



JAIN SOCIETY OF CENTRAL FLORIDA

**By-laws adopted on
11/23/2014**

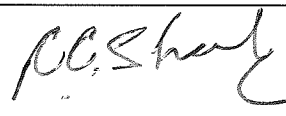
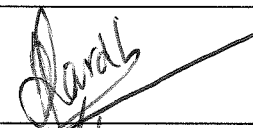
Members of by-laws committee

Bhupendra Shah - Chairperson
Chandrakant Shah
Dinesh Vardhan
Rahul Mehta

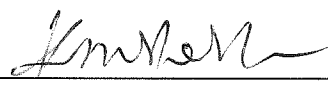
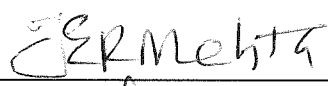
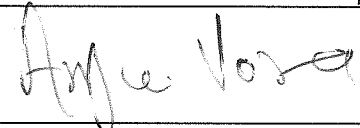
This by-laws adopted on 23rd November 2014, replaces the JSOCF by-laws (dated 16th January 1994) and all its amendments.

Signatories

By-laws committee

Bhupendra Shah Chairperson	 12/21/2014
Chandrakant Shah	 12/21/2014
Dinesh Vardhan	 12/21/2014
Rahul Mehta	 12/21/2014

Board of directors – 2014

Pravina Shah President	 12/21/2014
Ketu Sheth Treasurer	 12/21/2014
Abhay Shah Secretary	 12/27/14
Rahul Mehta Trustee	 12/21/2014
Kumud Mehta Trustee	 12/21/2014
Anju Vora Trustee	 12-21-14

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Article 1. Name and Address

- 1.1 **Name:** The name of the corporation shall be THE JAIN SOCIETY OF CENTRAL FLORIDA, non-profit corporation. Hereinafter referred to as the "JSOCF" or Jain Society or Society.
- 1.2 **Location:** JSOCF's principal office shall be located at 407 W Citrus St., Altamonte Springs, FL 32714. This shall also be the address of the society to which the secretary of state shall mail a copy of any notice required by law.
- 1.3 **Registered Agent:** JSOCF designates Rajendra Mehta who resides at 1689, Grange Circle, Longwood, FL 32750 and whose address for the purposes of the JSOCF's business shall be the same as in the paragraph 1.2 above.

Article 2. Purposes and Objectives

- 2.1 To promote and seek a better understanding of Jain religious doctrines and beliefs.
- 2.2 To provide academic, cultural, and intellectual interchanges among Jain communities in USA and elsewhere in the world.
- 2.3 To celebrate auspicious Jain events and festivals.
- 2.4 To arrange discussion, seminars, and symposiums on cultural, Jain religion, and educational aspects of life.
- 2.5 To acquire and make available literature relating to Jainism.
- 2.6 To arrange and facilitate implementation of various activities defined above.
- 2.7 To promote ideals and values of Jainism.
- 2.8 To promote principles of non-violence (AHIMSA), truth (SATYA), manifold aspects (ANEKANTVAD) and pure vegetarianism.
- 2.9 To promote understanding of sacred Jain Scriptures and teachings.
- 2.10 To establish Jain teachings and research facilities/Institution, libraries, study circles and to publish articles, journals, books, and audio-video materials.
- 2.11 To support and encourage all members including Jain Youths to participate in JSOCF activities and to establish and maintain facilities including but not limited to Temple activities, computer and technology centers, JSOCF web-sites.
- 2.12 To support humanitarian activities and community outreach program e.g. Jiv Daya, Food drives, Earth quake/Hurricane relief efforts, etc.
- 2.13 The purposes of JSOCF is to organize and operate exclusively as religious, charitable, scientific, literary and educational within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.
- 2.14 Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of

1986 or the corresponding provision of any future United states Internal Revenue law.

Article 3. Membership and voting rights

3.1 Qualification for Membership:

1. Any person, who professes belief in Jain religion and its doctrines, shall be entitled to become a member of the JSOCF.
2. Any person who is interested in the understanding, observance, and furtherance of the Jain religion and welfare of JSOCF shall be entitled to become a member of the society provided:
 - a. Person has a good standing in the community.
 - b. Applicant will receive membership designation as defined in [article 3.4](#).
 - c. Submits a written application with two recommendations from existing JSOCF Donor, Patron or benefactor members. Membership approval priority is further elaborated in the policies and procedures. For non-Jain {Individual, and for both husband and wife applicants (for family membership) whose both parents were not Jain}, BOD shall require applicants to attend JSOCF activities for 2 years in order to gauge their interest in Jainism, prior to rendering the decision for membership, For all other applicants, BOD shall make every effort to approve/disapprove the application within 90 days of receipt of application. BOD decision shall be final and binding. Applicant may appeal the decision thru conflict resolution committee.
 - d. All payments received towards the membership dues must be from applicant member only. Any payments received from 3rd party other than (immediate family members, family trust or self-business) towards membership dues will be considered invalid and will not count as a payment towards the membership due. Payment receipt will be issued in the name of the payee only per IRS tax laws for non-profit organization.
3. Membership is non-transferable.
4. Member is eligible to contest for Executive Committee (EC) after 3 years of continuous JSOCF membership.

