM(0001..000N)	V

Totals	SUM(000 1..000N)	SUM(000 1..000N)	SUM(000 1..000N)	SUM(000 1..000N)	SUM(000 1..000N)	SUM(000 1..000N)	SUM(000 1..000N)	SUM(000 1..000N)
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Total of Valid Ballots + Total of Disqualified Ballots = N

VII. Post-Counting Activities

The Election Committee in coordination with the Election Liaison shall:

1. Save the Tally Sheet on a SD Card
2. Perform a confirmatory count of the Physical Ballots with the Tally Sheet. There will be 2 such counts:
 - a. Of Valid Ballots
 - b. Of Disqualified Ballots
 - c. The Valid Ballots + the Disqualified Ballots should add up to the last Serial Number used.
3. Seal each of the following boxes with signatures:
 - a. OE Box
 - b. Discarded Secrecy Envelope Box
 - c. VB Box
 - d. DQ Box
 - e. SD Card containing the Tally Sheet
 - f. Undelivered returned ballots box
4. Complete the Signature sheet with the candidates/representatives that were present during the counting and witnessed the process.
5. Inform the election results to the BOD/BOT and candidates after finishing of the counting.
6. Provide all returned (undelivered) envelopes list, including any notes on the envelope, to the Membership Committee after 72 hours of objection deadline.
7. Hand over the sealed/signed boxes to the Election Chair for storage in a secure place, which could be the HSNC Attorney Office.
8. Allow candidates 72 hours after counting for raising any concerns they may have about the election by providing specific details. The Election Committee and /or the Election Liaison shall forward the concerns submitted to the BODs, and the BOTs, and the Grievance committee through an email and notify the candidate about it. The Election committee shall continue to exist until the conflict is resolved.
9. Help in deciding the winner when two or more candidates are tied for a position. If two or more candidates are tied for a position, the Election Committee shall use luck of draw (3 out of 5 tosses of coin or drawing of cards, as appropriate) to determine the winner. (The Election Committee shall explain the exact procedure that will be used before the counting starts.)
10. Help in deciding the length of term of winning candidates when the terms (lengths of service) are not the same. If election involves positions for different lengths of service, such as board positions for 1, 2 and/or 3-year terms, a single ballot for all positions shall be used but the winners in order of total votes share shall be given the choice of selecting the term to be serve. This policy update simplifies the nomination, voting and counting process involved when terms of different lengths are contested.

11. The Election Committee Chair and the Election Liaison certify the Entire election process that has been used. All election materials are preserved for a minimum of 90 days or until a grievance (if any) is resolved. The preserved election material shall then be destroyed by shredding. This will be documented and a notification about it will be sent to BOD/BOT.
12. **The Election chair and the Election Liaison announce the election results in the AGM as per the HSNC constitution. The HSNC communication committee then electronically communicates the election results to the members within 24 hours after the AGM**
13. During the AGM, the roles of Election chair and Election Liaison is only to announce the election results as per the HSNC constitution. Either or both of them can engage in the question/answer session. The presiding officer of AGM will generally provide the answers but can request the EC members for clarification. If because of some limitations (lack of information or time) a question could not be taken, the member can submit the question in writing at the meeting. The Election Committee chair and the Election Liaison will provide the answers to the questions raised either through the email or through the HSNC Web site.

VIII. Additional Notes (Guidelines) for BOD and Elected BOT Candidates, Election Committee members, and Election Liaison

A. BOD Candidate Criteria

1. He / She has been a current HSNC member for a minimum of 3 full consecutive years.
2. Candidate lives within one-hour drive (preferably within ~60 miles) of HSNC premises
3. Two members of the same household (spouses) cannot serve actively in the BOD/BOT at the same time.
4. Candidate has no criminal convictions.

To be effective, a BOD Candidate should also meet some or most of the following before seeking election. He/she:

- Has prior leadership/organizational experience
- Is willing to commit approximately 15-20 hours per week.
- Has been previously involved with HSNC Committees and/or in community work
- Has good understanding of HSNC constitution and is willing to follow it
- Has proven leadership experience serving on boards (either for-profit or non-profit)
- Has knowledge and experience regarding nonprofit and volunteer organizations

B. BOT - Elected Candidate Criteria

1. The candidate has been a current HSNC member for a minimum of 5 full consecutive years
2. He / She has served on the HSNC Board of Directors for one full term
3. The candidate lives within one-hour drive (preferably within ~60 miles) of HSNC premises
4. The candidate has no criminal convictions **Additional Considerations for BOT Candidates**

- He / She has prior leadership/organizational experience
- Two members of the same household (spouses) cannot actively serve as a Trustee and/or a Director at the same time.
- A qualified HSNC member can contest both BOD and BOT position but actively only serve one position. If the candidate chooses one position over the other position, position that is freed will be filled by the next eligible candidate base on voting count.

C. Election Liaison Guidelines

1. He / She should have complete understanding of the constitution and election Process/Policy.
2. He / She should have been HSNC life member for minimum of 5 years

3. He / She should be able to communicate effectively with the HSNC Administration on the issues, if any, and give updates on the progress
4. He / She should have served in the HSNC administration or on committees
5. He / She should be able to commit the needed time during the election process
6. He / She must act ethically and sign agreement to maintain confidentiality during the election process
7. He / She is well respected and recognized in the community

D. Election Committee Member Guidelines

1. He / She should have been HSNC lifetime member for minimum of 3 years
2. He / She should have complete understanding of the constitution and Election Process
3. He / She should be able to commit the required time during the election process
4. He / She must sign confidentiality agreement and act ethically during the entire election process

The Hindu Society of North Carolina

309 Aviation Parkway, Morrisville, NC 27560



The Policy and Procedures Manual

(December 6, 2019)

Part IV

17. Finance Audit Committee (BOD/BOT)

*Om ye bhutam, chbhavyam, chsarovam, yaschadhishtathi,
sarvasyechkaevlam, tasmayejyeshtayeBrahmnenamae.*

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

17. Finance Audit Committee (BOD/BOT)

Mission

A nonprofit organization is accountable to stakeholders such as the donors, the regulators and people who use the resources of the organization. These stakeholders rely on the organization to protect its reputation, and to properly and prudently use the monies it receives, whether as dues, donations, or income from use of facilities and services. Such expectation is further reinforced by the fact that a nonprofit being also tax exempt entity, the breadth of stakeholders increases to include all tax pairs, i.e. the entire society, which can rightfully expect the highest standard of operation using public assets.

Thus, an important mission of the Financial Audit committee is to ensure that the management is pursuing financial practices that are compliant with regulations and best expectations and adhere to the highest ethical standards. The audit committee's work instills confidence in stakeholders that the organization's financial and tax status, internal controls, risk management, and compliance procedures meet the expected excellent norms, while allowing the organization to effectively fulfill its mission and achieve long-term viability.

Committee

It shall consist of a minimum of three members (5 preferred), one each appointed by the BODs and the BOTs and one appointed jointly by the two boards. The committee shall be formed **latest** by November 30th; although it is preferred to be setup early in the year so that they can periodically gather the data. BOTs may consider having an external audit conducted, if they so feel necessary.

Roles and Responsibilities

I. General Responsibilities

The general responsibilities of the committee will be to assure that:

- Financial records are accurate
- Dues, costs of services and donations are not lumped together but logged separately
- Donations have been accurately credited
- Bills have been paid on time
- Expenditure vouchers, irrespective of amount, are supported by receipts
- In the absence of a receipt, proper authorization had been obtained before paying the bill
- Financial records are maintained neatly and logically and with proper backups
- Best practice has been followed in getting quotes and in writing of contracts for projects
- Society has used the public money judiciously, i.e. with minimum waste
- Atmosphere of trust prevails on the campus as far as the finances are concerned
- Appropriate processes and procedures are in place to manage finances of the society.

II. Report of the Committee

The Financial Audit (FA) committee shall provide its findings and recommendations to both the BODs and the BOTs, which shall be reviewed and acted on in separate meetings of the boards by the majority of the eligible votes.

The Hindu Society of North Carolina

309 Aviation Parkway, Morrisville, NC 27560



The Policy and Procedures Manual

(December 6, 2019)

Part IV

18. Grievance Committee (BOD/BOT)

Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,

sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

18. Grievance Committee (BOD/BOT)

Mission

Nonprofit institutions, such as the HSNC, that fall under the IRS Section 501 (C)(3), and run by the taxpayers' money, must operate by certain high standards set by the code of operation. Issues often arise when a member, director, trustee, committee member, feels his/her rights have been violated. The mission of the Grievance Committee is to help resolve complaints amicably so that atmosphere of trust prevails in the operation of the Society.

Role

1. Preliminary Evaluation. Complaints received by the administration can be of many different types, some being ethics related (accountability, constitutional, conflict of interest, disclosure, etc.), some inter-relationship related, some election process related, and more. These are brought to the notice of the Grievance committee whose first task will be to determine if they should be taken as true on their face value or report to proper personal and go for hearing. The chair or the appointed GC committee member for the task shall screen the complaint and may first direct the matter to an appropriate committee for handling. The GC may also provide mediation between the concerned parties, if appropriate and feels this could help. If these attempts do not work or lead to satisfactory resolution, the GC may then decide to take the case upon itself and proceed.

2. Conducting hearing. Grievance Committee will determine if hearing is warranted and shall conduct the investigation. The report on the outcome of any such procedure shall be kept confidential and submitted only to the administration, i.e. to the BOD and BOT members (excluding those who may be involved in the dispute themselves).

3. Interim action during hearing.

- GC will do the due diligence and take proper steps as needed during hearing, including informing the BOD and BOT through the President, the Chair of the Trustees, or direct communication to the Directors and the Trustees.
- If GC takes any interim action before reaching the final recommended decision, GC will inform the involved committees and boards of those steps. (Boards can, of course, always override GC's action.)

Members and Chairperson

The GC will consist of 5 members appointed jointly by the two boards, as per the instructions in the Constitution. The appointments are for three years each, but staggered to ensure continuity of knowledge and experience of the committee. The members will appoint the Chairperson as per the constitution. For details, refer to **Sec. 7.4.b** of the Constitution, included in Part VI of this manual.

General Procedures and Duties

1. General.

For effective discharge of the role, each member shall become thoroughly familiar with the details in the current edition of the HSNC Constitution including the roles and duties of the directors, the trustees, the committees and the employees. (The HSNC Constitution is included in **Part VI** of the manual.)

2. Submission of complaints.

The complaints may be forwarded to the GC by the committee member, by a trustee, by a director, or any individual having the grievance. The complaints must be made in writing by filling out all sections of the Form (**A18, Appendix**)

3. Effort to resolve the matter through mitigation

The Grievance committee shall try first to resolve the complaint through mitigation and involvement of and dialogue with appropriate individuals or committees. Not succeeding, however, it will then proceed with the steps given below.

4. Pledge by the members of the Grievance committee.

Once the Grievance Committee has decided to move forward with the arbitration, it will require it's members to fill out form A19 (Appendix), in which they take the pledge to (i) not discuss or entertain calls about the case outside the committee meetings, (ii) inform the caller, wanting to talk about the case, that the committee members are not authorized to discuss any aspect of the case, or listen to any statements from any body, outside the committee hearings, and (iii) inform the plaintiff and any one associated with him/her that they could not visit the Grievance Committee members at home to discuss any aspect of the complaints.

5. Oath by the Plaintiff.

The plaintiff (the complainer), will be asked to sign an 'Honor Code Form' and take the oath, which among other things will require that he/she and any one else on his/her behalf will (i) not call or visit any member of the Grievance Committee (they can, however, seek advice from non GC members), (ii) use good morality in his/her testimony in terms of language, and (iii) not discuss with others or publish in mass media any specific aspects of the case while it is under consideration.

6. Assessment and arbitration.

Upon receipt of a complaint for arbitration, the GC shall:

- Send a letter of acknowledgement to the complainant with a copy of the complaint (form and any letter accompanying it).
- Share the details of the complaint with the BODs and the BOTs, as required, unless the complaint was forwarded by the latter.
- Have each member of the GC sign a statement certifying that he/she is free from any conflict of interest (COI) that may be related to the case. A member of the GC who may have any COI related to the case will be excused from all meetings and deliberations on the case.

- Provide periodic updates to the BOD and BOT through President and the Chair about the progress, including any interim decisions made (for example cooperation sought from another HSNC committee) as, in some cases, a third-party contact may be required to avoid long-term harm to the plaintiff or the society.
- Update the Secretary of the society on the proceedings so that he/she can keep a track record of the progress being made by the GC on the case.
- Request the president for secretarial help, if any needed, to facilitate recording of minutes.
- Have the authority to contact individuals who can provide more insight into the matter, and also ignore others from interacting with who are trying to influence the outcome or are not directly involved with the case.
- Shall maintain the CONFIDENTIALITY of the findings and recommendations.

7. Final Report, and Notes

- The GC will conduct the necessary investigation and develop a final report that it will treat as strictly confidential
- The GC chair will submit the findings to the two Boards for review and action (omitting the board members who may be a part of the case or have conflict of interest). The GC does not directly or indirectly communicate the findings and recommendations to the complainant in any form (oral or written)
- For the matters related to BOD issues, the BOT will make final decision. If matter is related to BOT issues, then BOD will make final decision. For any other issue, if both boards do not agree on a decision, then GC recommendation will become final decision. In all cases, recommendations will go to both, BOD and BOT. At the end of the assessment, the GC shall turn over all data, material, and reports to the HSNC secretary for archival.

The Hindu Society of North Carolina

309 Aviation Parkway, Morrisville, NC 27560



The Policy and Procedures Manual

(December 6, 2019)

Part IV

19. Membership Committee (BOD/BOT)

Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,

sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

19. Membership Committee (BOD/BOT)

Mission

The membership in HSNC offers a way to stay connected with the Hindu way of life, i.e. the Hindu faith, values, culture and traditions. The Hindu Society's primary objective is to serve the members. In order for the society to fulfill its obligation of service, the mission of this committee will be to maintain an accurate log of members, their contact information, the type of membership of each, member's patron class, and the member's eligibility for voting in election and other matters. Another mission will be to help the society grow in membership and in the member's positive experience about the works of the society.

Roles and Responsibilities

At the beginning of each year, soon after the Committee has been set up, the latter will designate individual(s), with contact information, who should be contacted if someone has a question on membership. This information should be included in the Society's newsletter and on website. Each committee member has access to the privileged data on society member's personal information, which is a property of the Hindu Society. It shall be protected with highest level of ethics and integrity to maintain trust and confidence of the members. HSNC membership information can only be used for HSNC purposes approved by BOD and/or BOT. It cannot be used for personal or private or HSNC purpose not approved by BOD or BOT.

This committee shall have the following six (6) major roles:

1. Maintain membership log, including the contact information, the type of membership, and the eligibility for voting of each member.

- i. Maintain a system for accurately keeping the members information. Capture family information including all names, email, phone and addresses
- ii. Establish easy to follow processes for enrolling new members, renewing membership, and updating the list
- iii. Put membership maintenance system online and make it secure
- iv. Maintain the membership form on-line, with information on dues, payment options, where to send payment, if by mail, and deadlines. (This form should not require sensitive information such as DOB, reference to donation, Wedding date etc.) The membership form is included as A22 in the Appendix.
- v. Children attending age of 18 years do not have voting rights but gets discounted benefits of membership.
- vi. Implement a process for seeking annual renewals and tracking payment for dues

- vii. Implement a process for confirming that dues are paid and members are informed
- viii. Hold the membership log and personal information confidential except as allowed to be consulted and/or released per the constitution.
- ix. At least one member of Membership Committee will have read access to financial database. e.g. Quick Books.

2. Sustain growth in membership

- i. Implement strategy to increase membership annually (~10%)
- ii. Identify ways to increase life members of the society
- iii. Increase the number of the Friends of HSNC, which offer discount to members
- iv. Membership dues are not donation. Ensure that 'Donations' are kept separate from 'Membership Dues,' in accordance with the section 501(c)(3) of the Internal revenue code
- v. Promote membership at different events and programs and offer convenient ways to enroll. Keep membership forms handy and available at all major society functions

3. Improve members' experience and provide membership list to other committees

- i. Provide membership information to the Society's committees, as needed and requested
- ii. **Create and send a welcoming letter to new members**
- iii. Assist Om Squad/Youth Committee in confirming membership status of youths' (families) in their programs
- iv. Highlight benefits of membership and continue to serve the members by
 - Encouraging 'Members Only' events
 - Lobbying for discounted prices for members for facility rentals, priest services, special programs, classes, Om Squad camps and other events.

4. Membership dues and membership conversion scheme guideline

Follow the below given guidelines for implementing membership dues and for converting membership class from the older scheme (\$100 initial, plus \$25 annual) to life time (\$600), and from the current annual (\$100) to life time (\$600).

- i. \$25 annual renewal fee for \$100 'renewal' life membership is due by January 31st with a grace period of 30 days. (This scheme is no longer offered to new members and is only available for the renewal of existing members under it.)
- ii. New membership is accepted year round but membership is for the calendar year (Jan-Dec) regardless of when the dues are paid. However, voting eligibility is as per defined in the Constitution. Also, member discount eligibility is as per the Rental policy.
- iii. If desired, new life membership dues of \$600 can be paid in installments of \$100 each over six consecutive months. Upon paying 1st \$100 installment, Annual membership is granted. Upon receiving the 6th \$100 installment, the membership is converted to Life.

- iv. The \$100 renewable (with \$25 annual dues) and the \$100 annual member can be converted to life member by paying the \$500 balance any time during the same year.

5. Member record process flow

Maintain the following process for keeping the membership records fully current and complete.

- i. Potential new member, or a continuing member desiring to change status, submits a filled-out form along with appropriate dues, either electronically (on line) or through a personal check and hard copy
- ii. The membership committee reviews the information and either accepts, declines, or determines that additional information was needed:
 - If the application is accepted, the person is notified of it, and fee sent to the Treasurer
 - If the application is declined, the person is notified with a brief note of explanation and the money returned
 - If more information is needed, the committee contacts and interacts with the applicant, resolves the concern, and then follows through as above. Annual or expired members right can be reinstated if they pay \$500 by September to have voting right. Inactive members can activate membership free of charge.
- iii. With the acceptance of a new applicant or new status of a continuing member, the committee updates the society records:
 - Adds e-mail (for new member) in the society MailChimp
 - Adds the other required information, e.g. address or change in it, name (s), and membership status, etc. in society register
- iv. The communication Committee should have the updated information on membership available for publication in the society's newsletter for meeting the voting eligibility criteria and for making the membership list available to the Election Committee and to the candidates participating in the BODs and the BOTs elections. The communication committee prints the address labels for the mailing of the newsletter.

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(December 6, 2019)

Part IV

20. Policy and Procedures Manual Committee (BOD/BOT)

*Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,
sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.*

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20. Policy and Procedures Manual Committee (BOD/BOT)

Mission

As per Article 11.6 of the Second Amended and Restated Constitution and Bylaws of the Hindu Society of North Carolina, the administration shall maintain detailed description of policies and procedures in a Policy and Procedure Manual to provide guidance for the Society's operation. The manual will be evolutionary in scope and shall be revised as needed from time to time. The amendments, however, will require the approval of a majority of the Directors and the Trustees, eligible to vote, in separate meetings.

Membership

The committee shall have five members, of which two are appointed by the Trustees, two by the Directors, and one jointly by the two boards. Each board also appoints a liaison to serve as a non-voting member on the committee. The committee chooses its own chair.

Roles and Responsibilities

1. Clearly, based on the Second Amended and Restated Constitution and Bylaws of the Hindu Society of North Carolina, the committee is required to develop a working document that contains operational policies to serve as effective guidelines for consistent operations across all Society activities. This resource is meant to be a useful guide for HSNC officials for managing the HSNC operation. Anyone should be able to refer to this document and learn about the structure and functioning of the society.
2. Again, as alluded earlier, the manual will be evolutionary in scope, in that the changes and additions will be made as needed from time to time. These can be initiated by Board of Directors and/or the Board of Trustees or proposed and recommended by the members of the society. Any addition in or modification of the Policy Manual will need an approval by a majority of the BODs and the BOTs, in separate meetings. The revisions will be incorporated in the manual by the Policy and Procedure Manual Committee on an annual basis.
3. The committee shall make the manual available both in the electronic form on the society website as well as in a hard copy form in a binder for copying, distributing and referring.
4. The committee shall serve as the first point of contact for assisting directors, trustees, other committees, and members thereof, in interpreting roles, responsibilities and procedures pertaining to any specific activity described in the manual.

Information Contained in the Manual

1. The manual is organized in parts (currently VIII), each of which contains information on specific matters.
2. A complete listing of the contents, in the order they appear in the document, is found at the front, i.e. in the section labelled "Contents, and Introduction to and Scope of the

Manual.” The overall purpose and scope of the manual along with brief notes on the contents of the various parts are also included in the same section.

3. Perhaps, the most noteworthy among the parts that follow is Part I, which contains the detailed information about governance at HSNC. It includes notes on many important matters, some being the administrative calendar, the code of conduct, the setting up of committees, the appointing of chairs, the holding of meetings, the keeping of records, the managing of conflicts, the protecting of assets, the handling of emergencies, etc.
4. Succeeding this part are Parts II to IV, which contain the detailed charters of the individual standing committees, currently numbering twenty, and identified in the constitution. These constitute the bulk of the manual and fulfil the primary mission for which the Policy and the Procedure Manual (PPM) committee was established.
5. Part V is dubbed “Miscellaneous,” and is reserved for notes that do not directly or conveniently fit into any other parts. For example, the duties of a senior priest, the drill for evacuation in the event of a fire, the detailed procedure for handling a medical emergency, etc., are pieces that will be best contained in this place.
6. The main purpose of the Policy and Procedure Manual being to implement the by-laws and the objectives of the constitution into practice, the current constitution of the Society, i.e. the Second Amended and Restated Constitution and Bylaws of the HSNC, is included in Part VI. This not only allows for easy referral of the pieces of the constitution in the manual but also makes the current document as a single comprehensive source of information about the society to find and consult with.
7. The works of the society is assisted by the use of well-designed standard forms that streamline the operation and allow for effective record keeping. Part VII includes the various forms used and the information pertaining to them.
8. A comprehensive cross-index of the entire manual is included in Part VIII that allows an individual to zero in on a matter of interest in the manual directly and quickly.

Revising the Contents of the Manual

As alluded to earlier, the contents of the manual will be revised as needed from time to time, as experience is gained and new information becomes available. The procedure used will be as follows:

1. At the beginning of each year, the PPM committee shall send out a note to the previous year’s chairs of all committees and to the administrative officers requesting input on how the operation of (1) any specific unit (committee or board), he/she might have had direct involvement in, and (2) the society, in general, could be enhanced.
2. The committee shall review the suggestions received, select those worthy of consideration, and draft out the changes in the policies accordingly.
3. Submit the updated pieces to the Board of Directors and the Board of Trustees for review, revision, and approval, in separate meetings by majority vote.
4. If the feedback from the two boards differs in any respect, repeat steps 2 and 3, till agreement on revisions is reached.
5. Revise the contents and make them permanent part of the manual.

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Part V

Miscellaneous Matters (Additional Files and Documents)

Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,

sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

May all be blessed with health and happiness!



***Aum sarve bhavantu sukhinah, sarve santu niraamayaah, sarve
bhadraani pasyantu, maa kascid dukkha bhaag bhavaet***

***Dear Prabhu, may all be happy, may all be healthy, may all
encounter what is auspicious, and may no one suffer undue pain***

Part V

Miscellaneous Matters (Additional Files and Documents)

1. Safety Sub-Committee (Under Facilities Usage Committee)
2. Library Sub-Committee (Under Facilities Usage Committee)
3. Hiring of New Priest and Management
4. Role of Liaisons on Committees
5. Unscheduled Facility Closure Procedure
6. Omissions in Constitution; Suggestions for Rectification

Other material to be considered and added in future

1. Procedure for handling medical emergency
2. Procedure for conducting fire drill
3. Procedure for evacuating premises
4. Election Process Sub-Committee Under Policy and Procedure Manual Committee (set up by BOD/BOT for revising election process, when needed)
5. Other

1. Safety Sub-Committee (BOD)

In compliance with article 7.5 of the bylaws, the “Safety Committee,” on account of high importance, should be formed and establishes as a standing committee. This committee should operate as a subcommittee of Facilities Usage Committee.

Committee

BOD should form this committee as per the guide lines set in article 7.2. It should have a minimum of 3 members. BOD should also have a board liaison on it.