3.2 Membership Fees:

The membership dues may be adjusted by BOD from time to time at their regularly scheduled meeting without an amendment to the bylaws provided the amount of adjustment is less than +/-10% or less than the previous amount. Refer to [article 3.4.1](#) and [article 3.4.2](#) for reference.

3.3 Payment of Membership dues:

Membership fees are due on 1st of January of each year and payable no later than end of February. On 1st of March, if fees are not paid, the membership will

be automatically cancelled. However, if cancelled, it may be reinstated with \$25.00 reinstatement fee along with annual membership dues.

3.4 Type of Membership:

Type of Membership is based on the donation paid by a member in his/her life time (current and future) to JSOCF for which paid receipt has been issued by JSOCF. This amount shall be computed by the treasurer once a year and made available to BOD. The individual member may request his or her total life time donation amount.

3.4.1 Individual Membership

The Individual of age 18 and above is eligible to become a member with qualification requirements per [article 3.1](#). Individual Annual Membership fee shall be \$50.00 in 2015, \$75.00 in 2016 and \$100.00 in 2017. Beginning 2018 membership fee will follow [article 3.2](#).

3.4.2 Annual Family Membership:

The annual family membership fee shall be \$100.00 in 2015, \$150.00 in 2016 and \$200.00 in 2017. Beginning 2018 membership fee will follow [article 3.2](#). This includes the complimentary family membership (CFM) for unmarried children under the age of 26 years. CFM is also granted to the parents of the members residing in the same home. CFM does not have the voting rights.

3.4.3 Donor Membership:

Individual or family that has contributed more than \$15,000.00 and less than \$25,000.00 to JSOCF shall be designated Donor member. Donor members shall pay annual membership fees per [article 3.4.1](#) or [article 3.4.2](#) as applicable.

3.4.4 Patron Membership:

Individual or family that has contributed more than \$25,000.00 and less than \$100,000.00 to JSOCF shall be designated Patron member. Patron members shall pay annual membership fees per [article 3.4.1](#) or [article 3.4.2](#) as applicable.

3.4.5 Benefactor Membership:

Individual or family that has contributed more than \$100,000.00 to JSOCF shall be designated Patron member. Benefactor members shall pay annual membership fees per [article 3.4.1](#) or [article 3.4.2](#) as applicable.

3.4.6 Honorary Membership:

Any person who has provided exemplary contribution to JSOCF or Jainism may be nominated to receive honorary membership by BOD by majority vote. The length of honorary member will be decided by the BOD. Honorary member is not eligible to vote.

3.4.7 Life Membership:

- a. All life members that are on the current JSOCF life membership list dated: 10/24/2014 are grand fathered in as life members. (At the current life membership due rate.)
- b. Life Membership fee shall be \$500.00 per family.
- c. Members who believe that they are currently life members but their name does not appear on the JSOCF life membership list dated: 10/24/2014 is responsible to provide the proof of life membership due payment to the treasurer.
- d. Upon receiving the proof, the JSOCF Executive committee will update the list and publish the revised list.
- e. No new life membership will be granted through rest of year 2014.

3.5 New membership limitation:

There is a limit on the number of new Members to JSOCF may be admitted annually. The BOD is empowered to increase the number of Members during a calendar year by no more than 10% over the total voting members on the JSOCF election roster of the preceding year. Membership applications not approved by the BOD due to such limitation shall remain on the waiting list for no more than one (1) year from the date of the application. Thereafter, the applicant will reapply for Membership. The secretary will maintain the waiting list of Membership applications. BOD shall follow priority order for new membership approval per policies and procedure.

3.6 Membership Benefits:

3.6.1 Annual Individual and family:

- a) Attend all general activities of JSOCF as defined in [article 2](#).
- b) Vote at the general body meeting.
- c) After 3 continuous years of annual membership, the member is eligible to contest for any executive officer positions.
- d) Use the JSOCF facilities in accordance with the JSOCF guidelines, policies, & procedures, and bylaws.
- e) Family membership shall have two (2) voting rights (one for each spouse).
- f) To serve in any subcommittee as appointed by the EC, BOT or BOD.

3.6.2 Life Membership:

- a) All benefits defined for annual membership.
- b) Eligible to contest for any executive officer as well as board of trustee positions after 3 years of membership.

3.6.3 Donor Membership:

- a) All benefits defined for life membership.

3.6.4 Patron Membership:

- a) All benefits defined for donor membership.
- b) Retains the voting rights for life.

3.6.5 Benefactor Membership:

- a) All benefits defined for patron membership.

3.7 Transferability:

Membership in JSOCF is nontransferable and non-assignable. Only in case of family membership, after the death of a member, the surviving spouse shall continue the membership and shall have one voting right.