Mission

1. To prepare the premises and users of the facility avoid preventable harm by accidental, natural or intentional disasters or mishap.
2. Accidental concerns are fire, and major motor vehicle injuries. Also, of concern are accidental falls involving adults and children.
3. Natural concerns include earth quake, tornado or Hurricane.
4. Intentional concerns include terrorist attacks. This may involve small attack or a mass murder attempt by an active shooter. This is currently an increasing concern for religious organizations.

Role and responsibility

This committee should be informed of all temple functions where more than 50 people are generally expected to gather. The committee will evaluate the safety needs and make arrangements and/or give recommendations. It may also require the organizers to have police presence.

Responsibilities can be classified as given below

1. Preparation

- a. The whole premises should be made safe from the point of view of preventing accidents. This includes, highlighting exits, providing fire extinguishers, installing deterrent video cameras, and posting informative notices.
- b. In addition, the volunteers and staff should be trained in (1) the use of AED for cardiac arrest, and (2) administering CPR.

2. Implementation of safety rules

- a. HSNC is a religious institution, open to general public. Safety announcement should be made before each puja and function involving more than 20 people
- b. The announcement should be made by the person conducting the event, which in the case of temple puja, is the priest.

3. Announcements for different buildings.

Temple

- a. Has 3 exits.
- b. Kitchen exit to be used in emergency only.
- c. Temple has AED defibrillator.
- d. For accidental fire or natural disasters, please run out of the building immediately.
- e. Do not stop to put on shoes; run out without shoes. Otherwise the exits will get jammed by people.
- f. In the case of an active shooter in action, you must “Run-Hide-Fight,” in that order. Run away if safe, otherwise hide, and choose to fight only as the last option

Main Hall

- i. Has multiple exits, including one in the kitchen
- ii. Has AED defibrillator
- iii. For accidental fire or natural disasters, please run out of the building immediately.
- iv. Do not stop to put on shoes; run out without shoes. Otherwise the exits will get jammed by people.
- v. In the case of an active shooter in action, you must “Run-Hide-Fight,” in that order. Run away if safe, otherwise hide, and choose to fight only as the last option

Class rooms

- i. Has exits from front and also from the back
- ii. For accidental fire or natural disasters, please run out of the building immediately.
- iii. Do not stop to put on shoes; run out without shoes. Otherwise the exits will get jammed by people.
- iv. In the case of an active shooter in action, you must “Run-Hide-Fight,” in that order. Run away if safe, otherwise hide, and choose to fight only as the last option

Sai baba room

- i. Has exit to the outside, in addition to the one, that opens in the main hall foyer.
- ii. For accidental fire or natural disasters, please run out of the building immediately.
- iii. Do not stop to put on shoes; run out without shoes. Otherwise the exits will get jammed by people.
- iv. In the case of an active shooter in action, you must “Run-Hide-Fight,” in that order. Run away if safe, otherwise hide, and choose to fight only as the last option

4. Summary

In case of fire: Remember to call 911 as soon as possible, use fire extinguisher, evacuate building

In case of heart attack: Do CPR, call 911, use AED, if one can

In case of terrorist attack: Remember to run, hide, and lastly fight, in this order.

2. Library Subcommittee

The role of the Library Subcommittee of Facilities Usage Committee is to facilitate the use of the library by the interested members of the society. The Committee should have the following functions among any others that, from time to time, may also fall within its scope, as approved by the BOD. The committee should

1. Catalog the books and magazines.
2. Prepare a schedule of opening hours and publicize.
3. Help the education and language committees as requested.
4. Review and recommend books for the library.
5. Issue library cards to the interested members.

3. Hiring of New Priest and Management

Introduction

Hiring a priest at the request of the BOD and BOT. It will form an Ad hoc 'Priest Hiring committee' to achieve this request. Members of this committee must have knowledge of Hindu religion and process of conducting puja for the different occasions. They should also be aware of the specific objectives the new priest is expected to fulfill and for which the credentials the individual is expected to have.

Interviewing for a new priest position

Following are some of the criteria, that should be looked into, during the interviewing process:

1. Religious knowledge and ability to conduct the puja including funerals.
2. Communication skills. Should be able to communicate well with the masses.
3. Knowledge of English and Hindi and any other language. Knowledge of English is important to reach out to the younger generation.
4. Able to drive a car. This is needed in order to provide puja services to clients at their homes.
5. Visa and citizenship status.
6. All new hires should agree to the criminal background check.

Final decision for hiring

Once the search process has been completed and an individual has been selected for the position, the chair of the Human Resources committee shall complete hiring process.

Management of the priests:

In general, a priest job includes conducting pujas and maintaining sanctity and cleanliness of the temple, performing special festival ceremonies on the HSNC premises, and also performing pujas and rituals off site. These functions fall under the jurisdiction of the Religious Committee (see Religious Committee charter, PP, II, 9) and therefore shall be managed by that committee.

Complaint and appeal process for the priests

HR committee must inform the priest at the time of hiring the process for appeal, if he/she is not happy with the scheduling of the duties and of any other matter. The process should be as follows:

1. Initially the priest must approach the individual who is making the schedule (Religious committee member, or the chair)
2. Priest should next approach the Human Resources committee, to help as a mediator. Although neither of the two committees are appeals' bodies, they may be able to help resolve the issue before the matter goes to the Board of Directors.
3. Further appeal process should follow the guidelines of complaints to HSNC boards and Grievance committee, as laid in the Grievance Committee charter of this manual (PP, IV, 18).

4. Role of Liaisons on Committees

General

1. A liaison serves as communication channel between a board and the committee; informs the board on goings on, and also brings input from the board when sought by the committee.
2. By being on a committee, a liaison accrues valuable learning experience about the workings of the society, which is particularly important for a young director.
3. A liaison to a committee should also be an advocate for the committee's work and programs at the BOD level. If a committee wants to start a program or event, liaison can help in getting approval from the board.

Code of conduct applying to liaisons

A liaison:

1. Should attend meetings as much as possible and be available for input and support.
2. Should not use his/her power to dictate the committees functioning. This is particularly true for the committees that have been in existence for a long time.
3. Help continuity of committee year after year, by making it stronger. Do not engage in power struggle.
4. Should not influence vote in the committee decisions.
5. Guide the committee to stay within the scope of its defined charter, as given in the policy manual.
6. Should be the first point for resolving complaints by the committee members, who are not happy with the committee leadership.

Conduit between the BOD, BOT and the Committee.

1. The BOD and BOT should communicate with committee through liaison and vice versa. Any questions that BOD or BOT may have should come from liaison rather than the president or the chair.
2. The liaison should bring the BOD and BOT perspective to the committee
3. The liaison is an observer to make sure things are moving properly and procedures are being followed
4. Liaison can participate in discussions and provide input but has no vote.

5. Unscheduled Facility Closure Procedure

HSNC is committed to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen risk to life situations, HSNC reserves the right to close the facility keeping in mind the safety and security of HSNC employees and contractors, officers, devotees, and volunteers. This SOP provides guidance for managing unscheduled HSNC facilities closure or change in the normal hours of operations. The Temple and / or the HSNC facilities including but not limited to the Temple, Main Hall, Learning Center, Recreational Park. Depending on situation, HSNC facilities may be partially or completely closed.

Possible reasons for unscheduled Temple Closure and / or hours of operations

- Inclement Weather, Emergencies (local, Town, County, State and or Federal), any circumstances beyond the control of HSNC Governance, Law & Order situation, Security risks, Town, City, State or Federal directives

Process to make a decision about unscheduled closure of HSNC facility

1. A team - "Unscheduled Facility Closure" (UFC) team comprising of the BOD President, Vice President, BOD Secretary, Religious Committee Chair, Temple Priests, Facility Manager, Facilities Committee Chair, Rental Committee Chair, Events Committee Chair formed to monitor extraordinary conditions / situations that may require unscheduled closure of HSNC facilities. The BOD Liaison of a committee would be the backup for the Committee Chairs (President, Vice-President, Secretary and any one Committee Chair or BOD liaison will form the quorum). The UFC team will be led by the HSNC BOD President (or Vice-President if President is not available) as the Chairman of the UFC team.
2. Under extreme emergency, and when it is not possible to convene a meeting of the UFC team, The BOD President (or BOD Vice-President if the President is not available) will make the decision on the facility closure.
3. The meeting can happen in person (onsite or offsite), over the phone, through emails or text messages (WhatsApp, SMS, Twitter) as long as quorum is achieved.
4. Decision will be based on the following:
 - a. Evaluate any safety / security risks due to weather or any other situation
 - b. Impact of facility closure on events (religious, non-religious, rental), renters, scheduled jobs
 - c. Closure notice period
 - d. The team can capture the required information from the facility Camera systems if coming to the facility is not possible for any reason. The Executive Committee can share its feedback to the UFC team about the conditions at the Facility they see through the Camera system.

Process to communicate the facility closure

1. The UFC team will inform the BOD and BOT about the decision.
2. The UFC Chair will draft a communication about the facility closure. This communication should include:
 - a. Reason for the closure / change in operating hours
 - b. Closure date and time
 - c. Anticipated reopening and resumption of normal activity schedule
 - d. Emergency contact info
 - e. A brief description about impact on any scheduled events
3. An email group for HSNC Governance which will include BOD, BOT, Employees and all Committee members will be created which will be used only for the unscheduled closure announcements.

4. The secretary (or Communication Chair or BOD liaison to the communication committee listed in the order of preference and availability) will send out the following communication:
 - a. An email to the HSNC Governance group
 - b. An email to the HSNC Email Distribution list
 - c. Post of HSNC Facebook page
 - d. Tweet on HSNC Twitter account
 - e. Email to renters (learning center, temple hall and main hall renters / users)
 - f. Send a closure / late opening / early closure notification to local media channels such as WRAL, News & Observer, CBS News etc.
5. The HSNC Web Admin will update the www.hsnconline.org home page with the unscheduled closure information
6. A Facility Closure notice will be displayed on the Doors of the temple, main hall and learning center entrances

Exceptions for essential services

1. HSNC employees and officers would be allowed to enter the facility to address any emergency situation

Glossary

HSNC - The Hindu Society of North Carolina

SOP - Standard Operating Procedure

BOD - HSNC Board of Directors

BOT - HSNC Board of Trustees

UFC - Unscheduled Facility Closure

6. Omissions noted in Constitution; Suggestions for Rectification

Article 6.2

This article gives permission to elect president and vice president, without the required 1 year membership to the BOD, if no suitable candidate is available.

For the above relaxation of 1-year to be given, all other suitable candidates must be asked to give in writing that they do not want to be considered as president or vice president.

Term Limit for BOD President.

As applying to the Chairperson of the BOT (Section 4.9.10, the Constitution), the BOD President and the Vice president can also be allowed to serve a maximum of 2 one-year consecutive terms. If the vice president becomes president after finishing his/her term limit as vice president, the term limit will start again.

Article 7

Member of any committee must be a member of the society.

Volunteers can be made as honorary members of the society. This should be recommended by the chairperson of the committee and approved by the board, in charge of that particular committee.

Article 7.1. The executive committee to override any decision of any BOD appointed committee.

Any such override must be presented to the full BOD and approved. This must be done as soon as possible (in person or via email), and definitely at the next monthly meeting, if not done earlier.

Term Limits for all committee Chairperson.

As is the case with the Chairperson of BOT and the President of BOD, all Chairpersons of the committees, should also have a term limit of two years. This means that the chairperson should be appointed for a term of one year but can be reappointed for another one year. No chairperson can serve more than two consecutive years, unless special situation applies to the functioning of a committee and approved by the two-third majority of the applicable board.

Safety committee.

A safety committee should be established by the BOD and operate under its control.

Article 2.1

There is mention of Honorary membership in the constitution, but an explanation is not given and should be added.

Honorary Membership can be granted to honor a volunteer or dignitary, at the discretion of the boards. This membership can be awarded as recognition for volunteering time or helping the

society in some significant way. Visiting dignitaries can be offered this membership as an Honor. An Honorary member can participate actively in committee work and can also vote in the committee decisions but cannot serve as the chair.

Limitations of Honorary membership

Such membership has the following limitations: An Honorary member

- a. cannot attain any official position, including committee chairperson, or treasurer.*
- b. cannot vote in HSNC elections*
- c. cannot be included in the HSNC membership directory.*
- d. cannot get the financial discount available to regular members.*

Term of Honorary membership.

This membership is granted for one year and must be renewed each year. In case of dignitaries, where it is given to associate them with the society, the membership can be granted as Life membership.

Article 9.7.6: Protection of Digital and Intangible assets.

Most of the written communication at the present day and age is being done via email (digital media). ‘Society record’ and ‘corporate book’ terms used in the bylaws, are also mainly in digital form. Accordingly, the minutes and agendas of meetings, membership list and all important announcements and verdicts passed by the boards must be stored safely. Following guidelines should be followed:

- 1. All such ‘assets’ should be stored on the main computer of the society. This computer should have a restricted access to the Executive committee, BOT chairperson and BOT secretary. Pass word should be passed on to the new team, at the time of transition.*
- 2. Three backup copies, in the form of removable drives, must be made each time a new information is added. These copies are to be kept by BOD president, General Secretary and Secretary of BOT.*
- 3. All meeting minutes must be stored in this way. They should be changed to PDF format before storing, after they have been approved by the boards*

The Hindu Society of North Carolina

309 Aviation Parkway, North Carolina, NC 27560



The Policy and Procedures Manual

(December 6, 2019)

Part VI

Second Amended and Restated Constitution and Bylaws of HSNC

*Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,
sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.*

(Atharva Ved, 10.8.1)

*(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and
all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and
seek His blessings in all we do.)*

**May we be rid of all evil traits and bad habits but
endowed with virtuous aptitudes!**



***Aum vishvaani deva savitar, duritaani paraa suva, yad bhadram
tanna aa suva***

(YV, XXX, 3)

***Almighty God, the creator of the universe; please take away
from us all evil traits and bad habits, and endow us the qualities,
deeds, aptitudes and objects that are blissful and auspicious***

SECOND AMENDED AND RESTATED CONSTITUTION AND BYLAWS OF THE HINDU SOCIETY OF NORTH CAROLINA

These are the Second Amended and Restated Constitution and Bylaws (the “Bylaws”) of THE HINDU SOCIETY OF NORTH CAROLINA, a North Carolina non-profit corporation (the "Society"). All prior original, amended or other Constitutions and/or Bylaws are amended and superseded by these Second Amended and Restated Constitution and Bylaws. The Society's Articles of Incorporation (the "Articles") have been filed in the Offices of the North Carolina Secretary of State. This Society is organized for **religious and charitable** purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code ("Code"). The purposes and objectives of the Society include:

- To hold Hindu and allied religious activities;
- To organize and promote philosophical, linguistic, artistic and yogic aspects of Hindu religion; and
- To engage in other activities which relate to or promote the Hindu Religion.

ARTICLE 1 SOCIETY OFFICES

The location of the registered office, the principal office and other offices as needed for the Society shall be determined and approved by the majority of the Board of Directors (BOD) and the Board of Trustees (BOT) of the Society.

1.1. Principal Office.

The current principal office of the Society shall be located at 309 Aviation Parkway, Morrisville, Wake County, North Carolina 27560.

1.2. Registered Office.

The registered office of the Society shall be located at the same place as the principal office.

ARTICLE 2 MEMBERS - VOTING AND NON-VOTING

2.1. Members.

All individuals who are at least 18 years of age, believe in Hinduism and/or allied religions, and are interested in the purposes and objectives of the Society are welcome to become Members of the Society. Individuals who hold a one-year term of annual membership or individuals who hold a lifetime membership pursuant to these Bylaws shall be Members of the Society as provided in these Bylaws.

There are voting members and honorary members of the Society. “Members” are those persons who hold an active individual membership, who are at least 18 years of age and who have paid the required dues of the applicable calendar year. Individuals who otherwise qualify for membership but who pay their dues after October 1 shall not have the right to vote on any matter,

including, but not limited to, the right to vote for directors, trustees or amendments of the Society's Articles of Incorporation or Bylaws for the remainder of the calendar year, but said persons shall otherwise be considered Members for the remainder of the year. Honorary members, such as family members who do not hold an individual membership, and inactive members shall not have the right to vote on any matter, including, but not limited to, the right to vote for directors, trustees or amendments of the Society's Articles of Incorporation or Bylaws. Only regular voting Members (and not honorary members and inactive members) are entitled to receive the notice of and the right to vote on any matter involving the Society, its assets, business and other affairs. References to "Members" in any provision of these Bylaws or the Articles of Incorporation of the Society concerning any matter requiring the vote of the Members of the Society shall mean and refer to only the regular voting Members (and not honorary members and inactive members).

2.2. Memberships

Members are either annual members or lifetime members and all memberships are on a calendar year basis. All membership application forms will be reviewed by the Membership Committee and determination will be made regarding membership. The Membership Committee shall review the application before granting membership to new applicants, and any membership subject to denial shall be brought to attention of the BOD and BOT to make the final decision in their separate meetings, by majority vote of those eligible to vote. Membership denial can be for not meeting the membership qualifications, misconduct or fraudulent behavior.

(a) Annual Memberships: Individuals or families wishing to be annual members must complete and return a membership form required by the Board and pay the annual membership dues by the time required for payment of such dues.

(b) Lifetime Memberships/Active & Inactive: Individuals or families wishing to become lifetime Members must complete and return a membership form required by the Board and pay the lifetime membership dues by the time required for payment of such dues. In order to facilitate the determination of active Members for the proper conduct of the business and purposes of the Society, persons wishing to maintain active lifetime membership status must maintain a current mailing address with the Society and if required by the Board, from time to time, must complete and return a renewal or updated membership form within the time set by the Board. Lifetime Members who fail to maintain a current address with the Society or who fail to return an updated or renewal membership form shall become inactive lifetime members who are not entitled to notice of or the right to vote on any matter requiring the vote of the members of the Society. Inactive lifetime members shall become active lifetime Members thirty (30) days after they provide the Society with their current mailing address, complete and return an annual membership form, if any, required by the Board, and pay an administrative fee, if any, determined from time to time by the Board of Directors. The Board shall publish the list of inactive members in its newsletter and/or on its website at least once every year.

(c) Family Memberships: Annual and lifetime family memberships are available. Each family membership includes not more than 2 individual memberships, which include the right to vote. These are allocated only to the eligible individual spouses of the family, as shown on the annual membership form. The family members to whom individual memberships are allocated must be 18 years of age or older and meet the requirements for an individual membership. The rights and privileges, other than the right to notices and the right to vote, are extended to all other family members permanently residing in the same household and such family members shall be

considered honorary members but shall not be regular voting Members unless they hold an active individual membership.

2.3. Membership Dues

- a) Lifetime membership dues: Dues for lifetime membership shall be \$600 to be paid in full, or in such other amount as may be set pursuant to paragraph 2.3(d) of these Bylaws. There shall not be any requirement to renew lifetime family membership, except in the case mentioned in 2.3(d). Dues shall always remain the same for all Life Memberships. Members can add spouse and children to the membership. All current Life Members shall continue to be Life Members of the Society, except those required to renew annually, as specified in 2.3(d).
- b) Annual membership dues: Dues for Annual membership shall be \$100 to be paid in full, or in such other amount as may be set pursuant to paragraph 2.3(d) of these Bylaws. This membership is on a calendar year basis. Dues shall always remain the same for all Annual Members.
- c) Changes in Membership Dues: At any time in the future, if dues are changed, the new approved dues shall be higher than \$600 for life membership and \$100 for annual membership. Membership Dues can be changed only by resolutions passed with 2/3rd majority of eligible votes by both the Board of Directors and the Board of Trustees in separate meetings. The last approved yearly or lifetime dues, as applicable, shall continue to apply until new dues have been approved.
- d) Eliminate \$100 Life Membership with \$25 annual renewal: A new type of Life membership was offered beginning 2016, with a \$100 initiation fee and mandatory renewal fees of \$25 every year. Upon adoption of these Bylaws, this type of Life Membership shall not be offered anymore. Those who initiated such membership prior to the adoption of these Bylaws shall continue to be members as long as the renewals are made by paying \$25 by January 31st every year.

2.4. Membership Compliance:

All members shall comply with these Bylaws and any other Society policies duly adopted. Any member that violates the Society's Bylaws or any policies and procedures of the Society may lose membership, after review and recommendation approved by the majority of the members at a Membership Committee meeting with the required quorum and then the approval by majority of eligible votes by each of BOT and BOD in separate meetings.

Any changes to membership categories and dues shall be recorded in the Society's Policy and Procedure Manual and published in the Society's Newsletter and on the Society's Webpage.

ARTICLE 3 MEETINGS OF MEMBERS

3.1. Place of Meetings

All meetings of Members shall be held at the principal office unless not so possible due to compelling practical reasons such as a natural disaster, the condition or size of the office, or some other such reason. If this should be so, the change in location of the meeting shall be designated in the notice of the meeting or as agreed upon by the separate majority decision of each of the Board of Directors and the Board of Trustees.

3.2. Annual meetings

Subject to paragraph 3.3 below, annual meetings of the general membership shall be held during December of every year, at such time as determined by the Board of Directors. Subject to paragraph 3.3 below, the December meeting of the Members of the Society shall be held by the 21st day of December.

3.3. Substitute Annual Meeting.

If the annual meeting shall not be held within the month designated by these Bylaws, a substitute annual meeting may be called in accordance with the provisions of Section 3.4 of these Bylaws. A meeting so called shall be designated and treated for all purposes as the Annual Meeting.

3.4. Special meetings

Special meetings of the Members may be called at any time by the President, or by majority of Board of Directors, or by majority of Board of Trustees, or at the request of at least 10% of the Members of the Society. Any request for a special meeting by 10% of the voting members has to be received, reviewed and verified by the General Secretary of the Board of Directors, at least 30 days prior to the expected date of the meeting.

Notice of Meetings.

Written notice of each meeting of the membership shall be provided to all the voting Members of the Society by, or at the direction of, the General Secretary or person(s) authorized to call the meeting at least ten (10) days and not more than fifty (50) days before such meeting to each Member entitled to vote at such meeting. Written notice of such meeting shall state the date, time, place and purpose of the meeting. The written notice shall be considered to have been properly given upon hand delivery or upon depositing said notice within the exclusive custody of the U.S. Mail using the current address of each Member as shown on the Society's records.

When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. When a meeting is adjourned for less than thirty (30) days in any one adjournment, it is not necessary to give any notice of the adjourned meeting other than by announcement at the meeting at which the decision for adjournment is taken.

3.6. Voting Lists.

At least ten (10) days before each meeting of Members, the General Secretary of the Society shall prepare an alphabetical list of the Members entitled to vote at such meeting or at any adjournment thereof, with the address of and number of votes held by each. This list shall be kept on file at the principal office of the Society for a period of ten (10) days prior to such meeting, and shall be subject to inspection by any Member at any time during the usual business hours and with reasonable notice. This list shall be produced and kept open at the time and place of the meeting and shall be subject to inspection by any Member during the whole time of the meeting.

3.7. Quorum

Fifteen percent (15%) of the Members of the Society, represented in person or by proxy at the beginning of the meeting, shall constitute a quorum at a meeting of Members for any general business action. Any such meetings of the Members shall not be used for amendment of the

Constitution and Bylaws, the Society's Articles of Incorporation, or for the election of Board of Directors and Board of Trustees. The Members present at a duly organized meeting may continue to transact general business matters until adjournment, notwithstanding the withdrawal of enough Members that results in less than a quorum.

In the absence of a quorum at the opening of a meeting of Members, such meeting may be adjourned from time to time without notice, other than announcement at the meeting, until a quorum shall be present or represented, by a vote of the majority of the votes present in person or proxy; and at any adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the original meeting.

In accordance with Section 55A-7-22 of the North Carolina General Statutes, unless one-third or more of the votes entitled to be cast in the election of directors or trustees are represented in person or by proxy, the only matters that may be voted upon at an annual or regular meeting of Members are those matters listed in Section 3.11 (a) through (k) below that are described in the meeting notice.

3.8. Proxies.

Except for the election of Directors and Trustees for which the use of proxies is **not** permitted, votes may be cast at all meetings of Members either in person or by one or more agents authorized by a written proxy signed and notarized by the Member. An appointment of a proxy is effective when received by the General Secretary or other officer or agent authorized to tabulate votes. An appointment is valid for the purpose expressly provided in the appointment form. A proxy may be revoked by the person appointing the proxy as follows:

- (a) Attending any meeting and voting in person; or
- (b) Signing and delivering to the General Secretary or other officer or agent authorized to tabulate proxy votes either a written note stating that the appointment of the proxy is revoked or a subsequent conflicting appointment form.

3.9. Voting Rights.

Each Member shall be entitled to one (1) vote. In all elections for Directors and Trustees, each Member shall be entitled to vote on a non-cumulative voting basis and the candidates receiving the highest number of votes for the offices to be held shall be deemed to be elected. In no event may the vote of a Member be split or cast in any manner other than as a whole.