3.8 Termination of Membership:

Membership shall terminate per below listed criteria

1. On receipt of a written resignation of a member to any BOD member.
2. Upon death of the individual member.
3. Lapse in membership due payment by 1st March of the year.
4. Upon member's engaging in persistent conduct detrimental to the purposes and interests of the JSOCF. If so determined by a resolution of the BOD and approved by majority vote from the BOD. BOD decision shall be considered final and binding upon the members. Should BOD decision be challenged by the member proposed to be terminated, BOD shall present the case to the general body for final decision per policies and procedures.

Article 4. Governing Body

4.1 Board of Directors (BOD):

The governing body of JSOCF shall be the Board of Directors which shall consist of not less than Seven (7) and not more than fifteen (15) directors. BOD comprises of executive committee (EC) as defined in [article 4.1.1](#) and Board of Trustees (BOT) as defined in [article 4.1.2](#). The BOD shall have good standing in community. No more than one person per family shall be elected to the Board of Directors.

1. The election will be held annually as per [article 6.2](#).
2. To conduct election a quorum is required per [article 7.4](#). All directors shall be elected by simple majority vote at the annual general meeting.
3. The election notice shall be sent out in writing no less than 15 days prior to election by electronic media or by posting it on the JSOCF notice board.

4. Additional Board of directors may be added upon approval by special general body meeting as defined in [article 6.3](#).

The Board of Directors shall consist of EC and BOT as below:

4.1.1 Executive Officers (EC):

EC shall be elected by a majority vote of the members present at an annual general meeting. The number of JSOCF Executive officers shall be Four (4) namely:

1. President
2. Vice President
3. Treasurer
4. Secretary

4.1.2 Board of Trustees (BOT):

BOT shall be elected by a majority vote of the members present at an annual general meeting. The number of JSOCF Board of Trustees shall be Three (3) namely:

1. Chairperson of the Trustees
2. JSOCF Temple Trustee
3. JSOCF Hall Trustee

4.1.3 Ex- officio/Training and Transition:

This position shall be a non-elected position for the term of two years. Ex-presidents or Ex-Trustees are eligible for this position. This position shall be appointed by President and chairperson of trustee for the following year.

4.1.4 Ex- officio Information Technology (IT):

This position shall be a non-elected position for the term of two years. This position shall be appointed by President and chairperson of trustee from the member who has technical knowledge to perform the IT duties.

4.1.5 Society Advisor:

This position is a non-elected position. This position shall be appointed by President and chairperson of trustee from patron or benefactor members.

4.1.6 Youth Activities Vice President:

This position shall be a non-elected position for the term of two years. This position shall be appointed by President and chairperson of trustee from youth CFM who can lead the youths of the JSOCF and co-ordinate all youth activities with BOD.

4.2 Qualifications:

Individual should be familiar with JSOCF constitution, by-laws, guidelines, and the policies and procedures.

4.3 Eligibility Requirements:

The JSOCF member residing within 100 miles radius of JSOCF office shall be eligible to contest for any BOD position.

4.3.1 For Executive Officers:

After 3 continuous years of membership, the member is eligible to contest for any executive officer positions.

4.3.2 For Board of Trustees:

- 1 Eligible to contest for Board of Trustee after 3 years of continuous membership of JSOCF.
- 2 Shall be a donor member, patron member or benefactor member.

4.3.3 For Ex-officio/Training and Transition:

Individual should have served as a president or a trustee position in the past.

4.3.4 For Ex-officio IT:

Individual should be knowledgeable in current Information technology (IT). Ex. Maintain and manage JSOCF website.

4.3.5 For Advisor:

- 1 Must be a benefactor or a Patron member.
- 2 Must be familiar with society constitution, bylaws, guidelines, policies and procedures, functions & goals.

4.4 For Youth Activities Vice President:

Youth actively participating in youth activities like Pathshala, Diwali functions, humanitarian activities, etc. with high leadership potential to lead the youths to higher level of achievements.

4.5 Compensation

JSOCF is a non-profit religious organization with the position of Directors being voluntary; thus, no direct or indirect compensation shall be paid to the Directors or any other appointed position by the BOD.

4.6 Terms of Directors

The Board of Directors shall be elected for two year term only.

- 1 The President and the Chairperson of the Trustees are limited to serve for two (2) consecutive terms [maximum of four (4) years]. After the

hiatus of additional two (2) terms [or four (4) years] from such position, they may be eligible to contest again for the position of president or chairperson of Trustee.

- 2 All the other Board of Directors, are eligible to contest for any position without any term limit or hiatus with the exception of item (1) above.
- 3 The election for Executive Officers shall be held every even year for the term beginning following year. The election for Board of Trustees shall be held every odd year for the term beginning following year.