3.10. Presiding Officer.

The President of the Society, or in the absence of the President, the Vice-President, shall preside at all meetings of the Members. The General Secretary of the Society, or in the absence of the General Secretary, the Assistant General Secretary, shall act as the secretary of the meeting. In the absence of the General Secretary and the Assistant General Secretary, the presiding officer shall designate some other person to act as the secretary of the meeting. In the absence of both the President and Vice-President, the remaining Board Members present at the meeting shall elect a Presiding Officer for such meeting.

If the meeting is called by 10% of the members, the Members present shall elect the Presiding Officer from among General Secretary, President, Vice-president, or BOT Chair.

3.11. Order of Business.

The order of business at the annual meeting and at any regular or special meeting of the Members generally should be as follows:

- a) The calling of the meeting to order;
- b) The calling of the roll;
- c) The announcement by the Presiding Officer of the purposes of the meeting and of the nature of the business to be conducted;
- d) The reading and approval of the minutes of any former meeting of the Members if such minutes have not been previously read and approved;
- e) The presentation of the Society's fiscal report by the Society's Treasurer;
- f) The announcement of the election of Directors and the Trustees;
- g) The report of activities of the past year including the announcement of the results of the election held and recommendations for the following year by the President;
- h) The presentation of and action, if required, upon reports of officers and committees;
- i) The unfinished business;
- j) Other new business; and
- k) Adjournment.

3.12. Required Votes.

The vote on any matter of a majority of the votes of the Members present or represented by a valid proxy at a meeting of Members shall be the act of the Members on that matter, unless the vote of a greater number is required by these Bylaws or by law.

3.13. Actions Without Meeting.

Any action that may be taken at a meeting of the Members may be taken without a meeting if such action is authorized in writing setting forth the action taken which is signed by all Members entitled to vote upon such action at a meeting and such consent is filed with the General Secretary of the Society to be kept as part of the Society's records.

3.14. Action by Written Ballot.

(a) Without regard to the requirements of Section 3.13 above or N.C.G.S. § 55A-7-04, and in lieu of any annual, regular or special meeting, any action that may be taken at any annual, regular, or special meeting of Members may be taken without a meeting if the Society delivers a written ballot to every Member entitled to vote on the matter, and:

(b) The written ballot shall (i) set forth each proposed action, and (ii) provide an opportunity to vote for or against each proposed action.

(c) Approval by written ballot pursuant to this Section shall be valid only when the number of votes cast by ballot equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the same total number of votes were cast.

(d) All solicitations for votes by written ballot shall indicate the time by which a ballot shall be received by the Society in order to be counted.

(e) A written ballot must be signed by the Member and a ballot shall not be revoked.

(f) A written ballot shall be considered to have been properly delivered to a Member upon hand delivery to said Member or upon depositing said ballot within the exclusive custody of the U.S. Mail using Member's address as reflected in the Society's records.

3.15. Adjournments.

Any meeting of the Members, whether or not a quorum is present, may be adjourned by the vote of a majority of the Members present or represented by a valid proxy at the meeting to reconvene at a specified time or place. It shall not be necessary to give any notice of the reconvened meeting or of the business to be transacted, if the time and place of the reconvened meeting are announced at the meeting, which was adjourned. At any such reconvened meeting at which a quorum is represented or present, any business may be transacted which could have been transacted at the meeting which was adjourned.

ARTICLE 4

BOARD OF DIRECTORS (BOD) AND BOARD OF TRUSTEES (BOT)

The affairs of the Society are managed by the Board of Directors (BOD) and the Board of Trustees (BOT) as per specified division of roles and responsibilities in the sections below. Each of the Directors and the Trustees shall serve for the best interests of the Society and faithfully execute his/her role as specified in these Bylaws and according to the following duties:

- In good faith; and
- In a manner the Director or Trustee reasonably believes to be in the best interests of the Society.

4.1. General Authority of the Board of Directors and the Board of Trustees.

The property, business, and the day to day affairs of the Society shall be managed by the Board of Directors (BOD). The Board of Trustees (BOT) is entrusted to lead the Society in meeting its long-range goals, including vision, campus development, and long-term financial stability. Section 4.9 describes the roles and responsibilities of the Trustees in detail. Any matter, including amendments to the Bylaws or Articles of Incorporation, that requires Members' approval, shall be initiated by both BOD and BOT with majority of eligible votes in separate meetings.

4.2. Number, Term of Office and Qualifications of Directors

The number of Directors of the Board of Directors shall be nine (9). In all events, the number of Directors shall be an odd number.

Directors shall be elected by the Members through a ballot sent to and returned by the Members as described in this Article 4.

Each Director shall hold office for three (3) years or until his/her death, resignation, removal or disqualification or until his/her successor is elected and qualifies to begin the term.

The term of the office for Directors begins on January 1 following announcement of the election

results by Election Committee at the Annual Meeting held in December of the previous year, and expires on December 31 of the third year of said term. Each Director shall be required to be a Member of the Society during his/her term of office and for at least the three (3) consecutive full calendar years immediately prior to the beginning of such Director's term of office. A Director's primary residence shall be within a one (1) hour drive of the Society's principal office. A Director shall not have any criminal conviction other than minor traffic incidents such as speeding tickets and parking tickets.

A Member may not simultaneously serve on both the BOD and the BOT. No Director may serve consecutive terms on the BOD.

The terms of the office of the Directors shall be staggered so that one-third (1/3) of the Directors are elected each year.

The spouse of any Director or Trustee cannot simultaneously serve as a Director or Trustee. A Director or Trustee cannot serve as a chair person of any committee of the Society.

4.3. Nomination.

Nominations for election to the Board of Directors and Elected Board of Trustees shall be solicited by the Election Committee. Every year before the 15th day of September, the Election Committee shall notify the Members of the number of vacancies in the Board of Directors and Elected Board of Trustees and seek nominations. To be considered, a nomination must be received by the Election Committee, in the manner required by the Election Committee, before 5:00 p.m. on October 1.

4.4. Election of Directors and of Elected Trustees.

Ballots for election to the BOD and BOT shall be provided to and returned by Members according to the deadlines and procedure provided in the Society's Policy and Procedure Manual, as amended from time to time according to Section 7.4(e) below. Except as otherwise provided in this Article 4, if there are more nominations than open positions for the BOD or BOT, the Directors/Trustees shall be elected by the Members in a ballot sent to and returned by Members as described herein. Those persons who receive the highest number of votes shall be deemed to have been elected. If the number of nominations is less than or equal to the number of open positions, the nominees shall be accepted as elected and so announced at the general body meeting. Cumulative voting is not permitted. If any position remains vacant due to less number of nominations than open positions, those positions shall be filled by starting a new nomination process as per Section 4.7 below. Ballots shall be counted by the first Saturday of December. All ballots received on or before the closing day shall be counted.

4.5. Removal of Directors and Elected Trustees.

Any Director or Elected Trustee may be removed at any time for reason of misconduct, violation of these Bylaws, or unethical behavior. A Director or Elected Trustee may be removed by 2/3rd majority of eligible votes of the Board of Directors and Board of Trustees. Any Director or Elected Trustee may be removed also by one-third or more of the member votes entitled to be cast at a membership meeting. A Director or Elected Trustee may be removed by the Members by ballot, if permissible under Chapter 55A of the North Carolina General Statutes, or at a meeting called for the purpose of removing the Director or Elected Trustee and the meeting notice shall state that the purpose, or one of the purposes, of the meeting is removal of the Director or Elected Trustee. If any Director or Elected Trustee is so removed, a new Director or

Trustee may be elected as per Section 4.4. Notwithstanding the foregoing, any Director elected after the effective date of these Bylaws who has missed, without the approval of the Board of Directors, three (3) or more consecutive meetings of the Board of Directors may be removed by majority vote of the remaining Directors. Notwithstanding the foregoing, any Elected Trustee elected after the effective date of these Bylaws who has missed, without the approval of the Board of Trustees, three (3) or more consecutive meetings of the Board of Trustees may be removed by majority vote of the remaining Trustees.

4.6. Election Process.

The entire election process is described in detail in a chapter of the Society's Policy and Procedure Manual, as amended from time to time according to Section 7.4(e) below. The Election Committee shall implement the recommendations as specified in that chapter of the manual.

4.7. Vacancies

Any vacancy occurring in the Board of Directors (caused by death, resignation, removal or otherwise) shall be filled in accordance with this Article 4 of these Bylaws. Within thirty (30) days, the vacancy shall be published to seek nominations. The Members may then elect a Director to fill any vacancy occurring in the Board of Directors (caused by death, resignation, removal or otherwise) pursuant to Section 4.4 above and such Director shall serve for the unexpired term of his/her predecessor in office.

4.8. Compensation.

No Director or Trustee shall receive compensation for any service he/she may render to the Society. With the approval of the Board of Directors, any Director or Trustee may be reimbursed for actual expenses incurred in the performance of his/her duties.

4.9. Selection, Roles and Responsibilities of the Board of Trustees.

4.9.1. Authority of Board of Trustees:

The Board of Trustees shall focus on the following long-term property and affairs of the Society.

- a) Continually improve the financial stability of the Society;
- b) Enhance the image of the Society in the community at large;
- c) Establish a long-range vision for the Society;
- d) Review, suggest and approve each fiscal year's budget prepared by the Board of Directors within the time specifications as described in the Society's Policy and Procedure Manual. Until the official budget is presented by the BOD, the Board of Trustees may approve the provisional operational budget as indicated in the HSNC Policy and Procedure Manual.
- e) Review and approve changes if more than 10% of the overall Budget;
- f) Review and approve expenditure not included in the Budget if more than 5% of the overall Budget;
- g) Establish minimum fund-raising requirements before the commencement of, the acquisition of, or the construction of a real estate project. (It is recommended that such

requirement be at least 50% of the estimated cost of the project).

- h) Review and approve real estate asset acquisitions
- i) In conjunction with the Board of Directors, establish changes to the number of Trustees, any required minimum annual contribution to be made by a Donor Trustee during his/her term of office, and the Eligible Contribution requirement to be met by a Member to be eligible as a Donor Trustee. However, an increase in any contribution requirement shall not apply to Donor Trustees serving prior to enactment of such increase.

4.9.2. Number of Trustees.

The number of Trustees of the Board of Trustees shall be nine (9), of which six (6) shall be Donor Trustees (as hereinafter defined) and three (3) shall be Elected Trustees (as hereinafter defined). The number of Trustees may be changed from time to time as provided in this Article. The Founder Trustee (as hereinafter defined) shall serve as one of the Donor Trustees but shall not be required to pay the minimum annual contribution. The President of the Board of Directors shall represent the BOD and actively participate at Board of Trustees meetings but shall only cast a vote at a Board of Trustees meeting in the event that the vote is necessary to break a tie in the voting of the BOT. In case of the President's absence, the Vice-President shall represent the Board of Directors as acting President with same level of authority at BOT meetings.

The Board of Trustees will review the functioning of the Board of Trustees every alternate year and will recommend desired adjustments to the number of Trustees to accommodate the number of individuals eligible as willing to serve as Donor Trustees. At the same time, the Board of Trustees may recommend changes in the contribution requirements for a Donor Trustee to maintain a reasonable number of Donor Trustees and to account for the effects of inflation. It is required that a ratio of two Donor Trustees to one Elected Trustee be maintained. Accordingly, if the number of Donor Trustees is increased by two, then the number of Elected Trustees should be increased by one. Any changes to the number of Trustees, any required minimum annual contribution to be made by a Donor Trustee during his/her term of office, and the Eligible Contribution requirement to be met by a Member to be eligible as a Donor Trustee shall require the approval of both the Board of Directors and the Board of Trustees.

4.9.3. Types of Trustees.

The Board of Trustees shall be composed of Donor Trustees and Elected Trustees. The Founder Trustee shall serve as one of the Donor Trustees during their lifetimes unless they resign or are removed as provided in this Article or as provided by law.

- a) "Elected Trustees" are elected by the Members as hereinafter provided.
- b) "Donor Trustees" are selected by the Board of Trustees, and approved by the Board of Directors as hereinafter provided.
- c) "Founder Trustees" are designated for their significant voluntary services and profound impact to the Society. The Founder Trustees shall have only one (1) vote on the Board of Trustees. Upon the Founder Trustees' death, removal or resignation, the Founder Trustee position shall be treated as a standard Donor Trustee.

4.9.4. Term of Office.

Each Trustee other than a Founder Trustee shall hold office for four (4) years or until his/her death, resignation, retirement, removal or disqualification or until his/her successor is elected and qualified. The term of office for Trustees other than the Founder Trustee begins on January 1 following their election.

The Founder Trustee shall serve as Trustee in accordance with this Section 4.9 during their lifetimes or until they resign or until they are removed as provided in this Article or as provided by law.

For the Board of Directors and the Board of Trustees to function as independent bodies, a Trustee, or spouse thereof, cannot at the same time serve as a Director, Advisor to the Board of Directors, or as a Chairperson of any committee. This rule also applies to a Director, and spouse thereof, who cannot at the same time serve as a Trustee, Advisor to the Trustees, or as a chairperson of a committee.

4.9.5. Qualifications.

a) General Qualifications:

Each Trustee shall be required to be an active voting Member of the Society at all times during his/her term of office and for at least the five (5) consecutive full calendar years immediately prior to the beginning of such Trustees term of office. A trustee shall not have any criminal history or other convictions against him/her.

b) Additional Qualifications for Elected Trustee:

Each Elected Trustee shall be required to have served at least one (1) full term as a Director. Each Elected Trustee's primary residence must be within an hour drive of the Society's primary office. No Elected Trustee shall serve consecutive terms.

c) Additional Qualifications for Donor Trustee:

A Member is eligible for election and service as a Donor Trustee for one term when his/her Eligible Contribution amount to the Society meets or exceeds the minimum Eligible Contribution (currently recommended at a cumulative contribution of \$40,000) by the time of their nomination for election. In addition, each Donor Trustee must commit to satisfy the minimum Annual trusteeship dues for Donor Trustees each year during his/her term of office. Failure to satisfy such Annual trusteeship dues amount may be grounds for removal of the Donor Trustee from office.

A Member's Eligible Contribution amount consists of all contributions to the Society made by the Member and/or such Member's spouse. For eligibility of a Member to serve an additional term as a Donor Trustee, such Member's Eligible Contribution amount is calculated by deducting the minimum Eligible Contribution amount, from the total contributions for each term the Trustee has served as a Donor Trustee. Any contribution made by such Member and/or such Member's spouse to the Society after this reduction shall count towards eligibility for election to an additional term as Donor Trustee.

d) Eligibility and Contributions.

The Board of Directors in conjunction with the Board of Trustees, by majority of eligible votes in separate meetings, shall establish or change the minimum Eligible Contribution amount from time to time to maintain a reasonable number of Donor Trustees and to account for the effects of inflation. It is recommended that the initial

minimum Eligible Contribution amount be \$40,000, and that the minimum Annual trusteeship dues shall be \$5,000. The minimum Annual trusteeship dues is not applicable to the Elected or Founder Trustees. The annual trusteeship dues amount is separate from any general donation given by a donor trustee.

Any change in contribution requirements shall apply only to Donor Trustees elected after any such change becomes effective. With the Member's consent, the contributions made by such Member may count as the contribution made by his/her spouse, but such contributions may not be counted more than one time. All contributions to the Society are nonrefundable.

4.9.6.Nomination.

Nominations for selection of Donor Trustees to the Board of Trustees shall be made by the Board of Trustees, by November 30th on the basis of cumulative donation made till November 15th.

For Nominations for Elected Trustees, see section 4.3.

4.9.7.Election of Trustees.

Donor Trustees shall be selected by the Board of Trustees at their December meeting in years when such vacancies arise. Individual Members shall be elected as Donor Trustees based upon their Lifetime Contributions and Eligible Contributions. Those individuals having the highest amounts of Lifetime Contributions and Eligible Contributions shall be considered and invited unless the Board of Trustees finds that substantial reasons exist for not selecting a particular individual. Such reasons could include, but are not limited to, fraudulent conduct, gross abuse of authority or discretion concerning the Society, or that not electing such individual otherwise would be in the best interests of the Society. Dr. G.D. Sharma and Saroj Sharma are designated as the Founder Trustee in honor of founding the Society and their lifetime services and profound impact to the Society. The Founder Trustee shall have one (1) vote on the Board of Trustees.

For election of Elected Trustees, see section 4.4.

4.9.8.Removal

At the request of a majority of the remaining Trustees on the Board of Trustees, a Donor Trustee may be removed at any time, with or without cause, by the vote of two-thirds (2/3rd) of eligible votes of Board of Trustees at a meeting called for the purpose of removing the Donor Trustee and the meeting notice shall state that the purpose, or one of the purposes, of the meeting is removal of the Donor Trustee. If any Donor Trustee is so removed, a new Donor Trustee may be elected at the same meeting by majority vote of those remaining eligible to vote, and said newly elected Donor Trustee shall complete the removed Donor Trustee's term.

The Founder Trustee can be removed by an amendment to these Bylaws or by approval of 2/3rd majority of eligible votes of Trustees when the person is unable to regularly participate in the meetings and is not capable of discharging his/her duties.

Notwithstanding the foregoing, any Trustee other than the Founder Trustee who has missed, without the approval of the Board of Trustees, three (3) or more consecutive meetings of the Board of Trustees or who has failed to fulfill his/her Annual Contribution within the time required may be removed by a two-thirds majority of the remaining

Trustees.

For Removal of Elected Trustee, see Section 4.5.

4.9.9. Vacancies.

Any vacancy occurring in the Board of Trustees, whether caused by death, resignation, or removal, before expiration of the term, shall be filled in accordance with this Article 4 of these Bylaws. Within thirty (30) days, the vacancy shall be published to seek nominations. The Elected Trustee to fill a vacancy shall serve for the remaining unexpired term of the Trustee rather than a new four (4) year term. The Donor Trustee selected to fill a vacancy shall serve a new four (4) year term.

4.9.10. BOT Chair Person, Co-Chair Person and BOT Secretary

The BOT shall elect a chairperson and co-chairperson to manage its affairs. The chairperson and co-chairperson must be a Trustee. The BOT secretary shall be appointed by the BOT, who shall not be a Trustee. The BOT secretary must have been a member of the Society for a minimum of three (3) years by December 31 of the year before the appointment. Only Trustees that have served at least one (1) year shall be eligible to assume the position of chairperson or co-chairperson.

Election of the chairperson, co-chairperson and appointment of the BOT secretary for the upcoming year, shall be completed at least one week before the end of the year. The Term for the chairperson, co-chairperson, and secretary is one year, i.e. from January 1st to December 31st of the year. The chairperson, co-chairperson, or secretary can serve a maximum of 2 consecutive 1-year terms. If the BOT chairperson is a Donor Trustee, then the co-chair person shall be an Elected Trustee and vice versa.

Any vacancy in the position of Chair, Co-Chair or Secretary shall be filled by following the same process as for electing the person for the respective position.

The BOT chair shall preside over the BOT meetings and participate in Board of Directors meetings as a BOT representative, but the BOT chair shall not have a vote on the BOD except in the event of a tie in the vote of the BOD. The BOT Chair shall communicate and execute the decisions of the BOT that are in line with the specified roles and responsibilities of the BOT. The co-chair shall serve as chair in the absence of the chair.

The BOT secretary shall organize the meetings as per guidance from the chair and take meeting notes. The secretary shall communicate all meeting notifications and minutes to Board of Directors and Society's General Secretary.

ARTICLE 5

MEETINGS OF BOARD OF DIRECTORS AND BOARD OF TRUSTEES

5.1. Place of Meetings.

All meetings of the Boards of Directors and Trustees shall be held at the principal office or at a designated place as agreed upon by a majority of the respective Boards.

5.2. Regular Meetings.

A regular meeting of the Board of Directors and of the Board of Trustees shall be held immediately after or within a very short period of the annual meeting of the Members. In

addition, the Board of Directors and the Board of Trustees shall hold regular meetings at least once per month at pre-determined dates, times and location. Additionally, the Board of Directors and the Board of Trustees may provide, by resolution, the time and place for the holding of additional regular meetings.

5.3. Special Meetings.

Special meetings of the Board of Directors may be called by or at the request of the President, or any four (4) Directors, or as required by law. Special meetings of the Board of Trustees may be called by or at the request of the Chair of the Trustees, or any four (4) Trustees or as required by law. Such a meeting of the BOT or BOD may be held as fixed by the person or persons calling the meeting, provided said person or persons take reasonable efforts to accommodate the schedules of other Directors and Trustees. The person or persons calling a special meeting of the Board of Directors or Board of Trustees shall notify the intent at least ten (10) days before the meeting by usual means of communication. However, requirement of ten (10) days can be shortened by majority of eligible Directors or Trustees for respective meeting. Such notice shall specify the purpose for which the meeting is called, and shall specify the date, time and location of said Special Meeting.

5.4. Joint Meeting of Trustees and Directors.

Joint meetings of the Board of Directors and Board of Trustees may be conducted as needed. Such joint meeting can be called by the BOD President or BOT Chair or four (4) Directors, or four (4) Trustees. Majority members of each of the two boards at the beginning of the meeting shall constitute the quorum. The person calling the meeting shall preside or nominate the presiding officer. The General Secretary or, if the General Secretary is unavailable, the Assistant General Secretary of the Society shall act as the secretary for the meeting. In case of absence of General Secretary and Assistant General Secretary of the Society, a person appointed by the presiding officer shall act as the secretary for the meeting. The person or persons calling a joint meeting of the Board of Directors and Board of Trustees shall notify the intent at least ten (10) days before the meeting by usual means of communication. However, requirement of ten (10) days can be shortened by majority of eligible Directors and Trustees.

5.5. Notice of Meetings.

Regular meetings of the Boards of Directors and Trustees may be held without notice. Notice of Special or Joint Meetings shall be as described in Section 5.3 or 5.4 above.

5.6. Waiver of Notice.

Any Director or Trustee may waive notice of any meeting. The attendance by a Director or Trustee at a meeting shall constitute a waiver of notice of such meeting, except where a Director or Trustee attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

5.7. Quorum.

A majority of the number of Directors or Trustees, fixed by these Bylaws, present at the beginning of the respective meeting shall constitute the quorum. The Directors or Trustees present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough Directors or Trustees to leave resulting in less than a

quorum.

In the absence of a quorum at the opening of any meeting of the Board of Directors or Board of Trustees, such meeting may be adjourned from time to time without notice, other than announcement at the meeting, until a quorum shall be present or represented, by a vote of the majority of the Directors or Trustees, respectively, present; and at any adjourned meeting at which a quorum is present, any business may be transacted which might have been transacted at the original meeting.

5.8. Manner of Acting.

Except as otherwise provided in these Bylaws, the act of the majority of the Directors/Trustees present at a meeting at which a quorum is present at the beginning of such meeting shall be the act of the Board of Directors or the Board of Trustees. Any one or more Directors/Trustees, unable to participate in person due to a special reason, may participate in a respective meeting of the Directors/Trustees by means of a conference call (using telephone or other communications device) that allows all persons participating in the meeting to hear each other. Participation of an individual by this means, for which the intent has been expressed ahead of time, shall be deemed as presence of the person at the meeting. Any resolution requiring 2/3rd majority of eligible votes, may be handled electronically if needed.

5.9. Presumption of Assent.

A Director/Trustee who is present at a meeting of the Board of Directors or Board of Trustees at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his/her contrary vote is announced at said meeting.

Any earlier resolution or decision by the BOD or the BOT can be reversed by the vote of at least 2/3rd of votes of Directors or Trustees present with a quorum at a subsequent meeting of the same board or by 2/3rd majority decision by eligible BOD and BOT in a joint meeting. If a resolution was approved by both the BODs and the BOTs in separate meetings, then it can only be reversed when 2/3rd majority votes of the BODs and the BOTs vote to reverse it in separate meetings.

5.10. Informal Action by Directors/Trustees.

The Board of Directors or the Board of Trustees shall have the right to take any action in the absence of a meeting, which they could take at a duly held meeting, by obtaining the written consent of majority, unless a higher threshold is specified elsewhere in Bylaws, of the Directors or the Trustees to the action. Any action so approved shall be filed in the corporate books and records and shall have the same effect as though taken at a meeting of the Directors or the Trustees.

5.11. Special Advisors.

Two special advisors shall be appointed by the Board of Directors to advise the Board of Directors. First, an Administrative Advisor shall advise the Board of Directors on legal, corporate governance and other matters of importance arising from time to time. Second, a Religious Advisor shall provide advice and assistance in the conduct of religious ceremonies and activities. Each special advisor shall serve for a term of one (1) year, which may be extended up to a maximum of three (3) consecutive terms.