Article 5 Duties

5.01 Duties of Board of Directors (BOD):

- 5.01.1 BOD will be responsible for all Jain activities e.g. Monthly Aradhana, Aayambil, Annual Mahavir Janma Kalyanak, Paryushan, Dus Lakshana, Mahavir Nirvan (Diwali), Chaitya Paripati, etc.
- 5.01.2 President and Chairperson of Trustee are jointly responsible for timely execution of BOD activities.
- 5.01.3 Acquire and manage major assets of the Society including, but not limited to the real estate and financial investments.
- 5.01.4 BOD is jointly responsible to protect assets of the Society.
- 5.01.5 BOD is responsible to take disciplinary action against any member for noncompliance of JSOCF by-laws and policies and procedures including but not limited to disturbing JSOCF activities, criminal activities or committing fraud. Should BOD decision be challenged by the member proposed to be disciplined, BOD shall present the case to the general body for final decision per policies and procedures.
- 5.01.6 JSOCF Commitments made against gheeboli at the time of accepting the gheeboli must be fulfilled. After fulfilling the commitment by JSOCF if gheeboli are not paid by donor, BOD to work with donor for past due gheebolis. If amicable payment schedule is not acceptable to BOD or Donor or donor has not responded to the past due payments notices in timely fashion, then BOD will suspend the donor from future gheeboli, quorum count and voting until past due payments are fulfilled.

5.02 Duties of Executive Officers:

- 5.02.01 Perform all duties required from time to time, collectively and individually, as outlined in these Bylaws and by the Policies and Procedures.

- 5.02.02 Prepare and maintain Policies and Procedures (procedural and general guidelines) and make it available to general membership. Appoint necessary committees or subcommittees as appropriate and as further identified in [article 12](#).
- 5.02.03 Board of Directors meetings shall be held as required by the President or the Chairperson of Board of Trustees. Minutes of such meetings together with actions & resolutions taken during the meetings shall be recorded.
- 5.02.04 Manage all employees, agents and independent contractors in accordance with established guidelines. Hire and terminate all employees, agents and independent contractors subject to the BOD's approval.
- 5.02.05 Plan, coordinate and execute day-to-day operations, repair, maintain facility, and conduct programs, as per JSOCF Policies & Procedures as necessary.
- 5.02.06 Organize all JSOCF religious, educational, cultural and community service programs, including inviting Jain monks, scholars, speakers and other artists. Propose, present, and ratify a one year plan prepared by the Scholar's Committee and, upon approval of both the EC and the BOD, implement the plan, including sending out timely invitations to scholars.
- 5.02.07 Maintain the JSOCF website and create, co-ordinate and implement various JSOCF communication.
- 5.02.08 Maintain JSOCF Fire Protection, Security System.
- 5.02.09 Follow and comply with all regulations and laws of city, county, state and federal rules as applicable.
- 5.02.10 Review, amend and ratify as necessary the budget prepared by Board of Directors.
- 5.02.11 Manage & track the budget and present it to the general membership every quarter for information.
- 5.02.12 Transition with new Officers upon election, providing records, notes or other historical data on or before the last day of the fiscal year. Transfer of information including but not limited to passwords, accounting records, all financial accounts, insurance policies, safe deposit box keys, bhandar keys, website and security information.
- 5.02.13 Provide a process whereby member grievances and support can be heard, evaluated, and acted upon.
- 5.02.14 Collect multiple bids for insurance, propose to the BOD and, upon authorization from the BOD, purchase insurance (liability, facility,

Directors and Officers (D&O) insurance) as appropriated. Inform the Chairperson of the BOD of all insurance coverage purchased.

- 5.02.15 Undertake solicitation of contributions and donations for JSOCF purposes and objectives.
- 5.02.16 The BOD will nominate a JSOCF representative to coordinate with JAINA as a coordinator two year term. He/she is encouraged to attend JAINA meeting by phone or in person as applicable. The coordinator is encouraged to coordinate the JAINA activities with BOD.
- 5.02.17 The BOD will comply with the Hall usage policies.
- 5.02.18 The BOD will comply with the Temple usage policies.
- 5.02.19 The BOD is encouraged to attend at least 75% of the BOD meeting.
- 5.02.20 The BOD will be the custodian of JSOCF assets and are responsible for safe keeping of same.
- 5.02.21 Any BOD director may accept a gift or bequest on behalf of JSOCF. Upon receipt he or she shall promptly relinquish it to the Treasurer within 10 days.
- 5.02.22 For future JSOCF expansion, they may look for appropriate real estate property for acquisition and present to the general body for appropriate action.

5.03 Duties of the President:

- 5.03.01 Will be the chief executive and shall preside over all EC meetings except the BOT Board of Trustees meeting. Will execute the policies of the society in compliance with the Constitution and By-Laws of the society.
- 5.03.02 President will call at least one annual general meeting in a year. During this meeting the President shall present a report of activities.
- 5.03.03 President will call an annual election meeting in a year. This will be to conduct election as defined in [article 4.6](#)
- 5.03.04 He/she may call more meetings as necessary.
- 5.03.05 Appoint Nominating committee in consultation with BOD.
- 5.03.06 Create sub-committee as needed in consultation with BOD.
- 5.03.07 Formulate budget in consultation with BOD.
- 5.03.08 Will be responsible to oversee all EC activities.
- 5.03.09 Shall execute society function up to the limit of \$5,000.00/function expenses. Beyond \$5,000.00/function expense, president will be required to seek approval from the BOT.
- 5.03.10 Coordinate activities with BOT.
- 5.03.11 Co-ordinate youth activities with the youth vice president
- 5.03.12 Shall co-preside with Chairperson Trustee over BOD meetings.