5.12. Committees of the Board of Directors/Trustees.

The Board of Directors and the Board of Trustees may appoint such committees as described in Article 7. The designation of any committee and the delegation thereto of authority shall not operate to relieve the Board of Directors or Board of Trustees of any responsibility or liability imposed upon them by law.

5.13. Conflict of Interest.

No Director or Trustee shall vote on any matter with which said Director or Trustee has a conflict of interest. In the event of a conflict, the Director or Trustee shall voluntarily recuse himself or herself from the vote. If a Director or Trustee with a conflict of interest does not voluntarily recuse himself or herself, then the Director or Trustee may be prevented from voting on the matter by a majority vote of the remaining Directors or Trustees, as the case may be, eligible to vote on the matter.

ARTICLE 6 OFFICERS AND THEIR DUTIES

6.1. Officers

The officers of the Society shall consist of a President and a Vice President, who shall be Directors; a General Secretary and Treasurer, who shall not be Directors; a Chairperson and Co-chairperson of the Board of Trustees, who shall be Trustees; a Secretary of the Board of Trustees, who shall not be a Trustee. An Assistant General Secretary and an Assistant Treasurer, may serve as officer and shall not be Directors. Furthermore, consistent with Section 6.10, the BOD may appoint by majority vote of those Directors eligible to vote such other officers which as the BOD deems advisable. All officers shall be Members of the Society.

6.2. Election, Term and Qualification.

The President and Vice-President shall be elected by the Board of Directors each year at least one week prior to the beginning of new terms. The election shall be by a majority vote of those Directors who will be eligible to vote as of the first date of the new terms. The President and Vice President must have served on the Board of Directors for at least 1 year prior to being elected to serve as President or Vice President, In the event no eligible candidate is available for such role, this requirement shall not be binding.

General Secretary and Treasurer shall be appointed by the BOD. Assistant General Secretary and Assistant Treasurer may be appointed by the BOD if needed. General Secretary, Assistant General Secretary, Treasurer, and Assistant Treasurer must have been a member of the Society for a minimum of two (2) years immediately prior to the beginning of such term of office.

Each officer shall serve a 1-year term, beginning on January 1 and ending on December 31, unless he/she is unable to do so because of death, resignation, removal or otherwise.

6.3. Resignation and Removal.

Any officer may resign at any time by giving written notice to the Board of Directors, the President or the General Secretary. Additionally, the BOT Chair Person, Co-Chair Person or BOT Secretary may resign at any time by giving written notice to the Board of Trustees, the BOT Chair or General Secretary of the Society. Such resignations shall take effect on the date of

receipt of such notice or at any later time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Any change in leadership of an elected officer or of the BOT Chairperson, Co-Chairperson or BOT Secretary can be implemented with the vote of the 2/3rd majority of eligible votes of the Directors or the Trustees, as applicable, at a special meeting of the BOD or BOT.

6.4. Bonds.

The Directors and Trustees may require an officer, agent, or employee of the Society to give bond to the Society, with sufficient sureties, conditioned on the faithful performance of the duties of his/her respective office or position, and to comply with such other conditions as may from time to time be required by the Boards. The Society shall pay any premium in connection with any bond it requires of an officer. The Directors and Trustees may approve the payment of the premiums by the Society for any other type of bond it requires for its operation.

6.5. President.

The President shall be the principal executive officer of the Society and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the Society. The president shall bring the resolutions passed by the Board of Trustees to the attention of Board of Directors for appropriate execution. The President shall, when present, preside at all meetings of the Board of Directors. The President shall sign, with the General Secretary, any deeds, leases, mortgages, promissory notes, bonds, contracts, or other instruments which the Board of Directors are authorized to execute, except in cases where the signing and execution thereof shall be delegated by the Board of Directors or these Bylaws to some other officer or agent of the Society. The President shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Board of Directors from time to time.

6.6. Vice-President.

In the absence of the President or in the event of the President's death, inability or refusal to act, the Vice-President, as authorized by the BOD, shall perform the duties of the President, and when so acting shall have all powers of and be subject to all restrictions applying to the President. The Vice-President shall perform duties as from time to time may be assigned to him by the President or Board of Directors.

6.7. General Secretary

The General Secretary shall: (a) keep the minutes of the meetings of Members, of Board of Directors and of all Committees in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the Society records and of the seal of the Society and see that the seal of the Society is affixed to all documents the execution of which on behalf of the Society under its seal is duly authorized; (d) keep a register of the post office address of each Member which shall be furnished to the General Secretary by such Member; (e) keep or cause to be kept a record of the Society's Members, giving names and addresses of all Members and the number of votes held by each, and prepare or cause to be prepared voting lists prior to each meeting of Members as required by law; and (f) in general perform all duties incident to the office of General Secretary and such other duties as from time to time may be assigned to the General Secretary by the President or by the Board of Directors.

6.8. Assistant General Secretary.

In the absence of the General Secretary or in the event of the General Secretary's death, inability or refusal to act, the Assistant General Secretary, unless otherwise objected to by the Board of Directors, shall perform the duties of the General Secretary, and when so acting shall have all the powers of and be subject to all the restrictions applying to the General Secretary. He/she shall perform such other duties as may be assigned by the General Secretary, by the President, or by the Board of Directors.

6.9. Treasurer

The Treasurer shall

- a) have charge and custody of and be responsible for all funds and securities of the Society; receive and give receipts for moneys due from and payable to the Society from any source whatsoever, and deposit all such moneys in the name of the Society in such depositories as shall be selected;
- b) require the additional signature of the President or Vice President on any check written in an amount over \$1,000;
- c) prepare, or cause to be prepared, a true statement of the Society assets and liabilities as of the close of each fiscal year;
- d) cause an annual audit of the Society books to be made by an independent certified public accountant at the completion of each fiscal year;
- e) issue, at the direction of the Board of Directors, certificates as to whether assessments on a specified Lot have been paid; and
- f) in general, perform all of the duties incident to the office of treasurer and such other duties as from time to time may be assigned to the Treasurer by the President or by the Board of Directors, or by these Bylaws.
- g) comply to any request for financial information from the Board of Trustees.
- h) not serve as chair of any committee.

6.10. Assistant Treasurer.

In the absence of the Treasurer or in the event of the Treasurer's death, inability or refusal to act, the Assistant Treasurer, unless otherwise decided differently by the Board of Directors, shall perform the duties of the Treasurer, and when so acting shall have all the powers of and be subject to all the restrictions applying to the Treasurer. He/she shall perform such other duties as may be assigned to them by the Treasurer, by the President, or by the Board of Directors.

6.11. Special Appointments

The Board of Directors may elect such other officers as the affairs of the Society may require, each of whom shall hold the office for such period, have such authority, and perform such duties, as the Board of Directors may, from time to time, determine.

6.12. Multiple Offices

Two or more offices may be held by the same person, but no officer may act in more than one capacity where the action of two or more officers is required.

6.13. Vacancies.

A vacancy in any office may be filled by appointment by the Board of Directors or Board of Trustees, as applicable. The officer appointed to such vacancy shall serve for the remainder of the term of the officer he/she replaces.

6.14. Compensation

Except as hereinafter provided, no officer or Director or Trustee shall receive compensation for any service he/she may render to the Society as an officer of the Society. With the prior approval of the Board of Directors, any officer may be reimbursed for actual expenses incurred in the performance of any assigned duties.

ARTICLE 7 COMMITTEES

This Article 7 specifies Committees' formation, operations and requirements. Members of any Committee must be members of the Society. The roles, responsibilities, and selection of members of Committees are described in the Society's Policy and Procedure Manual.

7.1. Executive Committee.

The Society shall have an Executive Committee composed of President, Vice President, General Secretary and Treasurer. Assistant General Secretary and Assistant Treasurer, if appointed shall be part of the Executive Committee. The Executive Committee shall be responsible for day to day operations and executing the policies of the Society. The Executive Committee shall report at each regular or special meeting of the Directors all actions that the Executive Committee may have taken on behalf of the Directors since the last regular or special meeting of the Directors. All such actions before implementation will need to be approved at the meeting of the Board of Directors.

The Executive Committee may override any decision of any BOD appointed committee by majority vote of the Executive Committee.

7.2. BOD Appointed and managed committees

The BOD forms and manages the following operational committees to assist with the execution of the BOD's responsibilities. Committees shall follow the exact purpose and mission of the Committee as documented in the Society's policy manual as amended from time to time. The BOD may appoint all or some of the following committees, which formation shall be made by the BOD at the regular BOD meeting in January, or as soon as practical, or as needed. When the BOD forms one of the following Committees, it shall appoint the chairperson of said Committee and, additionally, may appoint some or all of the remaining members of the Committee or may delegate the authority to appoint the remaining members to the chair person.

- a) Communication Committee
- b) Accounting and Finance committee
- c) Religious Committee
- d) Facility Usage Committee
- e) Facility Maintenance Committee

- f) Programs Committee
- g) Operational Fund-Raising Committee
- h) Hospitality Committee
- i) Youth Committee
- j) Senior Committee
- k) Human Resources Committee

7.3. BOT Appointed and managed committees

The BOT shall be responsible to form and manage the Committees mentioned below and may form additional committees as and when necessary. For the Committees managed by Board of Trustees, the Committee's chair or the Chairperson of the Board of Trustees or the Secretary of the Board of Trustees shall periodically update the Board of Directors and Board of Trustees of their progress. These Committees shall obtain approval from majority of the Board of Trustees and Board of Directors before implementing their plans. The chair for these Committees shall be appointed by the Trustees. The BOT may also appoint the other members of these Committees or, alternative, may delegate the authority to appoint other members of these Committees to the chair of the respective Committee.

- a) Long Range Planning Committee
- b) Capital Fund Raising Committee

7.4. Critical Committees appointed by BOD and BOT

Both the BOD and BOT shall jointly form the following Critical Committees as needed to manage the tasks specified. Critical Committee members shall be appointed as specified. All Critical Committees must have an odd number of members. The chair for each Critical Committee is elected by the members of the Committee, unless specified differently. For the stability of the Committees, each Critical Committee need not be dissolved every year. Critical Committees shall have some members replaced every year for staggering terms and to bring new ideas. No member can serve two consecutive terms in Critical Committees. Critical Committees shall follow the exact purpose and mission of the Committee as documented in the policy manual. All these Critical Committees shall report to BOD and BOT both. Each Critical Committee may have a liaison from the BOD and/or BOT if the BOD and/or BOT deems it appropriate. The BOD/BOT liaison may attend the Critical Committee meetings. The Committee chair or the Liaison shall report back to the respective board.

- a) Election Committee: The Election Committee is formed to manage all Society elections and referendums. The BOT shall nominate two members including the chair and the BOD shall nominate two members including the co-chair. One member shall be appointed by consensus of both BOD and BOT. It is important to keep the continuity of the committee with knowledgeable and experienced members, so members shall serve for a three (3) year term. At the implementation of these Bylaws, two (2) members from the previous year's committee shall be replaced in the first year, and the other two (2) shall continue to serve one more year, and one shall continue to serve for two (2) more years. This arrangement is to enable staggered appointment of one or two members annually with three-year term. Afterwards, terms for all members shall become 3 years after being appointed to the committee. The Election Committee is appointed before June 30 of the

year. If so budgeted, this Committee shall appoint an accounting or legal firm to assist with the election and handle mailing of ballots and counting of the votes. When 2 members are appointed, BOD and BOT each shall nominate one each. Whenever one member is appointed, both BOD and BOT must agree to nomination. Whenever any vacancy needs to be filled, whichever body nominated the outgoing member, shall nominate to fill the vacancy. In such case, the incoming member shall serve the remaining term of the outgoing member.

- b) **Grievance Committee:** The Grievance Committee shall consist of 5 members, which shall be formed by nominations from both the BOD and the BOT. It is important to keep the continuity of the committee with knowledgeable and experienced members, so members shall serve for a three (3) year term. At the implementation of Bylaws, two (2) members from the previous year's committee shall be replaced in the first year, other two (2) shall continue to serve one more year, and one shall continue to serve for two more years. This arrangement is to enable staggered appointment of one or two members annually with three-year term. Afterwards, terms for all members shall become 3 years after being appointed to the committee. Whenever 2 members are appointed, BOD and BOT each shall nominate one each. Whenever one member is appointed, both BOD and BOT must agree to nomination. Whenever any vacancy needs to be filled, whichever body nominated the outgoing member, shall nominate to fill the vacancy. In such case, the incoming member shall serve the remaining term of the outgoing member. Any grievances brought to the Grievance Committee shall be reported to both BOD and BOT within three (3) days. Grievance Committee shall provide their findings and recommendations to both BOD and BOT, and each BOD and BOT shall approve those by majority of eligible votes in separate meetings.
- c) **Membership Committee:** The Membership Committee shall consist of 5 members, each serving for 3-year terms, and shall be formed by nominations from the BOD and the BOT. Two members are appointed by the BOD, 2 members are appointed by the BOT and 1 is nominated by both BOD and BOT. At the implementation of these Bylaws, two (2) members from the previous year's committee shall be replaced in the first year, other two (2) shall continue to serve one more year, and one shall continue to serve for two more years. Whenever any vacancy needs to be filled, whichever body nominated the outgoing member, shall nominate to fill the vacancy. In such case, the incoming member shall serve the remaining term of the outgoing member.
- d) **Financial Audit Committee:** The Financial Audit Committee shall consist of at least three members to audit the Society's finances. One member is appointed by the BOT, and one member is appointed by the BOD. One member is appointed by agreement of the BOT and BOD. The committee must be appointed before November 30 every year. The BOT may arrange to have an external audit conducted as necessary. Financial Audit Committee shall provide their findings and recommendations to both BOD and BOT, and each BOD and BOT shall approve those by majority of eligible votes in separate meetings.
- e) **Policy and Procedures Manual Committee:** The Policy and Procedure Manual Committee shall consist of a minimum of 5 members, of which two are appointed by the BOT, two by the BOD, and one jointly by the BOD and BOT. The charge of the Committee shall be to prepare new or revise existing policies for better governance of society affairs. Any

new policy or changes in existing policies recommended by the Committee must be approved with simple majority by both the BOD and BOT in their respective meetings.

- f) Construction Projects Committee: After approval of a construction project by both the BOT majority and the BOD majority, the Construction Projects Committee of a minimum of 7 members, shall be appointed by the BOT majority and the BOD majority, preferably in a joint session. It is highly desired to have most members with construction and design experience in this committee.
- g) Constitution Committee: The Constitution Committee shall be nominated by both the BOD and the BOT whenever such is needed to consider and recommend potential changes to these Bylaws. the size and scope of the committee shall be decided by the majority decision of each Board in separate meetings. Half of the total count of members less one, shall be appointed by the BOD and same number of members shall be appointed by BOT. The remaining one member shall be appointed jointly by the two Boards. Constitution Committee shall provide their findings and recommendations to both BOD and BOT, and each BOD and BOT shall approve those by majority of eligible votes in separate meetings.

7.5. Other Committees.

The Board of Directors and Trustees, by resolution, may establish such other standing or special committees as it might deem advisable. The members, terms, and authority of such committees shall be as set forth in the resolutions establishing them. No committee shall have the power to take actions that are to be taken by Executive Committee or any of the above-described Critical Committees.

7.6. Meetings.

Regular and special meetings of any committee established pursuant to these Bylaws may be called and held subject to the same requirements with respect to time, place, and notice as are specified in these Bylaws for regular and special meetings of the Directors and the Trustees.

7.7. Quorum and Manner of Acting.

A majority of the members of any committee serving at the time of any meeting thereof shall constitute a quorum for the transaction of business at such meeting. The action of a majority of those committee members present at a committee meeting at which a quorum is present shall constitute the act of the committee.

7.8. Term of Office.

Members of any committee shall be appointed as provided in these Bylaws and shall hold office for the term as provided in these Bylaws or until their successors are appointed.

7.9. Resignation and Removal.

Any member of a committee may resign at any time by giving written notice of such member's intention to do so to the President or the General Secretary of the Society. Any member of a committee may be removed by the Board of Directors or Board of Trustees, whichever board nominated the member. Individuals removed from a committee but not in agreement by the decision of BOD or BOT, may opt to address their complaint with the Grievance Committee. Any change in committee chair position may be done by the majority of the committee members.

Any such individual may opt to address their concern with the Grievance Committee.

7.10. Vacancies.

Any vacancy occurring in a committee formed by the BOD resulting from any cause whatsoever shall be filled by the Board of Directors, or the BOD may delegate the authority to fill the vacancy to the relevant committee's chair.

Any vacancy occurring in a committee formed by BOT resulting from any cause whatsoever shall be filled by the Board of Trustees, or the BOT may delegate the authority to fill the vacancy to the relevant committee's chair.

Any vacancy occurring in a committee formed by the two Boards jointly resulting from any cause whatsoever may be filled as follows: If the vacancy was due to a member appointed by the BOD, it shall be filled by the BOD, and if it was due to a member appointed by the BOT, it shall be filled by the BOT, and if it was due to a member filled by the Boards jointly, it shall be filled by the Boards jointly.

7.11. Compensation.

No committee member shall receive compensation for any service he/she may render to the Society as a committee member of the Society. With the prior approval of the Board of Directors, any committee member may be reimbursed for actual expenses incurred in the performance of assigned duties.

ARTICLE 8

INDEMNIFICATION OF DIRECTORS, TRUSTEES AND OFFICERS

The Society shall indemnify the Directors, Trustees, officers and committee members of the Society and such other persons as approved by the Board of Directors and the Board of Trustees from time to time, for such expenses and liabilities, in such manner, under such circumstances, and to the fullest extent, as permitted by the North Carolina General Statutes, as now enacted or hereafter amended.

ARTICLE 9

FISCAL AND ASSETS MANAGEMENT

9.1. Depository.

The initial depository for the funds of the Society shall be designated by the Board of Directors and the Board of Trustees. The two Boards together may change such depository from time to time to another depository. Withdrawal of funds from such depository shall be by checks signed by the two (2) designated officers of the Society or any other persons authorized by the Board of Directors.

9.2. Fidelity Bonds.

Fidelity bonds may be maintained by the Society, in an amount determined by the Board of Directors and the Board of Trustees, covering each Director, Trustee, and officer of the Society, any employee or agent of the Society serving the tasks of the Society.

9.3. Payment Vouchers.

Payment vouchers shall be approved by the Board of Directors, provided that the Board of Directors may delegate such authority to any officer or managing agent of the Society.

9.4. Fiscal Year.

The fiscal year of the Society shall be from January 1 to December 31 of the same calendar year. Annual budget cycle shall be from April 1 to March 31 of the next year.

9.5. Income and Expense Management:

- a. All donations, including capital fund raising donations, Rental income, cash hundi collections, events and tickets sales receipts shall go into **HSNC Savings Account(s)** established to receive all incoming funds. No direct payments shall be made from the **HSNC Savings Account(s) to outside entities.**
- b. **HSNC Checking Account** shall have approximately up to three months of general expense amount to make payments.
- c. Treasurer, BOD president, and vice-president shall have signing authority for the **HSNC Checking Account.** BOT chair and BOD president shall have signing authority for the **HSNC Savings Account.**
- d. Funds from the **HSNC Savings Account** shall be released to the **HSNC Checking Account** for spending. These transfers based on the approved budget shall be initiated by the President and authorized by the BOT chair.
- e. Any funds above budgeted amount needed and requested by BOD shall be reviewed and approved by the Trustees before they are transferred to the checking account.
- f. No HSNC officer or committee member, except President, Vice-president, Treasurer or Assistant Treasurer, shall create any online payment system or create an account with online payment processing entities like bank, Paypal, Square, etc. to receive funds for HSNC. President, Treasurer and/or General Secretary shall be the keeper of the credentials for such accounts. No money shall be directly spent from the online payment processing accounts.

9.6. Assets and Contract Management

Besides liquid cash and Real Estate assets, Digital Assets like HSNC brand, web presence and communication channel to community members are also important assets of the Society. All these assets must be handled prudently in the best interest of HSNC.

Board of Directors manages these assets on regular basis. However, decisions about any assets related matters that can create a liability for the Society or have a long-term impact must be approved by the BOT as per the following specifics:

9.7.1.Changes to Society properties including Building and Devasthan (holding Murtis)

Any changes to Society properties including Building and Devasthan (Murtis) shall be approved by majority of each of the BOD and the BOT in separate meetings.

9.7.2.Real Estate Sale

Any real estate sale must be approved by 2/3rd majority of eligible votes of each of the BOD and the BOT in separate meetings.

9.7.3.Borrowing and Mortgage notes

Borrowing any loan amount must be approved by majority of eligible votes of the board of Directors and Board of Trustees, in separate meetings. Any borrowing that requires to put additional Society assets as collateral, must be approved by 2/3 majority of eligible votes of the board of Directors and Board of Trustees, in separate meetings.

9.7.4.Land or Building Leases longer than 24 months:

Any land or facility usage contracts longer than 24 months must be approved by 2/3rd majority of eligible votes of both BOD and BOT in separate meetings.

9.7.5.Service or Spending Contracts

Any Service or Spending contracts longer than 24 months year that creates financial binding for the society, and spending contracts above \$25K that is not part of the approved budget, shall be approved by the majority of both BOD and BOT in separate meetings.

9.7.6.Protection of Digital and Intangible Assets

Society Policy and Procedures manual shall have policy and procedures for the following objectives.

- Restrict Society name and Logo usage for society matters only.
- Restrict electronic communication for society matters only.
- Preserve information, and documents. Define criteria and process for allowing access to information and documents.

ARTICLE 10 MEMBERSHIP REGISTER

10.1. Closing of Register.

For the purposes of determining Members of the Society entitled to notice of or to vote at any meeting of Members or any adjournment thereof, or in order to make a determination of Members for any other purpose, the Board of Directors may provide that the membership register shall be closed for a stated period but not to exceed, in any case, twenty (20) days and, in case of a meeting of Members, not less than ten (10) days immediately preceding the date on which the particular action, requiring such determination of Members is to be taken.

10.2. Record Date.

In lieu of closing the membership register, the Board of Directors may fix in advance a date as the record date for any such determination of Members, such record date in any case to be not more than twenty (20) days and, in case of a meeting of Members, not less than ten (10) days immediately preceding the date on which the particular action, requiring such determination of Members is to be taken. If the membership register is not closed and no record date is fixed for the determination of Members entitled to notice of or to vote at a meeting of Members, the date on which notice of the meeting is mailed shall be the record date for such determination of Members.

10.3. Adjournment-Record Date.

When a determination of Members entitled to vote at any meeting of Members has been made as provided in this section, such determination shall apply to any adjournment thereof except where the determination has been made through the closing of the membership register and the stated period of closing has expired.

ARTICLE 11

GENERAL PROVISIONS

11.1. Books and Records.

The books, records and papers of the Society shall at all times, during reasonable business hours and following reasonable notice, be subject to inspection by any Member, or such Member's agent or attorney. The financial statements of the Society for the immediately preceding fiscal year shall be available for inspection by any Member at the principal office of the Society following reasonable notice, where copies may be purchased at a reasonable cost. However, except as required by law, the Society shall not be required to disclose to Members any documents that are subject to the work product doctrine, attorney-client privilege, or any other legal privilege.

11.2. Seal.

The seal of the Society shall consist of two concentric circles between which is the name of the Society and in the center of which is inscribed "Ohm Symbol".

11.3. Waiver of Notice

Whenever any notice is required to be given to any Member, employee or officer by law or by these Bylaws, a waiver thereof in writing signed by the person or persons entitled to such notice whether before or after the time stated therein, shall be equivalent to the giving of such notice.

11.4. Amendments.

These Bylaws may be amended by the Members entitled to vote thereon, in a written ballot mailed to and returned by Members, by two-thirds (2/3rds) of the votes cast or by a majority of the votes entitled to be cast on the amendment, whichever is less. However, the minimum total number of votes shall be no less than fifty-one (51%) percent of the total membership. Notwithstanding any other provision herein to the contrary, only Members (and not honorary members or inactive members) are entitled to notice and the right to vote on any matter concerning the Society, including but not limited to the amendment of these Bylaws.

11.5. Compliance with Statutes.

These Bylaws are set forth subject to the requirements of Chapter 55A of the North Carolina General Statutes, as amended, replaced and revised from time to time. In the event these Bylaws conflict with the provisions of said statute, it is hereby acknowledged and agreed that the provisions of such statutes shall control. These bylaws shall be binding on all the members including directors, trustees and the committee members of the society.

11.6. Policy and Procedure manual.

The Society shall maintain detailed record of policies and procedures in a Policy and Procedure Manual to provide guidance for the Society's operation. Any changes in the Policy and procedure manual can be made with approval by majority of each BOD and BOT eligible to vote and at separate meetings.