- 5.03.13 The President shall act as a neutral mediator of disputes, and shall call upon the Traditions Council, as and when needed, to help resolve any disputes between members, volunteers, Officers and/or departments, unless provided otherwise in these Bylaws.
- 5.03.14 The President shall appoint conflict resolution committee as needed.
- 5.03.15 Coordinate with other organizations. Ex. JAINA.
- 5.03.16 Will be the official spokesperson for the society. May also delegate as needed.
- 5.03.17 Will be the chairperson of the Future Planning committee.
- 5.03.18 President shall be responsible to oversee the VP, Treasurer and Secretary Activities.

5.04 Duties of the Vice President:

- 5.04.01 VP is responsible for the day-to-day operations and functions of JSOCF as assigned by president.
- 5.04.02 VP shall develop and maintain additional guidelines.
- 5.04.03 VP is responsible for public relations function.
- 5.04.04 VP is responsible for extracurricular activities such as but not limited to annual picnic, sports activities, food drive, career counseling, medical seminars and senior activities.
- 5.04.05 In the absence of president, shall have the authority to carry out the functions of the president.
- 5.04.06 VP shall be in charge of Sadharmik bhakti sub-committees. Shall determine approved vendors for JSOCF events. For details, please see policies and procedures.

5.05 Duties of the Treasurer:

- 5.05.01 Keep records of income/donations and expenditure of the society.
- 5.05.02 Collect membership dues, gheeboli and pledged donation.
- 5.05.03 Compile roster of members who have paid their annual membership fees and are entitled to vote.
- 5.05.04 Prepare and present the annual audited account of the society and furnish a copy thereof to the BOD and JSOCF registered agent. Upon request from any member, treasurer shall provide the copy of the audited annual report.
- 5.05.05 Keep records of assets and liabilities. Example: List of contents with description and photograph in safe deposit box, fixed deposits, savings accounts, securities account, trust account, loans, loan payments, insurance payments, state and federal dues etc.
- 5.05.06 Maintain securities account as per policies and procedure.
- 5.05.07 Maintain Trust account as per policies and procedure.

- 5.05.08 Ensure all JSOCF accounts are within FDIC or SPIC insurance limits.
- 5.05.09 Responsible to obtain bids and to hire the Certified Public Accountant (CPA) to audit the JSOCF accounts.
- 5.05.10 Present quarterly reports to general body.
- 5.05.11 Timely file all federal and State forms required by law.
- 5.05.12 Will track membership dues, gheeboli and pledges for timely payments. Provide BOD with list that is past due for appropriate actions.
- 5.05.13 Is responsible to balance the budget. Based on previous year's deficit suggest donations/assessment fees per member to curb deficit before it gets too large and unmanageable. Any surplus from previous years will be carried forward for major maintenance in reserve funds. For additional clarifications see policies and procedures.
- 5.05.14 Maintain the financial audited report CD and provide one copy of audited report CD as well as hard copy to the registered agent for safe keeping.

5.06 Duties of the Secretary:

- 5.06.01 Will be responsible for upkeep and general maintenance under \$5000.00 of temple, hall and overall JSOCF facility.
- 5.06.02 The Secretary shall keep minutes of all EC, BOD, general body and special meetings. Publish meeting notes as per policies and procedures.
- 5.06.03 Write up a draft of the correspondence and send it to BOD for approval. Upon approval from BOD, send the correspondence to Ex-Officio IT for dissemination to members as appropriate.
- 5.06.04 Perform the activities as assigned by President.
- 5.06.05 In the absence of president and vice president, the secretary shall have the authority to carry out the functions of president and vice president.
- 5.06.06 Secretary is responsible to find a host family and coordinate monthly aaradhana along with sadharmik bhakti with the host family.
- 5.06.07 Maintain the waiting list for new memberships.

5.07 Responsibilities/Duties of JSOCF Temple Trustee

She/he is responsible to execute the collective decision made by the BOD regarding temple matters.

- 5.07.01 Recommend the long-term goals to the BOD of the temple activities

- 5.07.02 Responsible to obtain bids for Expenses over \$5000 and less than \$25000 for any maintenance/improvement that may be recommended to the BOD. Upon approval from BOD, will be responsible to execute and oversee the task to completion.
- 5.07.03 Responsible for the security of the temple.
- 5.07.04 Responsible to announce the schedule of the temple activities.
- 5.07.05 Responsible to form various sub-committees for smooth operation of the temple activities, like regular Seva/Pujas, Special events.
- 5.07.06 Responsible to maintain cleanliness of the preparation room and the temple.
- 5.07.07 Expenses shall be managed as budgeted and approved by the BOD.
- 5.07.08 To coordinate with general body for approval of expenses above \$25000.00 per incident.
- 5.07.09 Assures that temple is not used by any sampraday group who combines Jain idol and religion with other non-Jain religion idols and principles.