11.7. The Effective Date of these Bylaws

If these Bylaws are approved by the Members before December 31, 2017, then these Bylaws shall become effective as of January 1, 2018. Otherwise the effective date of these Bylaws is on the day after the Bylaws are approved.

11.8. Transition from 7 to 9 directors serving 3-year term.

The Society shall implement the following election schedule to allow for the transition to 9 positions with 3-year terms in Board of Directors.

- a) Within 30 days of the approval of these Bylaws, the election process shall be started for 2 directors for 3-year terms each. That shall result in the total number of directors being the required 9.
- b) The 4 directors being elected in 2017, to start the term in January 2018, shall serve 2-year terms because elections are being held before approval of these Bylaws.
- c) As of the time immediately prior to the adoption of these Bylaws, the term of 3 directors is ending by 31st December 2018, so in January 2019, 3 directors shall start 3-year terms.
- d) As of the time immediately prior to the adoption of these Bylaws, the term of 4 directors is ending in December 2019, out of those 3 positions shall be filled by election in 2019, to start 3-year term in January 2020. One director shall be elected in 2019 to serve 1-year term in January 2020.
- e) 3 directors shall be elected in 2020, to start 3-year term in January 2021. That shall bring proper cycle of electing 3 new directors for 3-year term, every year, as required by these Bylaws.

The Hindu Society of North Carolina

309 Aviation Parkway, Morrisville, NC 27560



The Policy and Procedures Manual

(December 6, 2019)

Part VII

Appendix (Forms)

*Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,
sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.*

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

**May God help us purify our ways and lead us on to
path of virtue!**



***Aum agne naye supathaa raaye asmaan vishvaani deva
vayunaani vidwaan, yuyodhyasa majjuhuraana meno
bhuuyishthaam tay nama uktim vidhema***

(YV, IV, 16)

***O Divine Agni, Self-refulgent God, please lead us on the path of
virtue for the acquirement of physical and spiritual wealth as
Thou knowest all the procedures of works and wisdom
underlying therein. Please remove the sinful acts from us which
make us stray so that we may remain ever uttering Thy praise in
various ways!***

Part VII. Appendix (Forms)

- A1. Election. Nomination form for BOD and BOT positions
- A2. Election. Oath of confidentiality by the election committee members
- A3. Election. Candidate withdrawal form
- A4. Election. Orientation of and oath by the candidates
- A5. Election. Items for election package to the Society membership
- A6. Election. Letter and ballots for voting to membership
- A7. Blank
- A8. Facility Usage. Policy
- A9. Facility Usage. Form and contract
- A10. Facility Usage. Facility hold request form
- A11. Facility Usage. LC use lease agreement form and contract
- A12. Facility Usage. Affidavit for covering usage liability
- A13. Facility Usage. Request for holding special or new event
- A14. Facility Usage. Request for holding religious program
- A15. Facility Usage. Event summary and accounting log.xlsx
- A15a. Facility Usage. Event summary and accounting example (Holi, 2012).pdf
- A16. Senior Club scheduled programs
- A17. Payment voucher
- A18. Grievance. Form to be submitted by the plaintiff
- A19. Grievance. Oath of confidentiality by the grievance committee members
- A20. Donation. Automatic donation draft form
- A21. Donation. LC Donor Wall donation plate form
- A22. Membership. Application for HSNC membership
- A23. Blank
- A24. Blank
- A25. Society Assets Protection Agreement form and contract
- A26. Year-end transfer of assets to new administration
- A27. Governance. Sequential record of actions by the BOD and BOT
- A27a. Governance. Example of record of action by BOD
- A27b. Governance. Example of record of action by BOT

HINDU SOCIETY OF NORTH CAROLINA (HSNC)

A1. NOMINATION FORM FOR BOD (20xx-20xx) and BOT (20xx-20xx) POSITIONS

Date: _____

I, Mr./Mrs./Ms. _____ is contesting for a position of BOD/Elected BOT of Hindu Society of North Carolina for the years 20xx-20xx.

I agree to abide by the conditions and procedures of the election process 2019 (*include latest*). As per the requirements, my bio-data (200 words max), my photo (2"x 2") and proof of residential address are included with the signed nomination form.

I also authorize _____

for providing and receiving information on my behalf. (Write N/A or provide name, telephone, e-mail address of the authorized person)

Nominee Information: (Please see note below for qualifications of nominee)

Name: _____

Address: _____ City _____ ZIP _____

Telephone: _____

Email address: _____

I hereby certify that I have read and understand the content of HSNC constitution/ by laws, and Election Process 2019 (*include latest*) and will abide by the HSNC constitution/by-laws and Election process 2019. **Per the requirement of HSNC constitution Section 4.2, I hereby acknowledge that I do not have any criminal conviction on my record.**

Signature: _____

Please send your completed nomination form and bio-data **by email only** at the address below so as to reach the addressee **before 5:00 PM on October 01, 20xx.**

The Chairperson – Election Committee: 20xxelectionchair@hsnconline.org

Election Process 2019 (*include Latest*), approved by the BOD/BOT and Sample Nomination Form and Sample Bio-data is available at www.hsnconline.org

For questions, contact any election committee member:

xxxx (Chairperson)

919-xxx-xxxx

xxxx member

919-xxx-xxxx

xxxx (Co-chair)	919-xxx-xxxx	xxxx member	919-xxx-xxxx
xxxx	919-xxx-xxxx		

For further assistance please contact the following Election Liaisons

Xxxx (BOT Liaison)	919-xxx-xxxx
Xxxx (BOD Liaison)	919-xxx-xxxx

Note: Excerpts pertaining to qualifications of the Directors and Elected Trustees from Article 4 of the Second Amended and Restated Constitution of the Hindu Society of North Carolina are included below.

- i. Each Director shall be required to be a Member of the Society during his or her term of office and for the three (3) consecutive full calendar years immediately prior to the beginning of such Director's term of office.*
- ii. A Director's primary residence shall be within a one (1) hour drive of the Society's principal office.*
- iii. A Director shall not have any criminal conviction other than minor traffic incidents such as speeding tickets and parking tickets.*
- iv. A Member may not simultaneously serve on both the BOD and the BOT. No Director may serve consecutive terms on the BOD.*
- v. The spouse of any Director or Trustee cannot simultaneously serve as a Director or Trustee.*
- vi. A Director or Trustee cannot serve as a chair person of any committee of the Society.*
- vii. Each Trustee shall be required to be an active voting Member of the Society at all times during his/her term of office and for at least the five (5) consecutive full calendar years immediately prior to the beginning of such Trustees term of office.*
- viii. A trustee shall not have any criminal history or other convictions against him/her.*
- ix. Each Elected Trustee shall be required to have served at least one (1) full term as a Director.*
- x. Each Elected Trustee's primary residence must be within an hour drive of the Society's primary office.*
- xi. No Elected Trustee shall serve consecutive terms.*

A2. Election. Oath of Confidentiality by the Election Committee Members

I, _____, the resident of (residential address) have accepted my nomination as member \chairperson \co-chairperson \ Liaison for HSNC Election Committee 20xx. I hereby declare that I will maintain confidentiality of the information I receive about the candidates for 20xx Election of HSNC BOT/BOD. I will not share the names of the candidates outside the Election Committee before the expiry of the nomination deadline. I will follow the guidelines and intent of the Election Policy applying to the election of this year.

Sign: _____

Date: _____

The above member signed in my presence:

Sign: _____

Date: _____

The Hindu Society of North Carolina

A3. Candidate Withdrawal Form from the 20XX/20YY BOD/BOT Elections

Date: _____

I, Mr./Mrs./Ms. _____ is withdrawing my nomination from consideration for the position of the board of Director/Trustee for the years 20XX/20YY.

Candidate's signature: _____; Date; _____

I, Mr./Mrs./Ms. _____ is an authorized person

identified in the nomination form of _____. Based on the instructions given to me by the nominee, I am instructed to withdraw the nomination of _____ from consideration for the position of the Board of Director/Trustee for the years 20XX/20YY.

Authorized representative's sign: _____; Date: _____

Please send your withdrawal email by 6:00 P.M. on October xx, 20xx followed by the above signed withdrawal letter to Election Committee representative as soon as possible.

The Chairperson, Election Committee
The Hindu Society of North Carolina, P.O. Box XXX, Morrisville NC 27560-XXXX

For other details, contact the following or any election committee member:

xxxxx xxxxx (Chairperson) 919-xxx-xxxx, email address

xxxxxxx xxxxxx (Co-chairperson) 919-xxx-xxxx, email address

In case of any concerns, following are additional contacts:

Election Liaisons:

BOT Liaison xxxxxxxx xxxxxxxx 919-xxx-xxxx email address

BOD Liaison xxxxxxxx xxxxxxxx 919-xxx-xxxx email address



Form A4. Election. Orientation of and Oath by Candidates

Date/Time of Meeting: _____ Place of Meeting: _____

BOD/BOT Members: _____, _____, _____, _____

Declaration by the candidates

I _____ hereby declare that I attended the October _____ Election orientation. The Election Committee presented election plan and guidelines to the candidates as included in the Election Process. I shall abide by the Election Process and Campaigning Ethics and Code of Conduct included in the Election Process package. I understand that EC is entitled to take appropriate action, if a violation of Election Process and Campaigning Ethics and Code of Conduct occurred.

Per requirement of Article 4.2 of the Second Amended and Restated Constitution & Bylaws of HSNC, I hereby declare that I do not have any criminal conviction other than minor traffic incidents such as speeding tickets and parking tickets.

I authorize HSNC Administration and Election Committee to conduct a criminal conviction check on my personal record. I understand that I shall be removed from the Board of Directors or the Board of Trustees if a criminal conviction shows up on my record during the check.

I am submitting a copy of my driving license/utility bill as proof of my residence which is in compliance with requirement of Election Policy and HSNC Constitution.

I will not use HSNC members' information that will be provided to me for any personal or business use.

Candidate's Signature, and Date: _____, _____

Election Committee Chair:

Name

Signature

Election Committee, Co-Chair:

Name

Signature

Election Committee Liaison:

Name

Signature

Election Committee Liaison:

Name

Signature

The HINDU SOCIETY OF NORTH CAROLINA (HSNC)

A5. Election. Items for Election Package to be Mailed to Members

- Election package (envelope size 10 1/2") includes:
 - Cover letter (double sided)
 - Includes number of positions contested and for length of term
 - List of board of directors, whose term is expiring
 - Procedure for voting and receiving duplicate package if lost
 - Deadline to receive the ballot for counting
 - How the secrecy of ballots is ensured
 - Photograph and bio-data pages (double sided)
 - Return or Identification Envelope (Size 10")
 - Secrecy Envelope (size 9")
 - Ballot (single vote for single member and two votes for family membership)
 - Ballots have a colored HSNC seal, created new and different for each election year, to avoid duplications of ballots
- If the election committee needs are to deviate from the outlined rules/dates/process, then the committee must seek deviation approval from the BOT and BOD through the Election Liaisons
- Election bio-data and candidate name on ballot is organized with last name first in alphabetical order, and in appropriate manner for consistency and fair representation

THE HINDU SOCIETY OF NORTH CAROLINA

(A Registered Tax-Exempt Organization)

Date September xx, 20xx

A6. Election. Letter and Ballots for Voting

RE: 20xx Election of the Board of Directors & Elected Trustees

Dear HSNC Member(s):

Terms for three (x) BOD's (Add names of outgoing BODs) expire at the end of this year. We received (# of nominations received) valid nominations for 3 BOD positions. The Nominees are (in the alphabetical order by the last name) as follows:

- | | |
|---------|---------|
| 1. xxxx | 3. xxxx |
| 2. xxxx | 4. xxxx |

Terms for --(x) Elected BOT's (Add names of outgoing BOTs) expire at the end of this year. We received (# of nominations received) valid nominations for x Elected BOT positions. The Nominees are (in the alphabetical order by the last name) as follows:

- | | |
|---------|---------|
| 1. xxxx | 3. xxxx |
| 2. xxxx | 4. xxxx |

We are herewith including each candidate's credential and position statements as provided by the candidates. Please also note the statement on "**Secrecy of your Ballot**" on the back of this letter.

1. Enclosed you will find the following:

- Official ballot paper
- Credentials of the candidates provided by them
- A return "identification envelope" with return address, and
- A secrecy envelope

Active Members with family membership will receive two ballots, and members with single membership will receive one ballot. **Kindly place a First class stamp on the "Identification Envelope" before mailing the same.**

2. To record your vote, place a mark (X) in the brackets after the name of the candidate you are voting for. Do not use any other marks.
3. You can vote for up to (# of open positions) candidates for BOD and (# of open positions) for Elected BOT. Your ballot will become **invalid** if you vote for more candidates than indicated above.
4. After marking the ballot(s) place them in the "**Secrecy Envelope**" and seal it. The elector will not sign or put any marks on the secrecy envelope.
5. Insert the sealed secrecy envelope in the identification envelope and seal the same. Please **PLACE A FIRST CLASS STAMP** on the "Identification Envelope" and mail the sealed envelope.
6. The ballots must reach the P.O. Box on or before Thursday Dec (first Thursday of Dec), 20xx. **Please allow at least 3 days for mailing time in State, and more if out of State.**
7. Ballot(s) sent to any other address, or by any other means (e.g. deposited in temple Hundi), as well as those received after the deadline, will not be counted and will be considered invalid.
8. An elector may obtain a replacement ballot if the ballot is destroyed, spoiled, lost or not received by the elector. Replacement ballots will only be mailed to the address in the HSNC records. **Undelivered ballots due to incorrect addresses in HSNC records will not be replaced per 2018 Election Policy.** An elector seeking a replacement ballot shall contact any member of the election committee. A replacement ballot will be issued to the elector after receiving a signed statement that the ballot was destroyed/spoiled/lost or not received (as applicable). This statement can be emailed to 20xxelection@hsnconline.org or hand delivered to any election committee member. Replacement ballots will only be issued **by mail** and in response to the requests that are received by **Nov 2x, 20xx**. In any case the due date of Dec xx, 20xx for receiving the ballots in the PO Box will not be changed.
9. A ballot will be counted only if:
- It is returned in the return "Identification Envelope" by mail and received by Dec xx, 20xx.
 - There are no extra marks or writing on the ballots except for those required to cast the vote.

Ballots not meeting the above criteria will be declared **invalid**.

10. It is very important for HSNC members to cast vote in order to have a well represented BOD (and BOT if applicable) for the Society.
11. In case of questions, please contact any one of the members of the Election Committee or the Election Liaison, listed below: Election Committee members can be reached at 20xxelection@hsnconline.org or at phones listed below:

Xxxxxx xxxx	919-xxx xxxx	xxxx sxxxx	919-xxx xxxx
Xxxx xxxxx	919-xxx xxxx	xxxxx xxxx	919-xxx xxxx
Xxxx xxxxxx	919-xxx xxxx		
Election Liaisons	xxxx xxxx	919-xxx xxxx	
	Xxxx xxxxx	919-xxx xxxx	
	Email:	Election20xxEL@hsnconline.org	

Please exercise your right to vote and return the ballot by the due date (December x, 20xx). The election results will be known after counting of votes on Friday, xxth December, 20xx in the main temple.

Sincerely,

XXXXXX XXXXXX

20xx Chairperson, HSNC Election Committee

Secrecy of your Ballot

Why the return envelope or the “Identification envelope” has the member’s address label on it?

This system was introduced few years back to allow replacement ballots if the ballots got lost in the mail or got misplaced. The purpose of putting member’s address label is to avoid duplication. The election committee makes sure that only one envelope is received from each member.

How do I know that my ballot is secret?

Following procedure is used for handling the ballot containing envelopes and counting the votes:

- Your ballots will come to one of the three P.O. Boxes specially rented by Election Committee.
- The keys to the Election P.O. Boxes are kept with HSNC Attorney’s office.
- The P.O. Boxes will be opened **only once** in the afternoon of Friday Dec xx, 20xx by the Attorney’s representative in presence of the Election Committee members and candidates. All candidates (or their representatives) are invited to come to the post office.
- All ballot containing envelopes will be transferred to the cardboard boxes that will be sealed at the post office itself. EC Members and candidates/representatives will sign the sealed boxes.
- Sealed boxes will be transported to the temple in the custody of attorney’s representative and opened immediately for counting to be conducted at the temple stage. **No overnight storage of ballots is allowed.**
- All envelopes received from the members are sorted in an alphabetical order and then check marks are put on the master mailing list to indicate that the votes have been received from these members.
- The return “Identification Envelopes” are opened and sealed secrecy envelopes are deposited in a big cardboard box.
- After all return envelopes are opened, the box containing unopened secrecy envelopes is shaken vigorously to mix the envelopes. This ensures that nobody knows which secrecy envelope came from any particular member.
- Sealed secrecy envelopes are now opened one by one, in no particular order, and ballots are taken out and collected.
- The ballots are sequentially numbered, read and votes given to various candidates are recorded for counting. The ballots are numbered to facilitate recounting, if necessary.
- The opening and counting of all the ballots is done in presence of the candidates and/or their representatives and observers from HSNC BOD & BOT.
- The votes are recorded in a spreadsheet that is projected to a screen on the temple stage, in full view of the candidates/representatives and HSNC members present in the temple at the time of counting.

THE HINDU SOCIETY OF NORTH CAROLINA

(A Registered Tax-Exempt Organization)

Ballot for Board of Directors/Elected Trustees Election --- 20xx

Please read the enclosed instructions carefully before marking the ballot.

Please place a mark (X) in the brackets after the name of the candidate you are voting for. You can vote only for up to **xxx (x)** candidates for BOD and **xxx (x)** candidates to Elected BOT to keep your ballot valid. Voting for more candidates makes your ballot invalid. Please mail your ballot well in time to reach the addressee on or before December xx, 20xx.

BOD CANDIDATES: Please vote for x candidates only

Xxxx xxxxxx	()	xxxx xxxxxxxxxxxx	()
Xxxxx xxxxx	()	xxxx xxxxxx	()

BOT ELECTED CANDIDATES: Please vote for x candidates only

Xxxx xxxxxx	()	xxxx xxxxxxxxxxxx	()
Xxxxx xxxxx	()	xxxx xxxxxx	()

THE HINDU SOCIETY OF NORTH CAROLINA

(A Registered Tax-Exempt Organization)

Ballot for Board of Directors/Elected Trustees Election --- 20xx

Please read the enclosed instructions carefully before marking the ballot.

Please place a mark (X) in the brackets after the name of the candidate you are voting for. You can vote only for up to **xxx (x)** candidates for BOD and **xxx (X)** candidates to Elected BOT to keep your ballot valid. Voting for more candidates makes your ballot invalid. Please mail your ballot well in time to reach the addressee on or before December xx, 20xx.

BOD CANDIDATES: Please vote for x candidates only

Xxxx xxxxxx	()	xxxx xxxxxxxxxxxx	()
Xxxxx xxxxx	()	xxxx xxxxxx	()

BOT ELECTED CANDIDATES: Please vote for x candidates only

Xxxx xxxxxx	()	xxxx xxxxxxxxxxxx	()
Xxxxx xxxxx	()	xxxx xxxxxx	()

The Hindu Society of North Carolina

A7

Left purposely blank

A8. Facility Usage Policy

(Effective 1st January 2020)

HSNC Rental Policy applies to all events / activities conducted at HSNC premises.

There are five types of Events:

- 1) Events managed by HSNC volunteers or non-registered volunteer groups
- 2) Events managed by other registered organizations
- 3) Non-HSNC Events (Fully Paid Rentals)
- 4) Non-HSNC Reoccurring Events (separate rental pricing)
- 5) HSNC Classes Activity (Sanskar, Balavihar, Jain Pathsala, Hindi Class, etc.)

1) Events managed by HSNC volunteers or non-registered groups

- a) These events are managed by Event Program Committees and coordinated by Officers of HSNC
- b) There is cost recovery for hosting of the event. For events occurring in Main Hall, cost recovery is through tickets, sponsors, fees etc... If event is occurring in Temple, then cost recovery is through arti and donations at time of function.

2) Events managed by other registered organizations

- a) These events are managed by other non-profit registered organizations. These events are not coordinated by HSNC volunteers so HSNC cannot control all activities during the event.
- b) There is cost recovery for hosting of the event. For events occurring in Main Hall, cost recovery is through tickets, sponsors, fees etc... If event is occurring in Temple, then cost recovery is through Arti and donations at time of function.
- c) There will be additional cost recovery for use of kitchen and other facilities through yearly contribution to HSNC based on usage.

3) Non-HSNC Events (Fully Paid Rentals)

- a) These events are paid rentals and HSNC does not get involved in managing the event. There are deposit and rental fees.

- b) If there is damage to the premises or property not cleaning properly, fees will be deducted from deposits. If there is excess damage, then renters will be required to all cover all damage.

4) Non-HSNC Reoccurring Events (separate rental pricing)

- a) For organizations using HSNC facilities for convenience, there will be a separate rental pricing for these organizations based on their usage. This rental pricing has to be approved by BOD each year.
- b) If there is damage to the premises or property not cleaning properly, fees will be deducted from deposits. If there is excess damage, then renters will be required to all cover all damage.

5) HSNC Classes Activity (Sanskar, Balavihar, Jain Pathsala, Hindi Class etc.)

- a) These events are for benefit or HSNC members and their children. Since these events occur in main hall, there will be a monthly charge for these events. These charges help HSNC to keep premises clean and pay the bills for mortgage, cleaning, electricity, water, waste disposal and managing of the property.
- b) Classes will have separate fees based on member and non-member situation.

Activities and Events

- a) From time to time HSNC will organize activities for the community aligned with its mission. For these activities, the question of rental charges are tracked for internal purpose since the HSNC is the organizer and also host of the Event. All HSNC events are tracked for expenses and recovery of expenses. HSNC yearly events and classes will have higher priority over non-HSNC events. In case of wedding and other larger non-HSNC events in the hall will require coordination and adjustments to society activities. If HSNC premises is already booked with date and paid for in advance and HSNC has to host an event on same date then HSNC will try to work with the Renter to alter the date and see if any other dates can be worked out to accommodate events for both. HSNC can hold its events at any location.
- b) All HSNC events need to be reserved in advance by at least six months to get priority for that event. Once, hall is rented to non-HSNC event, it will be harder to adjust and compromises will be needed to HSNC and also renter.
- c) In order to be fair to every member of HSNC; avoid misunderstanding and set correct expectations, each organization must submit completed event request forms to HSNC to get

dates and event approved early. There is two separate rental management, one for temple and other for main hall.

- d) All rental deposits must be deposited in HSNC bank account. HSNC Facility Manager will provide a closing report with any charges to be deducted for cleaning or fixing damages to the property. Renters will bear the expenses. There will be additional charges if premises are not cleaned in time. It will take approximately 4-6 weeks to return deposit.
- e) During the events in this category, all expenses for food, soft inventory, puja charges, cleaning fee etc will have to be borne by the renters conducting the event.
- f) All monetary offerings to God will go to the HSNC. Above activities/events in this category will get the publicity in the HSNC newsletter only by request from the Organization and depending on space availability on the Newsletter.

Additional Details

- a) HSNC approved discounted regularly recurring religious events (weekly, bi-weekly, monthly) will be charged a 25% rental fees. These events/activities are regular recurring event each week/month as weekly, bi-weekly or monthly basis for specific reason such as Satsangs, Bhajan's, etc. Rental amount needs to be paid on ^a monthly basis in advance by 20th of each Month to the Rental Committee. These events are only allowed to take place in Mini Hall. Main hall and kitchen is not allowed to be used for these recurring events. Full Rent will apply for the usage of Main Hall. These are group/organization events and may not be open to the public. Regular HSNC events and hall rentals have higher priority.
- b) Regular Classes such as BalaVihar, Sanskar Academy, Hindi Classes, Jain Pathsala, Bala Gokulam and HSNC Yoga Class are not considered as recurring events. They are under separate class's category.
- c) If there is full paid rental or HSNC Event gets scheduled during the regular recurring event timings then organizers will have to alter, change or cancel their Recurring Event due to Full Paid Rental and HSNC's Events. HSNC Rental Committee will try their best not to rent and give slots during the recurring timings but sometimes there are full paid rental and rental like Weddings, Baby Shower, Receptions, and Janoi etc., where HSNC has no choice and could not deny the rental. HSNC will inform each group ahead of time about if their recurring events are getting affected and need to change timing/day/date or cancel.

- d) Groups which fall in this Category are Raleigh Sai Group, Bhaman Group, and Dadabhagvan Satsang Group etc.
- e) If event is organized by individuals, each organizing individual must be a current member of HSNC. If they are not a Member of HSNC then they will not be able to do recurring event and will be treated as full paid rental for Non-Member.
- f) Regular Bhajan related events by individuals or groups (non-registered organizations), which takes place in Temple Hall Weekly Or Bi-Weekly basis such as Hanuman Chalisa, Gayatri Bhajan, Vaishnav Bhajan, Mahavir Jayanti, Sundar kand Recitation, Gita Study Group, Bhagvatum, Devi Havan, Vishnu Sahastram etc. are not required to pay any rent as these events are open to general public/community and being held at temple during normal hours of the temple and by keeping the partition open for devotees. If Prasad during these Events is provided then it will be served to all present member of community. Cost recovery for these events in temple is through arti and donations.
- g) Temple Hall Library is available for usage at free of charge to all approved organization on first come first serve basis for their monthly meetings (Subject to Availability). HSNC BOD, BOT, and HSNC Committee meetings will get higher priority.
- h) Hindu Society would like to support various classes within the context of our religion and culture. The request of classes can be initiated through Executive Committee or any Officer of HSNC. In order to be fair to every member to HSNC; The organization or the student's parents or guardian from each class must participate on Monthly Auto Draft. Monthly fees will be based on members and non-members. If same student is participating in 2 different classes held at HSNC Facility then they do not have to pay twice and just by paying for one class, they are automatically entitled to attend another class activity at no additional charge. Groups which fall in this Category are... Sanskar Gurukul, Jain Pathsala, Hindi Class, Vedic Heritage Class, BalaVihar, Bala Gokulam, Satya Sai Class, and HSNC Yoga Class etc.
- i) Request for any new class, not already listed in this category, can be initiated by contacting Officer of HSNC.
- j) Posting flyers on HSNC premises for any Classes activity is not allowed must pay full monthly charge for posting the flyer.
- k) HSNC will allow only one free Dress Stage Rehearsal for a maximum of 4 HR (Subject to Availability) with full paid rental of main hall for Cultural Events like TGA Holi, Maharashtra Mandal Holi, TATA Ugadi, India Heritage Festival, TCA New Year, Nrityanjali Academy,

HVM Independence Day, etc.

- l) If organizations like to have more than one rehearsal then they will have to pay additional charges for use the appropriate HSNC facility for their 2nd Rehearsal.
- m) Total of 2 flyers (one on each premises window) of maximum paper size (letter) of 8.5X11” are allowed to be posted only 30 days prior to the community related event for any approved community organizations with full paid rental at no additional charge. This is only for events at premises. (Examples are, TGA Holi, RTP MM Holi, HVM Independence Day, NC BA Durga Puja, TATA Ugadi and India Heritage Festival etc.).
- n) Posting flyer’s on HSNC Premises is strictly prohibited unless if it’s paid in advance. Rates are subject to change and documented in newsletter.
- o) For the Rental request, completely filled out Rental Application along with appropriate Full Rent and 30% Security Deposit Check with current date must be submitted to the Rental Committee. Renter can check the availability on HSNC WEB site under Events to see if the dates/times are available prior to submitting the rental application. Once Rental Application received along with 2 separate checks, Rental Committee will review it, take appropriate action and contact Renter for confirmation of the Booking. HSNC has full rights and authority to deposit the submitted checks into the HSNC Bank Account.
- p) On the day and time of actual Rental, member of the Rental committee will follow check-in procedure and take appropriate action and guide Renter with any needs.
- q) HSNC Board along with rental committee will have the final authority for providing discounts to any renters. Discounts for full paid rentals will need initial approval from HSNC Executive Committee.

NOTE: HSNC does not allow taking any of the stuff/property of HSNC to outside of HSNC Premises, such as Chairs, Tables, Dandiya, Audio System, Microphones, Fans, Electrical Cables, Ladder, Wedding Mandap and other such Items. HSNC Does Not rent these Items to any one to take them outside of HSNC Premises. Any and All HSNC Property needs to remain on HSNC Premises.

Annexure Z - Type of Events allowed to be hosted in the HSNC premises

Bollywood / Western Music and any kind of Filmy Dancing, DJ, Garba, Bhangra, and loud nonreligious related Music etc. is not allowed in Temple Hall. Temple Hall is a place of worship and only Religious events are allowed. Traditional classical music events can be organized in Temple Hall with HSNC Board's approval.

Event Type	Temple Hall	Mini Hall	Meditation Room	Main Hall
Wedding Anniversary Party	OK	OK	OK	OK
Birthday & Graduation Party	NOT Allowed	OK	NOT Allowed	OK
Wedding, Baby Shower Ceremony and Memorial Service	OK Ceremony only	OK	OK Ceremony only	OK
Namkaran (Thread ceremony)	OK	OK	OK	OK
Entertainment Programs Dance/ Music/Drama/ Cultural	NOT Allowed	OK	NOT Allowed	OK
Educational Classes	NOT Allowed	OK	OK	OK
Katha or Religious functions	OK	OK	OK	OK
Regional / Social / Cultural	NOT Allowed	OK	NOT Allowed	OK
Youth Camps / Health Camp	NOT Allowed	OK	OK	OK
Conventions / Exhibitions for educational purpose only	NOT Allowed	OK	OK	OK
Fund raising events (HSNC reserves right to charge entry fee in addition to the hall rentals for fund raising events)	NOT Allowed	OK	NOT Allowed	OK

NOTE: Hosting of any events other than those listed above will required to be approved by HSNC Board. Discretion of the HSNC rental committee will be final to determine the type of event to be hosted in its premises and the rental facility charge for the event. HSNC reserves the right to change facility rental pricing without notice. Code of conduct must be followed while renting HSNC premises. HSNC reserves the right to refuse approval for hosting an event in its premises.

ANNEXURE B

HSNC FACILITY RENTAL FEES

(Effective for all rentals starting January 1st 2014) Members enjoy approx. 25% discount

Days of week	Temple Hall (Min 4 hrs rental)	Mini Hall OR Meditation RM (Min 4 Hrs)	Main Hall (Min 6 hrs rental)	Security Deposit
Daily Rates (From Mon 8:00AM to Thu midnight. Excluding long weekends and public holidays)	Members 4 Hr - \$300 All Day- \$750 Non-Members 4 Hr - \$375 All Day- \$950	Members 4 Hr - \$300 All Day- \$750 Non-Members 4 Hr - \$375 All Day- \$950	Members 6 Hr - \$800 All Day- \$1300 Non-Members 6 Hr - \$1000 All Day- \$1500	30% of Total Rental fees with Event Date Check (Post Date) (Additional charges for Audio system, Kitchen usage and
Weekend Rates (From Fri 8:00AM to Sun Midnight. Long weekends & US public holidays will be charged at weekend rates)	Members 4 Hr - \$350 All Day- \$850 Non-Members 4 Hr - \$425 All Day- \$1050	Members 4 Hr - \$350 All Day- \$850 Non-Members 4 Hr - \$425 All Day- \$1050	Members 6 Hr - \$1200 All Day- \$1950 Non-Members 6 Hr - \$1500 All Day- \$2400	30% of Total Rental fees with Event Date Check (Post Date) (Additional charges for Audio system, Kitchen usage and

Additional Hourly Charges after Minimum 4 and 6 HR Rental

Daily Rates	\$75	\$75	\$100	
Weekend Rates	\$75 / hr before / after the event start / end time	\$75 / hr before / after the event start / end time	\$150/ hr before / after the event start / end time	

Use of Kitchen

Weekday OR Weekend	\$75	Not Applicable	\$200	
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Audio / Video Equipment use

(Minimum 3 weeks notice required. Audio equipment will need to be operated by trained Audio

All days	\$40 / Hr Min 4 Hrs (1 Hr for setup)	Not Applicable	\$50 / Hr Min 4 Hrs (1 Hr for setup)	
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Cleaning charges (Optional)

Mandatory for all functions with more than 150 attendees. Only covers vacuuming of premises. Additional Charges will apply for moving of chairs/ tables and removal of trash. Contact Rental Administrator for details

If facility is not returned in 'As Is' condition deposit will be forfeited. Decision of HSNC Rental Committee will be final in all respects

All days	\$100	\$100	\$250
Setup Charges for Weddings / Music Concerts			
All days	\$150 for 2 hrs minimum Additional \$50/hr	\$150 for 2 hrs minimum Additional \$50/hr	\$250 for 2 hrs minimum Additional \$125/hr

NOTE:

Security Deposit and Facility Rental Check should be payable to **"HSNC"** - Hindu Society of NC with **current Date on Rental Amount Check and Event Date (Post Date) on Security Deposit Check**. Memo section of the check should indicate Date and name of Facility requested for the event. Mail check and application to the HSNC Attn: Rental OR drop them in Facility Rental Box (Yellow BOX) located in the temple.



(Tax-Exempted Non-Profit Organization)
Address: 309 Aviation Parkway, Morrisville, N.C. 27560/ Phone: Temple (919) 481-2574

A9. HSNC FACILITY USAGE FORM AND CONTRACT

Renter Contact Details: (All details are mandatory)

HSNC Member: Yes / No (Non-members need to pay listed Non-member Rates)

Facility Requestor (Renter) Name: _____

Organization OR Group Name: _____

Address: _____ City: _____ State _____ Zip _____

Contact #: Residence (____) _____ Work: (____) _____ Cell: (____) _____

E-mail: _____ Fax Number: (____) _____

MUST provide e-mail for communication/confirmation of Booking. Confirmation will be done by e-mail.

Event Details: (Circle One) * Personal Use * Group/Organization * Non-Profit Organization * Religious

Event Date:		Facility Requested (Circle Required)		Setup and Cleanup Time
<i>Circle Required Facility Write Start and Stop Time</i>	Main Cultural Hall	Temple Hall (\$50/hr priest)	Meditation Room	
From Hrs: (Start Time)				
To Hrs: (Stop Time)				
Addl. Requirements	Audio & Video Hrs:		Need Kitchen? Yes - No	

Mark on 2nd page of this form and List details of any Additional Item(s) / Service you may need for the event. 2nd page must be included with the usage contract:

--

(Print details on additional paper if required)

Acceptance of HSNC Facility Usage Terms and Conditions:

I / We on behalf of my Group / Organization agree to all HSNC Facility Usage Terms and Conditions and pay the Security Deposit and Total Facility Usage Fees in full at the time of reservation. By my signature I declare that the renter listed below agrees to abide by the HSNC Facility Usage Contract Terms and Conditions and Facility Usage Policy in effect at the time of usage, listed on the HSNC website – www.hsnonline.org

Name:

Date:

Signature of the Renter:

..... Please DO NOT Write BELOW this LINE
Detail of Usage Fees/Payment (For USE of HSNC Facility Usage Committee ONLY)

Facility Usage Fees	Audio/Video Fees	Kitchen Use Fees	Cleaning Fees	Other Fees	Total Fees
Deposit Check #	Deposit Check Amt.	Check#	Check Amount	Check Date	Entered By...

HSNC Main Cultural Hall and Temple Hall - Usage Charges effective January 2017

Check	MAIN CULTURAL HALL RATES	HSNC Members & Affiliated Community Organization	Non-Profit Organization	Private - Non Members
	Weekday - 6 Hours (Minimum)	\$900	\$1,125	\$1,250
	Weekday - 12 Hours	\$1,800	\$2,250	\$2,525
	Weekday - 18 Hours	\$2,000	\$2,400	\$2,700
	Weekend - 6 Hours (Minimum) (Fri, Sat, Sun)	\$1,300	\$1,560	\$1,700
	Weekend - 12 Hours (Fri, Sat, Sun)	\$1,950	\$2,450	\$2,750
	Weekend - 18 Hours (Fri, Sat, Sun)	\$2,200	\$2,700	\$3,000
	Additional Hourly Charges after minimum Hours	\$100	\$100	\$100
	Additional Hourly Charges - After 11:00 PM	\$200	\$200	\$200
	Kitchen Use - Per Hour Rate	\$75	\$100	\$150
	*Weekday rehearsal – Min. 3 Hours	\$150	\$180	\$225
	*Weekend rehearsal – Min. 3 Hours	\$450	\$525	\$600
	Foyer is for HSNC common usage, not by renter or third party. Any violation will be fined at \$150 (per instance of third party or renter usage)	\$150/instance of non-permitted usage		
	Charges for Permission to set up Tent (per sq. ft. of the tent)	First full day (\$0.30/sq. ft), each additional day (\$0.10/sq. ft)		
	* Rehearsal is only for events that has minimum 6-hour usage on some other day. Weekday Rehearsal can only be reserved within 30 days of the event and must be paid along with the reservation. Weekend rehearsal can be reserved only within 2 days of the rehearsal day if facility is available.			
	Audio / Video Equipment Rates			
	Projector - Main in Center on Stage	\$100	\$150	\$200
	Projector - 2 on Sides	\$100	\$150	\$200
	Stage Lights (Moving Heads and Wash Lights)	\$100	\$150	\$200
	Microphones	\$20	\$30	\$30
	DI Boxes	\$10	\$15	\$15
	TEMPLE HALL RATES	HSNC Members & Affiliated Community Organization	Non-Profit Organization	Private - Non Members
	Weekday - 4 Hours (Minimum)	\$500	\$600	\$700
	Weekday - All Day - 12 Hours	\$750	\$850	\$950
	Weekend - 4 Hours (Minimum) (Fri, Sat, Sun)	\$600	\$700	\$800
	Weekend - All Day - 12 Hours (Fri, Sat, Sun)	\$1,000	\$1,100	\$1,200
	Kitchen Use - Per Hour Rate	\$50	\$50	\$75
	Microphones	\$30	\$30	\$30
	DI Boxes	\$15	\$15	\$15

HSNC Facility Usage Contract Terms and Conditions

1. Reservation for Usage facilities to be submitted preferably at least 60 days in advance.
2. Requests submitted fewer than 10 working days before the scheduled event may not be processed.
3. All Facility Reservation requests must be accompanied with completed form (download Facility Usage form from www.hsnconline.org - then go to **Resources TAB and click on HSNC Forms then HSNC Facility Usage Form**) OR under **Service -> Usage** menu or available at the Temple Hall.
4. Appropriate Security Deposit and Facility Usage Check as per guidelines on Usage Form must accompany this Form. **(Usage Application will not be processed without Checks)**. Checks should be dated the same as application date.
5. All Details listed in the form should be clearly filled and forms will need to be signed by the requestor. Unsigned or improperly filled forms will not be accepted and/or approved. Member agrees to all the usage rules and regulations by signing the usage application.
6. In case of Main Hall rental, usage includes use of Hall, Stage/Lighting. HSNC Audio Technician can be arranged at additional cost to be paid directly to the technician. Audio System, Projectors and Main Hall Kitchen facility used for cooking will be charged as per listed additional fees.
8. **Only vegetarian food is allowed. Alcoholic beverages and Non-Veg. food is not allowed. Smoking and Tobacco is not permitted in the HSNC complex/premises.**
9. Renter does not need to Clean Bathrooms and Vacuum the main hall carpet. Renter is responsible to take all Trash and Trash Bags to Dumpster and remove any unnecessary items left behind in hall.
10. Renter is responsible and does need to completely clean the Kitchen area, take all left-over food and garbage from Kitchen area and return it in neat and clean condition.
11. Renter is responsible to put and store all Chairs & Tables back at designated area.
12. Facility premises are expected to be handed over in a clean condition as per the usage checklist. Security Deposit will be returned after the HSNC usage committee has determined that the premises were left in the original state.
13. Renters will be liable for all damages to HSNC facility and equipment rented and is liable to pay for fixing. HSNC usage committee will be the final decision-making authority on the amount of charges.
14. Size of the group being served at the event will be a factor taken into account during reservation of the premises. Any event over 500 people will pay \$50/hr for security guard through HSNC
15. For Weddings and Reception, the hall usage shall not be less than 6 hours for Temple and 12 hours for Main hall. Setup will be charged as additional hours. Early check-in to do set-up will not be allowed.
16. No sub-renting is allowed. Rented Facility shall be used for the renter's event, and no payment shall be collected from third party without prior approval from HSNC.
17. Third party vendors may be allowed in porch by obtaining prior permission from HSNC. Charges for allowing third party vendors in porch is \$100 per vendor.
18. Parking lot is shared and open for devotees while any usage event is going on. Parking lot must be used for parking only and should not be allowed to use any vendors by the renters. No third-party booths/tables can be setup in parking area, except in the permitted tent by paying tent set up fees.
19. Tent rental less than 2,000 sq.ft. is a flat fee of \$300. Larger tent is a flat fee of \$500.

20. Renting on member's name for other or non-member person's or any profit/non-profit organization's event is not allowed.
21. Bollywood or Loud music, DJ's, Garba, Bhangra or any other dance etc. will NOT be allowed to be played in Temple Hall. Only Religious Events will be allowed in Temple Hall after approval from Religious Committee. Any other Events must be approved to be held at Temple Hall by HSNC Board. This is to maintain the sanctity of the Temple Hall.
22. During any rented event being hosted in the Temple Hall, devotees can come for prayers during normal temple hours.
23. For Temple Hall and Sai Room, individuals MUST remove their Shoes. Shoes are not allowed to be worn on these 2 premises of HSNC at any time.
24. Posting flyer on HSNC premises is not allowed unless Paid in advance with monthly rates per advertising policy.
25. Items such as Tables & Chairs are not allowed to be moved from one facility to another unless approved by Usage Committee in advance. Payment any additional items rented for use must be made by check.
26. HSNC employee is not responsible for procuring cleaning staff, chair setup staff or tent, or other items for renters' usage. Renters must not expect any special favor or arrangements for the renters to be made by HSNC employee outside of policy guidelines.
27. HSNC employee should follow the usage policy. Usage policy is final, and not what HSNC employee says or do.
28. Any usage will be subject to the usage policy in effect at the time of usage, which might be updated time to time.
29. Rental will bring own paper products or eco friendly products (recommended)
30. There is no restriction on giving tips to HSNC employee(s) or facility custodian(s). Any given tip shall be documented by sending email to rental@hsnconline.org and finance@hsnconline.org, to keep the transparency, and to ensure that HSNC employees and custodians do not violate any tax reporting requirements.
31. All safety and fire regulations of local authorities must be complied to by the renter.

Payment Terms and Conditions:

1. Hall usages will be allocated on first come first served basis and subject to Availability.
2. Payment for security deposit and facility hall usage charges MUST be made along with the submission of the facility usage form at the time of reservation to process the application.
3. Security deposit & facility usage amount to be paid by check. Two Separate checks to be given for security deposit (30% of Usage) and full amount of facility usage charge. Both checks will be immediately deposited by HSNC.
4. Security deposit will be returned in 30 to 45 days once the event is over and facility returned without any damages after written check out confirmation from usage coordinator or usage committee.
5. Make all checks payable to "HSNC" and in the memo please mention Date and Facility requested for. Cash or credit card payment for Usage is not allowed, mainly to have proper accounting and paper trail.
6. Application will be processed, and Reservation will be confirmed only when the security deposit and facility usage payment is received. If a reservation is cancelled or postponed, amount will be returned in line with the Cancellation Terms and Conditions.

Cancellation Terms and Conditions:

1. Cancellation requests have to be presented in writing or email (rental@hsnconline.org) to the HSNC Usage committee. Forfeited money will go towards donation to HSNC.
2. Refund of "Facility Usage Fees" (Not Security Deposit) will be as follows:
 \$25 Administration fee will be charged by default for all Cancellations / Changes.
 100% Refund of Facility Usage Fees - If reservation request is cancelled 90 days before the event.
 75 % Refund of Facility Usage Fees- If reservation request is cancelled 60 days before the event.
 50% Refund of Facility Usage Fees- If reservation request is cancelled 30 days before the event. No refund of Facility Usage fees - If reservation request is cancelled within 15 days of the event.
3. Any Returned Checks will be charged a Fee of \$35 Bank Charges PLUS \$15 processing fee with Total of \$50.

Note: Any exception to the Payment or Cancellation policy will need to be presented in writing or by email to HSNC Usage Committee (rental@hsnconline.org) and it needs to be approved by the HSNC board.

NOTE: Security Deposit and Facility Usage Check should be payable to "HSNC" - Hindu Society of NC with **current Date on Usage Amount Check and Event Date (Post Date) on Security Deposit Check**. Memo section of the check should indicate Date and name of Facility requested for the event. Mail check and application to the HSNC 309 Aviation Parkway, Morrisville, NC 27560 Attn: Usage Committee Chair.

NOTE: HSNC does not allow taking any of the stuff/property of HSNC to outside of HSNC Premises, such as Chairs, Tables, Dandiya, Audio System, Microphones, Fans, Electrical Cables, Ladder and other such Items. HSNC Does Not rent these Items to anyone to take them outside of HSNC Premises. Any and All HSNC Property needs to remain on HSNC Premises at all the time.

Following are the Type of Events allowed to be hosted in the HSNC premises. Bollywood / Western Music and any kind of Filmy Dancing, DJ, Garba, Bhangra, and loud non-religious related Music etc. is not allowed in Temple Hall. Temple Hall is a place of worship and only Religious events are allowed. **Floor dancing is not allowed except for HSNC Navratri Garba.** Traditional cultural music events can be organized in Temple Hall with HSNC Board's approval.

Event Type	Temple Hall	Sai Room	Main Hall
Wedding Anniversary Party	OK	OK	OK
Birthday & Graduation Party	NOT Allowed	NOT Allowed	OK
Wedding, Baby Shower Ceremony and Memorial Service	OK	OK	OK
Namkaran (Thread ceremony)	OK	OK	OK
Entertainment Programs Dance/ Music/Drama/ Cultural / Dance Practices	NOT Allowed	NOT Allowed	OK
Educational Classes	NOT Allowed	OK	OK
Katha or Religious Bhajans	OK	OK	OK
Regional / Social / Cultural Events	NOT Allowed	NOT Allowed	OK
Youth Camps / Health Camp / Summer Camps	NOT Allowed	NOT Allowed	OK
Conventions / Exhibitions for educational purpose only	NOT Allowed	NOT Allowed	OK
Fund raising events (HSNC reserves right to charge entry fee in addition to the hall usages for fund raising events)	OK (religious)	OK (religious)	OK

NOTE: Hosting of any events other than those listed above will required to be approved by HSNC Board. Discretion of the HSNC usage committee will be final to determine the type of event to be hosted in its premises and the usage facility charge for the event. HSNC reserves the right to change facility usage pricing without notice. Code of conduct must be followed while renting HSNC premises. HSNC reserves the right to refuse approval for hosting an event in its premises.

HSNC – Rental – Courtesy HOLD REQUEST

Renter Contact Details: (All details are mandatory)

HSNC Member: YES - NO (Circle ONE)

Facility Requestor (Renter) Name: _____

Organization OR Group Name: _____

Contact #: Mobile (_____) _____ Work: (_____) _____ Residence: (_____) _____

E-mail: _____ Fax Number: (_____) _____

MUST provide e-mail for communication/confirmation of release on Hold.

Event Details: (Circle One) Personal Use - Group/Organization - Non-Profit Organization - Religious

Event Date:.....				
<i>Circle Required Facility</i>	Facility Requested (Circle Required)			
<i>Write Start and Stop Time</i>	Main Cultural Hall	Temple Hall	Sai Room	Learning Center Room
From Hrs: (Start Time)				
To Hrs: (Stop Time)				

Acceptance of HSNC Facility Rental HOLD Request:

I / We on behalf of my Group / Organization agrees that it is courtesy Hold for up to 7 days, subject to availability and HSNC Rental committee may release the hold sooner than 7 days if other request to rent the facility arise from someone else for same date and same facility. 7 Days courtesy HOLD will be released and facility will no longer be held per this request. Requester must put rental application with 7 days to confirm the booking per rental guidelines.

Name: _____ Request Date: _____

Signature of the Renter: _____ Release Date: _____

----- **Please DO NOT Write BELOW this LINE** -----

HOLD By:.....

Released By:..... Date:.....



A11. Learning Center Usage Lease Agreement form and contract

This lease agreement (Contract) represents an arrangement between The Hindu Society of North Carolina (309 Aviation Parkway, Morrisville, NC 27560) and "Renter" as named below. The following agreements apply to every instance in the future in which Renter uses The Hindu Society of North Carolina space for any purpose. If Renter fails to uphold any of the following agreements, Renter's privileges may be revoked.

Renter: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Emergency Contact _____ Relationship: _____

Phone #1: _____ Phone #2: _____

The Hindu Society of North Carolina Learning Center Liability Statement

In submitting and signing this agreement, I certify I have read, understand and will abide by the facility rules and regulations set forth. Renter hereby agrees to hold The Hindu Society of North Carolina, its officers and employees free and harmless from any loss, damage, liability, cost or expense that may arise during and related in any way by the use and occupancy of said facility, to the extent such loss, damage, liability, cost or expense arise out of negligent acts or omissions of the Renter or its occupants. I, the undersigned, or the company/Organization I represent, will be responsible for any damages sustained to the facility. Any lost equipment or damages sustained to The Hindu Society of North Carolina Learning Center property shall be compensated within seven (7) days.