5.08 Duties of JSOCF Community Hall Trustee (refer to as hall)

She/he is responsible to execute the collective decision made by the BOD regarding hall matters.

- 5.08.01 Recommend the long-term goals to the BOD of the Hall activities.
- 5.08.02 Responsible to obtain bids for Expenses over \$5000 and less than \$25000 for any maintenance/improvement that may be recommended to the BOD. Upon approval from BOD, will be responsible to execute and oversee the task to completion.
- 5.08.03 Responsible for the security of the hall.
- 5.08.04 Responsible to announce the schedule of the activities.
- 5.08.05 Responsible to form various sub-committees for smooth operation of the hall activities, like regular Jain education, Pathshala, Adult education, media/library center, swadhyay group meetings, scholar visits etc.
- 5.08.06 Responsible for cleanliness and to maintain Hall facility.
- 5.08.07 To form a Pathshala subcommittee. To delegate and oversee the activities to Pathshala subcommittee. To assure that Pathshala follows Jain principles as described in JAINA guidelines.
- 5.08.08 Will be responsible for schedule, co-ordinate and organize scholars. To form scholar support subcommittee as needed.
- 5.08.09 Will be responsible setup and organize library and media center. To form subcommittee as needed.

- 5.08.10 Expenses shall be managed as budgeted and approved by the BOD.
- 5.08.11 To coordinate with general body for approval of expenses above \$25000.00 per incident.
- 5.08.12 Responsible to assure adherence to Jain teaching only and scholars do not utilize the platform to promote personal agenda or activities.
- 5.08.13 Assures that hall facility is not used by any sampraday group who combines Jain idol and religion with other non-Jain religion idols and principles.

5.09 Duties of JSOCF Chairperson of Trustees

Will be the chief trustee and shall preside over the Board of Trustees meeting.

- 5.09.01 Will execute the policies of the society in compliance with the Constitution and By-Laws of the society.
- 5.09.02 Chairperson will call at least one Board of Trustees meeting in a year. May call more meetings as required.
- 5.09.03 The Chairperson shall present a report of BOT activities and followed by report from president about EC activities at the annual general meeting.
- 5.09.04 The Chairperson shall co-ordinate activities with executive committee and BOT.
- 5.09.05 Will be responsible for all activities of BOT.
- 5.09.06 Shall co-preside with president over BOD meetings.
- 5.09.07 Shall be responsible for long term planning in consultation with BOD. Ex. setting up Institute of Jainology.
- 5.09.08 Expenses shall be managed as approved and budgeted by BOD.
- 5.09.09 BOT shall review and has authority to approve expenditure up to \$25,000.00/function. For expenses beyond \$25,000.00/function, BOT shall seek approval from general body.
- 5.09.10 Chairperson shall be responsible to oversee the Temple Trustee and Hall Trustee activities.

5.10 Ex- officio/Training and Transition

- 5.10.01 Responsible for training of BOD and subcommittees.
- 5.10.02 Responsible to ensure smooth transition of BOD functions.
- 5.10.03 Assure transition of all documents and accounts from outgoing BOD's to the incoming BOD's.
- 5.10.04 Is not required to attend BOD meeting unless specifically requested by President or trustee chairperson.
- 5.10.05 Does not have voting right in the EC, BOT, or BOD meetings.
- 5.10.06 Advising the EC, BOT, and BOD on matters as requested.

- 5.10.07 Training expenses shall be managed as budgeted and approved by BOD.
- 5.10.08 Assures transfer of information including but not limited to passwords, accounting records, all financial accounts, insurance policies, safe deposit box keys, bhandar keys, website and security information.

5.11 Ex- officio IT

- 5.11.01 Responsible to manage and maintain society website.
- 5.11.02 Place announcements/notices on website as requested by secretary. Post event photographs, meeting notices, etc.
- 5.11.03 IT expenses shall be managed as budgeted and approved by BOD.

5.12 Duties of Advisor

- 5.12.01 Advising the EC, BOT, or BOD on matters as requested.
- 5.12.02 Is not required to attend EC, BOT or BOD meeting unless specifically requested by President or trustee chairperson.
- 5.12.03 Does not have voting right in the EC, BOT, or BOD meetings.

5.13 Duties of Members

- 5.13.01 Participate in the society events
- 5.13.02 Members are encouraged to sponsor an event such as; monthly Aradhana, Aayambil, Pathshala. Facilitate scholar visits & other events.
- 5.13.03 Donate to JSOCF funds. Suggested donation is 3% to 5% of gross family income.
- 5.13.04 Volunteer time to JSOCF. Suggested time minimum of 4 hours per person per month.
- 5.13.05 During a monthly Aradhana allocate time to EC for information exchange.
- 5.13.06 Participate in election by voting and contesting to serve on BOD position.
- 5.13.07 Volunteer to serve in sub committees as requested by BOD.
- 5.13.08 Provide constructive suggestion to improve JSOCF functions and be ready to take a lead.
- 5.13.09 All gheebolis and pledges are expected to be honored within one year of gheebolis and pledges or as per the previously agreed schedule between BOD and donor.
- 5.13.10 Support conflict resolution committee for amicable resolution of conflict. Accept the final decision by BOD in such matters.

- 5.13.11 Members will respond to request for input from BOD in timely manner.
- 5.13.12 Participating in gheebolis are strictly on voluntary basis. According to Jain Principles, these are sacred gheebolis and shall be fulfilled. A new gheeboli bid from a member who has not fulfilled the past due gheeboli commitment will not be accepted by JSOCF until the past gheeboli amount is paid in full.

5.14 Duties of Youth Activity Vice President.

- 5.14.1 Actively engage to coordinate all youth activities with the BOD. Upon approval of BOD, execute the activities as planned for advancement of youth.
- 5.14.2 Participate in Pathshala activities.
- 5.14.3 Organize beneficial sports activities at the society.
- 5.14.4 Organize youth counseling activities.
- 5.14.5 Organize humanitarian activities such as but not limited to food drive around Thanks Giving, Diwali, etc.
- 5.14.6 Provide youth inputs to BOD for general improvements of the Society.
- 5.14.7 To manage youth activities within the budget limit specified by BOD.

Article 6 Meetings

Notice of Meeting of Annual General Meeting, Annual Election Meeting, and Special General Meeting shall be given in writing stating: (I) time and place of meeting; and (II) Agenda, purpose of meeting, shall be given at least fifteen days (15) or thirty (30) days before the meeting as applicable.

Telephonic Participation: Any member of the Board of Directors, Executive Committee or Board of Trustee may participate in meeting of the Members by means of telephone or speaker telephone system so that all Members are present at the meeting and may simultaneously hear each other during the meeting. Any member participating in a meeting by way of telephone is deemed to be present at the meeting and meeting the quorum requirements, and the minutes of the meeting should reflect such telephonic participation.

6.1 Annual General Meeting

The annual general meeting shall be held every year, generally during the month of March, with prior written notice of at least fifteen (15) days. The following business will be transacted at the meeting:

- 1 To consider the annual report of activities by president and chairperson of the trustees, and audited statement of account from the treasurer.
- 2 To present New Year BOD approved budget to the general membership.
- 3 Any other business brought forward with prior notice.

6.2 Annual Election Meeting

The annual election meeting shall be held every year, generally during the month of December, with prior written notice of at least fifteen (15) days. The following business will be transacted at the meeting:

- 1 Elect EC or BOD as per [article 4](#)
- 2 Any other business brought forward with prior notice.

6.3 Special General Meeting

The special general meeting may be requested by petition signed by minimum of 1/4th of voting members at any time to discuss a matter of immediate concern. The signed petition must be submitted to both to the president and the chairperson. The president and Chairperson shall call a special general meeting within 30 days of receipt of the petition.

- A Special meeting shall be called for financial matters of eminent importance. (Loans, real estate sale and purchase.)
- A Special meeting shall be called to remove any member or remove any BOD member from their position.
- A special meeting shall be called to add BOD position as per [article 4.1](#)
- A special meeting shall be called for dissolution of JSOCF, Temple or Hall modifications, name change, or to change the registered agent.

Article 7 Quorum Requirements

All eligible members residing within 100 miles radius of JSOCF office shall be counted as total membership for quorum requirements. Members residing outside the 100 miles radius are eligible to vote and their vote shall be counted.

Proxy voting as per policies and procedures is permitted for spouse. The proxy vote will be counted towards quorum requirements and vote.

7.1 Quorum for Board of Directors' Meeting

The quorum for transacting any business at the meeting of the Board of Directors shall be four (4) of which two (2) shall be BOT members and two (2) from EC membership.

7.2 Quorum for Executive Committee (EC) Meeting

The quorum for transacting any business at the meeting of the EC shall be three (3). In case of tie vote entire BOD shall be consulted and would be required to vote to break the tie.

7.3 Quorum for Board of Trustees (BOT) Meeting

The quorum for transacting any business at the meeting of the BOT shall be three (3).

7.4 Quorum for Annual General Meeting, Annual Election Meeting, and amendments to policies and procedures

A quorum for the annual general meeting and annual election meeting and amendments to policies and procedure shall be 25% of the voting members whose names appear on the membership roster. If the quorum is not present, the meeting may be held after 30 mins. with quorum of 20%, If quorum is not present the meeting may be held after fifteen (15) days to carry out the same business at the designated place and such meeting shall require a quorum of 15% voting members whose names appear on the membership roster. Majority vote shall be required for the approval.