CONTRACT TERM: _____ CONTRACT START DATE: _____ CONTRACT END DATE : _____

Flex Rooms Rent Schedule

Room No	Day of the Week	From Time	To Time	Hours	Frequency	Total Hours	Monthly Rent
						TOTAL RENT:	

Donation Amount: _____

Signing this agreement assumes full knowledge and acceptance of the Terms & Conditions set forth in this Agreement

Renter / Group Representative Signature

Print Name

Date:

Initial:

For The Hindu Society of North Carolina

Date:

The Hindu Society of North Carolina Learning Center Lease Agreement

309 Aviation Parkway, Morrisville, NC 27560 PH: 919-481-2574

Board of Director - Signature

Board of Director Name

Date: _____

President OR Vice President - Signature

President OR Vice President Name

HSNC Learning Center Rental Lease Agreement - TERMS & CONDITIONS:

1. Renter agrees that the Flex rooms are rented in clean and good condition, intact and in working order.
2. All Renters have the right to check the premises and make notations as to the conditions of the premises. All Renters are encouraged to do a walk through and inspection of the premises. Failure to do so, the Renter waives the right to any claims for damages which may have existed prior to the Renter's use of the facilities.
3. Renter agrees to leave the facilities in clean condition. All items such as tables, chairs, is put away or restored to original positions according to the HSNC staff. Under no circumstances will HSNC equipment be removed from the facility. The individual or organization granted use of the facilities will be held responsible for any loss or damage to the property caused by such use. A FEE OF EQUAL REPLACEMENT WILL BE CHARGED.
4. Renter should only use assigned room. If there is an evidence during post-event inspection that the ad-joining or other rooms have also been used, an additional full rental charge must be paid immediately
5. FLOORS: No other cleaning solutions except those made available by HSNC will be used on the floors.
6. **ABSOLUTELY NO STAPLES, NAILS, PUSH PINS OR OTHER TYPES OF FASTENERS OR DUCT TAPE WILL BE USED TO HANG DECORATIONS ANYWHERE. NO POSTERS AND FLYERS.**
7. **IN THE BUILDING and NO HANGING ANYTHING FROM THE CEILING. NO EXCEPTIONS.** Please check with the HSNC staff for types of tape or hangers to be used (only blue painters' tape may be used after approval from Rental Committee.
8. **ABSOLUTELY NO SMOKING, NO ALCOHOL OR NO MEAT** should be consumed **IN THE BUILDING.** By law this is a Non-Smoking Facility
9. Absolutely No Tables, Chairs and any items on the hallway area of learning Center due to Fire Code restriction. Hallway area needs to remain open at all the time.
10. Renter may bring additional equipment (their own private equipment) to the facility to be used for their event. However, all additional equipment must be described in this agreement; and must be immediately removed when the event is over. HSNC will not be responsible for any lost & found and left over equipment's from events
11. If your event is a private party (not open to the public) the following shall be adhered to:
 - A. Any law enforcement official shall have the right to enter the premises at any time during the event.
 - B. Any law enforcement official shall have the authority to close the facility and declare the event closed; if in their opinion conditions warrant such action.
12. **DEPOSITS:** A separate payment in the form of a personal check, money order is required for all deposits. No deposit shall be returned until the facilities have been inspected by a HSNC staff member. Deposits will be returned within 30 days after that inspection.
13. **RENTAL PAYMENT:** A separate payment in the form of a personal check or money order is required for the rental of the facility. If your event is cancelled, please notify HSNC Rental Committee (rental@hsnconline.org) immediately so the facility may be available to others.
14. The Hindu Society of North Carolina Learning Center is not liable for any injury or lost/stolen property.
15. No smoking, burning incense or open flames anywhere in the building.
16. Renters may never leave any equipment, costumes, props or personal belongings anywhere on the premises.
17. Renters agree not to inform any unauthorized person/s of the building alarm code.
18. Renters assume responsibility for the security of the space during each rental period.
19. For any urgent issue that might compromise the structure of safety of the building, please call (House Manager)
20. For accidents, health crises, criminal activities or fires call 911.
21. The main door must remain closed during rented hours.
22. Renters are not to use any non-rented space including Main Cultural Hall, Green Room and Kitchen.
23. HSNC office & office equipment is off limits to all renters when a HSNC administrator is not present.
24. Renters are responsible for replacing any broken or damaged property caused by renter and/or renter's party.
25. Modification. This Agreement may be modified only by a written agreement signed by both parties.
26. Subletting and Assignment. Renter will not assign this Agreement or sublet any part of the Premises.
27. Shared Facilities. Renter knows that the building may be occupied by others during the Term of this lease, including, but not limited to activities of Destiny Arts Center.
28. Shared Facilities. Renter knows that the building may be occupied by others during the Term of this lease, including, but not limited to activities of Destiny Arts Center.
29. **Injuries, Losses, and Damages.** It is covenanted and agreed that Renter/Customer shall be responsible for any and all loss of or disappearance of equipment, injuries, and damage to the HSNC fixtures, furnishings, or grounds arising out of use by the Rented/Customer. Renter/Customer shall be responsible for any and all such injuries and damages and losses.

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30. INSURANCE

Minimum Limits of Coverage. Renter shall purchase, at its own expense, insurance coverage to satisfy the following minimum requirements to protect the HSNC and the public:

- A. Workers' Compensation Insurance – Limits of no less than \$1,000,000 per occurrence. Waivers of Indemnity are not recognized by the North Carolina Department of Insurance and will not be accepted by the HSNC of Raleigh's Risk Manager. Commercial General Liability - Combined single limits of no less than \$1,000,000 per occurrence with an aggregate limit of no less than \$2,000,000. This insurance shall include Comprehensive Broad Form Coverage including contractual liability.
- B. Commercial Automobile Liability - Limits of no less than \$1,000,000 Combined Single Limit if Renter's vehicles are brought on a HSNC of Raleigh site
- C. Certificate of Insurance. A certificate of insurance shall be provided to the HSNC no less than thirty (30) days prior to the commencement of the event that shows compliance with the insurance provisions above. All insurance companies must be "A rated", licensed in North Carolina and be acceptable to the HSNC of Raleigh's Risk Manager. Renter must provide the HSNC no less than thirty (30) days' notice of cancellation or any material change, to any insurance coverage required by this Agreement.
- D. HSNC to be an Additional Insured. The Hindu Society of North Carolina, as its interests may appear, must be named as an additional insured to the policies listed above, other than for Workers' Compensation, which must be endorsed onto the policy and evidenced by providing HSNC with a certificate of insurance indicating the same and a copy of the relevant policy endorsement

31. INDEMNIFICATION

Renter to Indemnify HSNC. Except to the extent caused by the sole negligence or willful misconduct of the HSNC, the Renter shall indemnify and hold and save the HSNC, its officers, agents, employees, and elected officials, harmless from liability of any kind, including all claims, costs (including defense) and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims, costs (including defense) and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Renter in its use of the Facilities. This representation and warranty shall survive the termination or expiration of this Agreement.

32. DISPUTE RESOLUTION, DAMAGE TO HSNC LC, AND TERMINATION

- A. Incompatible Uses of HSNC LC. The HSNC may terminate this Agreement without penalty and may retain any deposits received if, in the sole discretion of the HSNC, Renter modifies the nature of their use of the Facilities after the execution of this document to a use that will be either (a) incompatible with other actual or proposed uses of the HSNC LC during the period of time for Renter's use established in this Agreement; or (b) materially different than what has been indicated by Renter in this Agreement
- B. Breach and Possession of Premises. It is agreed that without prejudice to any other rights and remedies that may be available to the HSNC in the event of the breach by Renter of one or more of the provisions of the Agreement or any misrepresentations in obtaining said Agreement, the HSNC may, without penalty, refuse to allow the Renter to commence use of the Facilities, or if Renter has already commenced such use, may, without penalty, terminate the Renter's license rights to the Facilities. If the HSNC terminates Renter's license rights under this section, Renter shall not be entitled to any refund of amounts paid to the HSNC and Renter shall remain responsible for all amounts owed to the HSNC for services performed by the HSNC in accordance with Renter's use of the Facilities per this Agreement
- C. No Use in Conflict with Law. The HSNC may terminate any or all of this Agreement, without penalty, if the use of the Facilities shall in any way conflict with or cause the HSNC to be in violation of any federal, state or local laws, or any rules or regulations of the HSNC LC.
- D. Governing Law and Venue. All matters relating to this Agreement shall be governed by the laws of the State of North Carolina, without regard to its choice of law provisions, and venue for any action relating to this agreement shall be Wake County Civil Superior Court or the United States District Court for the Eastern District of North Carolina, Western Division.
- E. Attorney's Fees. In case suit or action is instituted by the HSNC to enforce compliance with this Agreement, the Renter, in addition to any damages, shall be responsible and agrees to pay reasonable attorneys' fees, costs and expenses of bringing such suit or action.
- F. Limitation of HSNC Liability. Under no circumstances shall the HSNC be liable to Renter for special, incidental, or consequential damages. Any liability of the HSNC shall be limited to the amounts paid to the HSNC by Renter for the use of the Facilities pursuant to this Agreement

33. FORCE MAJEURE

- 1. Force Majeure. If either (i) the Facilities are damaged through no fault or negligence of Renter so that all practical use of the Facilities by Renter is prevented; or (ii) all practical use of the Facilities by Renter is prevented by strikes against the HSNC (but not strikes against Renter, against any person admitted to the Facilities by Renter, or against and third-party), or by Acts of God, national emergency, riots, governmental directive to HSNC, or default of a prior Renter of HSNC, then either party may cancel this Agreement upon delivery of prompt written notice to the other. If such cancellation occurs prior to the beginning of the event, HSNC shall refund all fees and charges (including deposits) already paid by the Renter to the HSNC, with such refund

The Hindu Society of North Carolina Learning Center Lease Agreement

being Renter's sole remedy against the HSNC for said cancellation or denial of use. If such cancellation occurs after the beginning of the event, the fees and charges paid by Renter shall be refunded proportionately based upon the square footage no longer available to Renter and the amount of time Renter would have used such square footage as compared with the total square footage and time periods originally allocated to Renter, with such refund being Renter's sole remedy against the HSNC for said cancellation or denial of use. The HSNC shall not be responsible for any other damages, including special, incidental, or consequential damages, for failure to provide the Facilities to Renter because of a cancellation or denial of use for the reasons specified in this Section.

HSNC LEARNING CENTER – INFO and Guidelines The Space

The Hindu Society of North Carolina Learning Center is an 8,500 sq. ft. Flex Rooms Facility located at 309 Aviation Parkway, Morrisville, NC 27560. With 10 large flex rooms totaling approximately 600 square feet each, this newly constructed space features brand Flex Rooms with state of the art AV facilities, integrated sound, central air, restrooms. High ceilings, skylights and windows create a well-lit airy space for rehearsals, events, workshops, and more.

Rentals

The Hindu Society of North Carolina is interested in developing long-term partnerships with companies and nonprofit organizations to support utilization of these rooms for educational, art and music dance classes, workshops, meeting rooms , program space and event needs.

Hours of Operations: 7am - 10pm

Rental Rates: Please refer to HSNC Learning Center Rental CHART below.

HSNC Learning Center Rental Charges									
Subject to Change following Implementation and Review									
Weekday - Mon-Thu All Day and Friday (8am-4pm) Rental Charges / For 1 Room					Weekend (Sunday 8am-4pm) Rental Charges / For 1 Room				
Full Day (12 hr)	Half Day (6 hrs)	4 Hour Rental		Minimum 2 Hour Rent	Full Day (12 hr)	Half Day (6 hrs)	4 Hour Rental		Minimum 2 Hour Rent
\$240.00	\$120.00	\$80.00		\$40.00	\$600.00	\$300.00	\$200.00		\$100.00
Long Term Contracts - Weekdays Mon-Thu All Day and Friday 8am-4pm		6 Months Contract	Yearly Contract	2+ Years Contract	Long Term Contracts - Sunday (8 am - 4 pm)		6 Months Contract	Yearly Contract	2+ Years Contract
Rental Discount		10%	15%	20%	Rental Discount		10%	15%	20%
Regular per Month Rate		Discounted per Month Rate			Regular per Month Rate		Discounted per Month Rate		
Full day (12 hr x 4 days)	\$960	\$864	\$816	\$768	Full Day (12 hr x 4 days)	\$2,400	\$2,160	\$2,040	\$1,920
Half Day Rent (6 hr x 4 days)	\$480	\$432	\$408	\$384	Half Day Rent (6 hr x 4 days)	\$1,200	\$1,080	\$1,020	\$960
4 Hour Rental (4 hr x 4 days)	\$320	\$288	\$272	\$256	4 Hour Rental (4 hr x 4 days)	\$800	\$720	\$680	\$640
3 hour Rental (3 hr x 4 days)	\$240	\$216	\$204	\$192	3 hour Rental (3 hr x 4 days)	\$600	\$540	\$510	\$480
2 Hour Rental (2 hr x 4 days)	\$160	\$144	\$136	\$128	2 Hour Rental (2 hr x 4 days)	\$400	\$360	\$340	\$320
HSNC Groups & Donors Discounts		Monthly - Up to 2 Rooms - Yearly Commitment			Weekend - Friday/Sun 4-10pm and Saturday All Day - Rental Charges / For 1 Room				
Usage	One time Donation	\$75K	\$50K	\$25K	Full Day (12 hr)	Half Day (6 hrs)	4 Hour Rental		Minimum 2 Hour Rent
Weekend	Once per month	25%	20%	10%	\$420.00	\$210.00	\$140.00		\$70.00
Weekend	Once per week	20%	15%	10%	Long Term Contracts - Friday/Sunday(4-10 pm) Saturday All Day		6 Months Contract	Yearly Contract	2+ Years Contract
Weekdays	Daily	25%	20%	15%	Rental Discount		10%	15%	20%
All Rentals for Learning Center Rooms are Subject to Terms & Conditions listed. For Rental inquiries, send e-mail to Rental@hsnconline.org					Regular per Month Rate		Discounted per Month Rate		
					Full Day (12 hr x 4 days)	\$1,680	\$1,512	\$1,428	\$1,344
					Half Day Rent (6 hr x 4 days)	\$840	\$756	\$714	\$672
					4 Hour Rental (4 hr x 4 days)	\$560	\$504	\$476	\$448
					3 hour Rental (3 hr x 4 days)	\$420	\$378	\$357	\$336
					2 Hour Rental (2 hr x 4 days)	\$280	\$252	\$238	\$224

Available Spaces

Flex Rooms 10 x Flex Rooms admeasuring approx. 600 sqft
 Seats up to 25+ , 5 Folding tables, 20 chairs
 Center 8,500 sft space for events, receptions, etc.
 Venue Capacity HSNC Based on Town of Morrisville fire code

Space Usage

Permitted Uses as follows...

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1. Religious Education Classes
2. Language Classes
3. Om Squad / Youth / Kids Events / Cultural
4. Senior Center Meet Up and Group Activities
5. Bhajans & Satsangs
6. Private Rentals, such as follows.....
 - a. Yoga and Meditation Classes
 - b. Dance Studio, Theatre and Music Classes
 - c. Educational Classes – SAT – ACT, Religious etc.
 - d. Robotics and Science Education Classes
 - e. Self Defense and Martial Arts Classes

Disciplines:- Restrictions of Use

No Smoking, No Meat or No Alcohol can be consumed OR Sold within HSNc premises, hard soled shoes, tap shoes, spiked heels, sharp edged props OR chairs without felt covering to protect the new floors, No glitter, confetti OR paint, No food/drink without prior consent. No posters and flyers, No tapes and thumb nails OR any kind of nails on walls are allowed. **Booking Policies:-**

How to Book **Contact** rental@hsnconline.org **to request a Rental Lease Agreement** **Payment**

Long Term Rentals: 3 Months' Rent due at signing of Lease Agreement.

Daily Rentals: 100% Rental fees due at signing of contract.

Deposits:

Long Term Rentals: 3 Months' Rent due at signing of Lease Agreement.

Daily Rentals: \$200 cleaning/damage deposit due 2 weeks prior to occupancy.

Deposit will be returned at the end of contract upon fulfilling contract terms & requirements.

Payment Due:

Long Term Rentals: Deposit + First 3 months' Rent due at contract, prior to occupancy. After initial deposit and first rent, amount due needs to be paid every quarter (Jan, April, July< Oct) by 5th day.

e invoiced at date of contract. Must be paid in full at Signing of Rental Contract.

Cancellation Policy **Long Term Rentals:** 3 Months' notice required for cancellation of Long Term rentals Lease breakage – 3 months Deposit will be forfeited.

Daily Rentals: Cancellations made within 4 weeks of scheduled event date will receive a full refund. No refunds for cancellations made within 4 weeks of scheduled event date.

Allows Last Minute

Reservations Depends on availability

Booking Requirements Deposit, Lease Agreement, Proof of Liability Insurance Personnel Available

at Time of Event Call for additional rental personnel

Payment Types Check

Features

Space Dimensions 8500 sq.ft.

Space Features Air-conditioned, Heated, Projector, Audio system in each room

Technology Wi-Fi (Limited Access)

Flooring Vinyl floors

Seating Capacity 5 Tables + 20 chairs available

Seating Arrangement Flexible seating

Equipment

Lighting LED Lights

Furniture Folding Tables / Chairs Available

Audio Integrated sound system in each classroom

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Seating Arrangement	Stackable chairs
Video Equipment	Projector and Remote Controlled drop down screens (after dark only due to abundant skylights).
Other	
Parking	Parking Lot
Accessibility	Wheelchair ramp, entrance
Miscellaneous	*** Refer to HSNC Policy Depends on availability

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The Hindu Society of North Carolina

A12. Facility Usage, AFFIDAVIT for covering usage liability

This is to certify that I, _____, the undersigned will be renting the facility at **HSNC** to hold a private party for myself on _____ for approximately ____ guests. I agree to provide adequate insurance coverage endorsed to HSNC protecting HSNC from any and all damages, claims, or consequences caused due to any of activities on or off the premises due to my event at HSNC. Coverage include but not limited to: General liability, Property damage, Fire damage, Personal in jury or death, Medical expense, Liquor liability, Thefts and/or any other damage. I may buy such insurance from an independent insurance agent or I may be covered under my home insurance policy. Failure to provide such insurance automatically holds me personally responsible and accountable for any of the damages or claims listed above and/or not listed above.

I agree to defend, hold harmless and indemnify HSNC and its officers, employees, affiliates, and agents without any limitation from and against any and all claims, damages, loss, injuries (including disabilities or deaths), costs, legal fees and expenses in any way arising or connected with any activities, food, public safety, etc, whatsoever, including claims by third parties.

The undersigned shall also be responsible for hiring adequate staff for monitoring the event to occur peacefully and professionally and for all cleanup, busing tables, and trash removal. HSNC is not responsible for the cleanup of food, beverage, tables, or the room.

I certify under penalty of perjury under the laws of the North Carolina and the United States of America that this statement is true and correct and binding on me.

Signature

Date

STATE: _____

COUNTY: _____

I, _____, a Notary Public for said County and State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witnesses my hand and official seal, this the _____ day of _____, 20____.

(Official Seal)

Notary Public

My Commission expires: _____

The Hindu Society of North Carolina

A13. Request for holding special or new event

The Hindu Society of North Carolina wants to support various events within the context of the Society Objectives. All requests must come with this form filled out completely and sent to the Executive Committee (Attention: President)

Date of Submission _____ Date of Response Required _____

Name of Requester/Group: _____

Phone Number: _____ Cell: _____ Other: _____

Email address(s): _____

1. Nature of Program (Briefly Explain the Event): _____

2. Date(s) and Specific Time Requested: _____

3. Facility Usage: Hall _____ Audio _____ Setup _____ Cleaning _____
Decoration _____ Food _____
Temple _____ Prasad _____ Mahaprasad _____ Decorations _____

4. Any Accommodations Required? _____ (Event Organizer is required to manage for travel, lodging, food etc... for performers, lecturer, priest etc...)

5. Name of Visiting Person or Group _____

It is recommended that revenue generation from the event needs to be at least 150% of the expected expense (includes Facilities usage and cleaning). Exceptions will be at the discretion of Executive Committee and Board of Directors.

Attendance and Revenue/Expense Details _____

Approved/Disapproved (by BOD) _____;
(signed/dated by President and/or Vice President) with Explanation if needed:



The Hindu Society of North Carolina (HSNC)

309 Aviation Parkway Morrisville NC 27560 info@hsnconline.org
919-481-2574

A14. Request for Holding Religious Program

The Hindu Society of North Carolina would like to support various programs within the context of Hindu religion and culture. All requests must come with this form, filled out completely. Incomplete forms will be rejected. Decision by HSNC Authority will be final.

Name of requester committee group:

Phone # _____ Cell # _____

Email: _____

1. Program Sponsor responsible for travel, lodging, boarding, etc. for this event (If different from the above): _____

2. Name of the visiting person or Group being sponsored

3. Facility use Sponsor, must be HSNC MEMBER
(accountable for all related income expenses)

4. Nature of the Program. Explain briefly.
Provide additional details on separate sheet.

5. Date & Time Requested: _____

6. Facility Requested: _____ Audio/Sound System: Yes or No

7. The HSNC will receive the 50% of all the donations received/collected as a part of this event.

After the program, any leftover items will become property of HSNC. It is encouraged that sponsors _____ any capital items for use without prior approval of the HSNC. Sponsor is responsible for taking trash out and cleaning facility after event.

I have read the above and assure that the information given above is true to my knowledge.

Signature of Requester _____ Date

Note facility requester or event presenter must not participate, encourage or otherwise influence devotees/ attendees to donate directly or indirectly to the sponsor unless the facility is rented. If presenter needs to be awarded, this must be agreed up front with HSNC

FOR HSNC USE ONLY:

REQUEST FOR RECEIVED DATE _____ REMARK _____

HSNC DECISION: APPROVED _____ NOT APPROVED _____

A15. Event summary and accounting log

Naming Convention: <year> <month> <2 digit Number of Days> <start date> <event name>

Event/Committee:	<Name of Event>
Year:	20xx
Date(s) of Event:	
Chairperson:	<Name of Chairperson>
Mission (Task) for Planned Program/Event	
1	
2	
3	
4	
5	
6	
7	

Committee Members for this Event:

Executive Summary of the Event

1	
2	
3	
4	
5	
6	
7	
8	
9	

Projected Expense Details		Estimated Expense \$
X	Hall usage	
X	Audio usage	
X	Setup, Cleaning, Decoration	
X	Food	
	Temple usage	
X	Setup, Cleaning, Decoration	
	Prasad/Mahaprasad	
X	Accommodations	
	Others...	Total

Projected Revenue Details and Revenue Options		Estimated Revenue \$
Note: Recommended that Revenue needs to be at least 200% of the Expense		
X	Entrance Ticket Sales	

	Participant Entrance Fees	
X	Sponsorship	
X	Puja/Havan	
	Hundi	
	Others...	Total

Detailed Event Execution Plan	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Post-Mortem of each event		\$
	Actual Expense	
	Actual Revenue	
Suggestion for future years		
1		
2		
3		
4		
5		
6		

A15. Event summary and accounting log

Naming Convention: <year> <month> <2 digit Number of Days> <start date> <event name>

Event/Committee:	Holi Program (SAMPLE)
Year:	2012
Date(s) of Event:	3/10/2012
Chairperson:	person1
Mission (Task) for Planned Program/Event	
1	Organize Holi Puja
2	Organize Holi Cultural Program
3	Organize Holi Dhan and ToM Permit for bond fire
4	Notify neighbors
5	Increase membership for participants
6	Learning Center awareness
7	

Committee Members for this Event:

Person 1, Person 2, Person 3 etc...

Executive Summary of the Event

- 1 Holi Puja at temple in the morning & then Cultural Program at Noon
- 2 Learning Center Presentation during Cultural Program
- 3 Cultural Program entry fee \$10 for members & \$20 for non-members
- 4 Food for purchase available
- 5 Send email to HSNC members and sister organizations for Cultural Program entry
- 6 No charge for attendance
- 7 Evening Puja in temple and then Holi Bond fire at sunset (around 7pm)
- 8 Holi Puja in temple on actual Holi day (3-08-2012)
- 9

Projected Expense Details		Estimated Expense \$
X	Main Hall usage (x% of regular charges=operational cost)	300
X	Audio usage	250
X	Setup, Cleaning, Decoration	300
X	Food	
	Main Temple usage (x% of regular charges cost = operational cost)	100
X	Setup, Cleaning, Decoration	
	Prasad/Mahaprasad	100
X	Accommodations and Others	
	Others...	Total 1050

Projected Revenue Details and Revenue Options		Estimated Revenue \$
Note: Recommended that Revenue needs to be at least 200% of the Expense		
X	Entrance Ticket Sales	2000

	Participant Entrance Fees	
X	Sponsorship	500
X	Puja/Havan	500
	Hundi	
	Others...	Total
		3000

Detailed Event Execution Plan	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Post-Mortem of each event		\$
	Actual Expense	
	Actual Revenue	
Suggestion for future years		
1		
2		
3		
4		
5		
6		

A16. Senior club Scheduled programs

Mondays

Karaoke Group	02:45 PM - 06:00 PM	Ambrish Vyas
Ballroom Dance Lessons	07:00 PM - 08:00 PM	Manohar Tamhankar
Experienced players for 56 (by invitation)	02:00 PM- 05:00 PM	Kris Krishnamurthy

Tuesdays

Monthly Seminar (2nd)	10:00 AM - 02:00 PM	Ramesh Vora
Volunteer program (SEWA, 2 nd)	01:30 PM - 03:00 PM	Banu Krishnamurthy
Craft, crochet, knitting, (1 st , 3 rd)	01:30 PM - 03:00 PM	Banu Krishnamurthy
Yoga	10:00 AM - 11:00 AM	Smita Shah, Bina Dassani
Square dance	11:00 AM - 12:00 PM	Kris Krishnamurthy
Book Club (3 rd Tuesdays)	03:00 PM - 04:00 PM	Bharat Parikh

Wednesdays

Buddy Group (3 rd)	12:15 PM - 01:15 PM	Jothi Kumar
Bridge and 56	01:30 PM - 04:30 PM	Ramesh Vora
Bhajans	03:30 PM - 05:00 PM	Kris Krishnamurthy
		Sudha Dev

Thursdays

Yoga	10:00 AM - 11:00 AM	Smita Shah, Priya Amresh
Craft projects (2 nd Thurs) (proceeds of items sold go to HSNC)	02:00 - 03:30	Banu Krishnamurthy
Movie club (3 rd Thursdays)	02:30 PM - 05:30 PM	Kirit Parekh

By Appontement, or as needed

Chat with a Physician (Tuesdays)	Dr. Kataria
Health Insurance, Tax filing	Pravin Shukla
Buddy Group (Joint programm with TAHT)	Jothi Kumar
Picnic	Satish Laroia

Contact Information

Ramesh Vora	hsncsenior@gmail.com	919 656 8958
Kris Krishna Murthy	kris.banu@gmail.com	919 381 6272
Smita Shah	smitavinodshah@gmail.com	919 455 3231
Bina Dassani	binadassani@gmail.com	919 866 8820
Priya Amresh	amarpriya6970@gmail.com	919 428 ????
Ambrish Vyas	ambrishvyas48@gmail.com	919 602 3464
Jothi Kumar	jvkumar1@gmail.com	336 337 4489
Manohar Tamhankar	ntamhankar@hotmail.com	201 240 3563
Kirit Parekh	kparekh620@gmail.com	919 607 2396
Sudha dev	sudhadev@gmail.com	919 447 0275
Banu Krishnamurthy	Banu27613@gmail.com	919 381 6272
Yash Kataria	yashpkataria@gmail.com	252-258-2217
Pravin Shukla	gurushukla@hotmail.com	919-400-6625
Satish Laroia	satishlaroia@gmail.com	919-368-7773

**NOTE: Program schedule May Change. Always contact the coordinator.
Most programs are held in the Learning Centers Rooms 7 and 8**

A17. Payment Voucher



HINDU SOCIETY OF NORTH CAROLINA

309 Aviation Parkway
Morrisville, NC 27560
Phone (919) 481-2574

Date: _____

Voucher No.:	_____
Check Number:	_____
Date:	_____

Date	Description	Committee	Expense Amount (A)	Tax Amount (B)	Reimbursement Amount (A + B)
Total:			\$ -	\$ -	\$ -

Please make the Check in the name of: _____

Claim Submitted: _____
Signature Name

Claim Approved: _____
Committee Member Signature Committee Member Name

BOD 1 Approval: _____
BOD Signature BOD Name

BOD 2 Approval: _____
BOD Signature BOD Name

Paid By: _____ Paid Date: _____

Comments:

Please Note:

1. Please attach photocopies of receipts. Missing photocopies and originals will delay processing and subject to refusal.
2. Please follow the requisite voucher approval rules. Failure to follow will result in refusal for processing.

Voucher Approvals: All vouchers need approval from the requisite Committee Member and one BOD. All vouchers over \$1000 need approval of additional BOD. Persons who are being paid or the person who is submitting the claim cannot sign as a Committee Member or BOD.

The Hindu Society of North Carolina (HSNC)

309 Aviation Parkway, Morrisville, NC 27560 (info@hsnconline.org 919-481-2574)

A18. Grievance. Form to be Submitted by the Plaintiff)

Please fill this form to file your request to the Grievance committee (GC). Submit it to grievancecommittee@hsnconline.org. Please note that this committee will normally be involved only if the matter has been addressed by the official channels first, meaning that the complaint had been lodged with committees, BOT, BOD, other officers or a colleague board member (in case the petitioner is a board member), and you are not satisfied with the outcome. This form will let the Grievance Committee decide, if the pre-requisites have been met. You will be informed accordingly.

Your Information: Name

email address

Street Address

Telephone Number:

Please indicate, which official/ board, you have already presented your case to:

Please indicate, the reason of your appeal to this committee:

Please describe your case in brief (less than 250 words):

1. Grievance committee will do its best to resolve the issue in timely manner. Detailed hearing and investigation may take some time. The committee will like you to voluntarily hold back from filing any potential law-suit during the course of its work, which should generally not exceed 2 months. Please indicate if you are willing to wait: Yes, will wait () No, I do not agree to wait ().

2. **Oath.** For GC to conduct a fair and expedited trial, you as complainer are required to abide by certain code. Kindly note that you will (i) not contact, either by calling, visiting, or seeing on the sidelines, any member of the grievance committee and privately discuss the complaint, (ii) will not have some one else do the same on your behalf, (iii) use collegial language during deliberations, and (iv) not discuss specific details publicly or publish it in mass media: _____(sign); _____(date)

3. The GC deliberation result shall be sent to the BOT and BOD, for approval with majority votes.

4. Please submit the form by e-mail to: grievancecommittee@hsnconline.org .

The Hindu Society of North Carolina (HSNC)
309 Aviation Parkway Morrisville NC 27560

A19. Grievance. Oath by the Grievance Committee Members

All members of the Grievance Committee (GC) shall take the oath as given below before the committee proceeds with the investigation of a case under consideration.

I, as member of the Grievance Committee, pledge that I shall:

1. Not discuss or entertain calls, outside the committee meetings, about any matter related to the case under consideration by the GC
2. Tell any caller, wanting to discuss the case, that I can not discuss any aspect of the case, or listen to any statements from anybody concerning the case, outside the committee hearing
3. Advise the plaintiff and any associated with him/her, if they come in contact with me and express a wish to visit me, that he/she, or anyone on his/her behalf, could not visit me at my home or at another place to discuss any aspect of the case.

Signature of the GC Member: _____; Date: _____

A20. Donation. Automatic donation draft form

The Hindu Society of North Carolina
309 Aviation Parkway, Morrisville NC 27560

Authorization Agreement
For Donations by Automatic Draft

Donation Amount: _____

Frequency: ____ One Time ____ Monthly (15th of each Month)

I (we) hereby authorize Hindu Society of North Carolina hereinafter called **HINDU TEMPLE**, to initiate debit entries to my (our) ____Checking or ____Savings (Please check one) account indicated below and the financial institution named below to debit the same to such account.

Name of Bank

Bank city code

State

Zip Code

Bank Transit/ABA Number

Bank Account Number

Name of Account Holder(s) (Exactly as on Bank Statements)

This authority is to remain in full force and effect until **HINDU TEMPLE** has received written notification from me (or either of us) of its termination in such time and in such manner as to afford **HINDU TEMPLE** a reasonable opportunity to act on it.

X _____
Signature Date

X _____
Signature Date

Please attach a voided check preprinted with account information.

THE HINDU SOCIETY OF NORTH CAROLINA

A21. Learning Center "Donor Wall" Donation Plates Form

Location	Donation Plate	Donation Value	Plate Size	Max Char / Line	Max lines
Donor Wall 1	Plate 1 - \$50K	\$50K and higher	20" x 12"	15 Char / Line	4
Donor Wall 1	Plate 2 - \$25K	\$25K - \$49,999	14" x 8"	15 Char / Line	4
Donor Wall 1	Plate 3 - \$10K	\$10K - \$24,999	10" x 5.6"	15 Char / Line	4
Donor Wall 2	Plate 4 - \$5K	\$5K - \$9,999	10" x 4"	18 Char / Line	3
Donor Wall 2	Plate 5 - \$2.5K	\$2.5K - \$4,999	10" x 3"	18 Char / Line	3
Donor Wall 3	Plate 6 - \$1K	\$1K - \$2,499	10" x 1.5"	20 Char / Line	2

Donor Name: _____

Address: _____

Contact E-mail: _____

Contact #: _____

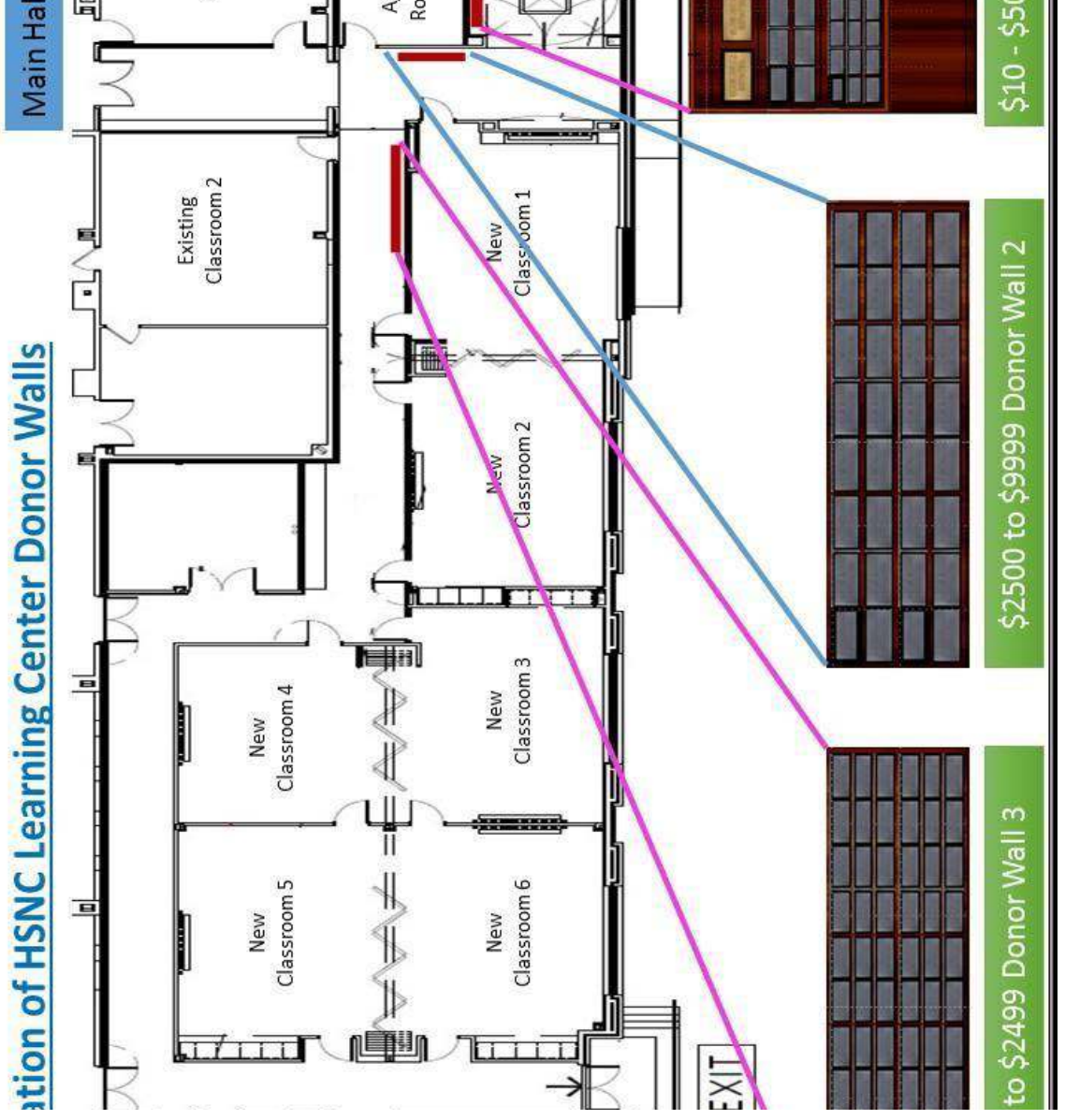
DONOR PLATE DETAILS - Please fill in the details that you would like to have on the Donor plate

Plates 1, 2 & 3 – Max 15 Characters / Line – Please use all CAPITAL LETTERS[illegible]**Plates 4 & 5 - Max 18 Characters / Line – Please use all CAPITAL LETTERS**[illegible]

Plate 6 - Max 20 Characters / Line – Please use all CAPITAL LETTERS

[illegible]

Location of HSNC Learning Center Donor Walls





The Hindu Society of North Carolina

309 Aviation Parkway, Morrisville NC 27560 www.hsnconline.org



MEMBERSHIP APPLICATION

(* required)

FAMILY INFORMATION

Family Name*:

Current address*:

City*:

State*:

ZIP Code*:

Home Phone*:

Work Phone:

Mobile Phone:

Email*:

News Letter*: e-mail / Paper

☐ Single ☐ Married

FAMILY MEMBERS

FIRST NAME*	MIDDLE INITIAL	LAST NAME*	SUFFIX (Mr./Mrs./Ms./Dr.)	M/F*	ROLE* (Self/Spouse/Child)	DOB* (MM/DD/YYYY)	EMAIL

☐ Check here if you will like to receive our newsletter electronically.

☐ Check here if you will like to receive membership correspondence electronically.

MEMBERSHIP

For New Membership (Make check payable to HSNC) Membership fees must be paid in full through check or online. Cash is not accepted for the membership fees.

Membership Type: * Life - \$600 * Annual - \$100 (for respective calendar year only)

Check one ☐ New Membership ☐ Renewal ☐ Change/Update ☐ Annual

☐ Life Membership Full ☐ Life Membership Installment (to be paid full before June 30th of current year)

Payment details: Membership \$_____ + Donation \$_____ = Total \$_____

Paid by ☐ Check # _____ (payable to HSNC)

SIGNATURES

I/we do agree to conform to HSNC constitution and by-laws.

Signature of applicant:

Date:

Signature of spouse (only if for a joint membership):

Date:

*Family Membership includes membership for parents and their children 18 years or less. Family membership does not include grand children or friend

For Office Use Only –

Payment Rec'd by: _____ Date Payment Rec'd: ____________ Amount: \$_____ Paid by: Cash or
Check no. _____

Please either drop completed form in Temple or send to Membership Administration at 309 Aviation Parkway, Morrisville NC 27560.

The Hindu Society of North Carolina

A23

Left purposely blank

The Hindu Society of North Carolina

A24

Left purposely blank

The Hindu Society of North Carolina (HSNC)
309 Aviation Parkway Morrisville NC 27560 (info@hsnconline.org 919-481-2574)

A25. SOCIETY ASSETS PROTECTION AGREEMENT FORM AND CONTRACT

This assets protection agreement (the "Agreement") is entered into by and between the Hindu Society of North Carolina, with its principal offices at 309 Aviation Parkway, Morrisville, NC 27560, ("**Disclosing Party**") and _____, located at _____ ("**Receiving Party**") for the purpose of preventing the unauthorized use and disclosure of Confidential Information (Assets) as defined below. The parties agree to enter a confidential relationship with respect to the disclosure and use of certain proprietary and confidential information ("Confidential Information").

1. Definition of Confidential Information (Assets)

For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. If Confidential Information is in written form, the Disclosing Party shall label or stamp the materials with the word "Confidential" or some similar warning. If Confidential Information is transmitted orally, the Disclosing Party shall promptly provide in writing indicating that such oral communication constituted Confidential Information.

2. Exclusions from Confidential Information

Receiving Party's obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party's representatives; or (d) is disclosed by Receiving Party with Disclosing Party's prior written approval.

3. Obligations of Receiving Party

Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions at least as protective as those in this Agreement. Receiving Party shall not, without prior written approval of Disclosing Party, use for Receiving Party's own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential

Information. Receiving Party shall return to Disclosing Party any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests, it in writing.

4. Time Periods

The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party's duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a trade secret or until Disclosing Party sends Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.

5. Severability

If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the parties.

6. Integration

This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. This Agreement may not be amended except in a writing signed by both parties.

7. Waiver

The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

8. Non-Disparagement

I agree not to make any disclosures, issue any statements or otherwise cause to be disclosed any information which is designed, intended or might reasonably be anticipated to disparage the Society, its officers or directors, its business, services, products and/or personnel.

9. Return of Society Materials

At any time upon the Society's request, and when I leave the employment of or finish my term as an elected or appointed officer of the Society, I will deliver to the Society any and all drawings, notes, memoranda, specifications, devices, formulas, and documents, credentials for all systems, social media or any other entity that was given to me for the purpose of conducting business of the society, together with all copies thereof, and any other material containing or disclosing any inventions, Third Party Information or Proprietary Information in whatever form such information is contained. I further agree that any property situated on the Society's premises and owned by the Society, including disks and other storage media, filing cabinets or other work areas, is subject to inspection by the Society personnel at any time with or without notice and I understand that I should have no expectation of privacy with respect to the same.

10. Notice of Immunity

Employee and or elected/non-elected official is provided notice that an individual shall not be held criminally or civilly liable under any federal or state trade secret law for the disclosure of a trade secret that is made (i) in confidence to a federal, state, or local government official, either directly or indirectly, or to an attorney; and (ii) solely for the purpose of reporting or investigating a suspected violation of law; or is made in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. An individual who files a lawsuit for retaliation by the Society for reporting a suspected violation of law may disclose the trade secret to the attorney of the individual and use the trade secret information in the court proceeding, if the individual (i) files any document containing the trade secret under seal; and (ii) does not disclose the trade secret, except pursuant to court order.

This Agreement and each party's obligations shall be binding on the representatives, assigns and successors of such party. Each party has [signed](#) this Agreement through its authorized representative.

Agreement to care for and return of society equipment (assets)

I acknowledge that while I am working for the Hindu Society of North Carolina, I am expected to take proper care of the Society's equipment (electronic and other). I understand that upon termination, I am expected to cease using all access codes, including pass words, and return all property of the Company. This agreement includes but is not limited to the following: laptops, tablets, mobile phones, system credentials (including access codes/passwords) and any other equipment given to me to conduct Society's business.

_____ (Signature) _____ (Signature)

_____ (Printed Name) _____ (Printed Name)

_____ (Date) _____ (Date)

_____ (Witness Name) _____ (Witness Signature)

_____ (Witness Date)

The Hindu Society of North Carolina

A26. Year-end Transfer of Assets to New Administration

All members of the outgoing administration of the Hindu Society, whether elected or non-elected, who have access to any of the physical or digital assets of the Society will transfer all of these to the incoming administration. This will be done as soon as possible after the new administration has been established but no later than the end of the calendar year. The check list for these, which is not necessarily all-inclusive, is as given below.

- a. Society seal
- b. Society computer – all passwords
- c. Signature authority on society accounts
- d. Society checkbook and passbook
- e. Society credit cards
- f. Keys to file cabinets holding Society records and a list of records and inventory
- g. Passwords for access to Society's computers, social media presence (Facebook, Twitter, Instagram, etc.)
- h. Contracts on file and those in making
- i. All minutes and presentations, BOD, BOT, Committee meetings
- j. Financial Quick book access – passwords
- k. All google drive access list, passwords etc.
- l. All keys
- m. Other

As emphasized in the form A25, given in the appendix, "Society Assets Protection Agreement Form and Contract," all outgoing members of the administration will cease to use any or all digital and physical assets of the Society to which they have had access to before their term expired.

A27. Governance. Sequential record of actions by the BOD and BOT

Item Number 2019-B-X-00n

B - (D for BOD, T for BOT), X - (I for Information, A for Approval)

Description:

Request:

Date Requested:

Committee	Information	Review	Recommendations	BOD Information	BOD Review	BOD Approval	BOT Information	BOT Review	BOT Approval	
BOD/BOT										
Accounting & Finance										
Communication										
Facility Maintenance										
Facility Usage										
Hospitality										
Human Resources										
Operational Fund Raising										
Programs										
Religious										
Senior										
Youth										
Capital Fund Raising										
Long Range Planning										
Constitution										
Construction Projects										
Election										
Finance Audit										
Grievance										
Membership										
Policy & Procedures										
Other1:										
Other2:										

Note: People w/ conflict of interest must abstain from recommendations/voting

Proposed/Seconded:

Voting:

Status: Approved/Reject

A27. Governance. Sequential record of actions by the BOD and BOT**Item Number** 2019-D-A-071**B - (D for BOD, T for BOT), X - (I for Information, A for Approval)****Description:**

Celebrate Diwali Cultural Program

Member ticket \$7, Non-Members \$10

Request:

Approval of program

Date Requested:

Nov 2 2019

Committee	Information	Review	Recommendations	BOD Information	BOD Review	BOD Approval	BOT Information	BOT Review	BOT Approval	
BOD/BOT					X	X	X			
Accounting & Finance	X									
Communication			X							
Facility Maintenance	X									
Facility Usage		X								
Hospitality										
Human Resources										
Operational Fund Raising										
Programs			X							
Religious			X							
Senior										
Youth										
Capital Fund Raising										
Long Range Planning										
Constitution										
Construction Projects										
Election										
Finance Audit										
Grievance										
Membership	X									
Policy & Procedures										
Other1:										
Other2:										

Note: People w/ conflict of interest must abstain from recommendations/voting**Proposed/Seconded:**

Richa Kapoor/Nila Acharya

Voting:

7-yes, 1-No, 1-ABSTAIN

Status:**Approved - Nov 2 Diwali Program**

A27. Governance. Sequential record of actions by the BOD and BOT

Item Number 2019-T-A-044

B - (D for BOD, T for BOT), X - (I for Information, A for Approval)

Description:

Change program at Gala Dinner

Singers Abhijeet/Sweta instead of other; Same cost

Request:

Request approval for change (other cannot perform)

Date Requested:

no date change Dec 7, 2019

Committee	Information	Review	Recommendations	BOD Information	BOD Review	BOD Approval	BOT Information	BOT Review	BOT Approval	
BOD/BOT					x		X			
Accounting & Finance										
Communication	x									
Facility Maintenance	x									
Facility Usage	x									
Hospitality										
Human Resources										
Operational Fund Raising										
Programs		x								
Religious										
Senior										
Youth										
Capital Fund Raising	x									
Long Range Planning	x									
Constitution										
Construction Projects										
Election										
Finance Audit										
Grievance										
Membership										
Policy & Procedures										
Other1:										
Other2:										

Note: People w/ conflict of interest must abstain from recommendations/voting

Proposed/Seconded:

Harsha Shah/Anu Sud

Voting:

Approved - All

Status:

Approved for program change

The Hindu Society of North Carolina

309 Aviation Parkway, Morrisville, NC 27560



The Policy and Procedures Manual

(December 6, 2019)

Part VIII

Cross Index of the Manual

*Om ye bhutam, ch bhavyam, ch sarvam, yaschadhishtathi,
sarvasye ch kaevlam, tasmaye jyeshtaye Brahmne namae.*

(Atharva Ved, 10.8.1)

(Our homage to that Supreme Being who has ordained all that existed in the past, all that exists now, and all that which will exist in the future; Who's essence is bliss alone; we bow to That mighty power and seek His blessings in all we do.)

Part VIII. Cross Index

(Added Later)

May there be peace all around in the world!



***Aum dyauhu santirantariksam santih prithvi santirapah santi
rosadhayah santih vanaspatayah santirvisvedevah santir
brahma santih sarvam santih santih reva santih sama santiredhi,
Om Santih, Santih, Santih***

(YV. XXXVI. 17)

***Almighty, Merciful, Peace Provider, grant us peace in the cosmic
regions and in our world. Grace the earth with peace, with water
soothing, herbs healing and plants placating. Let physical,
mental and spiritual peace and harmony prevail everywhere.
Gracious God grant me such peace.***