7.5 Quorum for Special General Meeting

- a. A quorum for the "Special General Meeting" shall be 55% of the voting members whose names appear in JSOCF membership roster. If the quorum is not present, the meeting may be held after thirty (30) minutes to carry out the same business with 51% of voting members. If the quorum requirements are not met then meeting is adjourned and business may be conducted by U.S. mail. The vote count is done as per policies and procedures. The Society may proceed with implementing the proposal by a majority vote (51%) of the members present at the meeting.
- b. The quorum for dissolution of JSOCF shall be at 90% of the voting members whose name appears in JSOCF membership roster. JSOCF may be dissolved by a 90% "yes" vote of the members present at the meeting.
- c. The quorum for the "Modification(s) to the Temple or Hall" shall be at two-thirds (2/3) of the voting members whose names appear in JSOCF

membership roster. The Society may proceed with the proposed modification by a majority vote (51%) of the members present at the meeting.

- d. The quorum for name change of JSOCF, temple or any other future assigned name to any part of JSOCF property shall be at 100% of the voting members whose name appears in JSOCF membership roster created 60 days prior to the voting date. Unanimous “yes” vote is required in writing to pass the proposed name change.

7.6 Quorum for Amendments to the By-laws

For the purposes of amendment to the By-laws, 40% of the voting members shall be required for a quorum. The approval shall require a two-thirds majority of voting members present. If the quorum is not present, the adjourned meeting may be held after 30 minutes with 35% of the voting member’s requirement for quorum purposes. If the quorum is not present, the adjourned meeting may be held after fifteen (15) days to carry out the same business with 30% quorum requirement at the designated place.

Article 8 Financial Policies

1. Fiscal and membership year shall be the calendar year.
2. Except as otherwise provided in this Constitution and By- Laws, all funds raised by the JSOCF shall solely be used for Jain religious activities as defined in [article 2](#), Purposes and Objectives.
3. Only up to a maximum of 10% of the “general” (as defined in policies and procedure) funds raised in the prior year may be used for humanitarian purposes.
4. The JSOCF Directors (BOD) shall not commit funds in excess of available funds with the society. EC Officers may spend up to a maximum of \$5000.00 per incident. Any expenditure in excess of \$5000.00 per incident shall require prior written approval of the BOD. Any expenditure in excess of available funds or above \$25,000.00 per incident or project shall require majority voting in a special general meeting.
5. Trustees cannot commit for funds in excess of available funds with the society.
6. Trustees may approve an expenditure of up to a maximum of \$5,000.00 per incident. Any expenditure in excess of \$5,000.00 but less than \$25,000 per incident or project shall require BOD approval. Any expense above \$25,000.00 per incident or project and in excess of available funds shall require majority votes from the voting members present at a special meeting.

7. Loans shall be governed by [article 15](#) below.
8. Buying and selling of real estate shall be governed by [article 14](#) below.
9. Execution of society contracts and instruments: Except as otherwise provided in bylaws, the BOD may authorize, in writing, with two (2) or more directors signatures; agents to enter into any contract or execute any instrument in the society name and on its behalf, the final contract being subject to the approval of BOD. This authority may be general or confined to specific purposes. Unless expressly authorized by BOD and general body special meeting as required, no director, officer, agent, member, or employee shall have any power or authority to bind the society by any contract or engagement, to collateral society credit, or to render society liable for any purpose or in any amount within the limits assigned by these bylaws.
10. Gifts: BOD may accept on behalf of the JSOCF any contribution, gift, bouquets, or device for general purposes or for any special purpose of the Society. Gifts or donations so collected shall not be disbursed without prior resolution/approval of BOD. All non-monetary gifts to Society shall be subject to prior or post approval for receipt by BOD. Additionally, without such prior or post approval, BOD has powers to remove any non-monetary gifts left on the society premises. BOD is not authorized to accept any precondition for gifts without obtaining prior approval from general membership.
11. Charitable contributions to other organizations: BOD shall set guidelines for approval of charitable donations to other institutions. These guidelines shall be documented in society policies and procedures.
12. Additional financial policies are defined in policies and procedures.

Article 9 Policies and Procedures

The preparations and amendments to “Policies and Procedures” are vested in BOD. President and chairperson of trustee shall chair this meeting. A quorum and voting rights shall be in accordance with the [article 7.4](#). BOD may delegate amendments to the existing policies and procedures to be formulated by subcommittee and presented to BOD and general body for final approval.

Article 10 Restrictions

The Society is organized to serve public interest. Accordingly, it shall not be operated for the benefit of private interests, such as contributors/donors or members of the Society, or persons controlled directly or indirectly by such private

interests. No Board of Directors or Subcommittee members shall utilize his/her position for personal gains or for promotion of his/her business interest.

Article 11 Indemnification

1. The Board of Directors shall serve without bond and on voluntary basis. No salary or wages will be given to the Board of Directors. For their services, the society shall indemnify, and hold harmless, any Board of Directors for any loss sustained unless such loss was occasioned by gross negligence of the said person. JSOCF will purchase property insurance that may include BOD liability insurance of at least one million US dollars.
2. No Members of JSOCF shall be personally liable for the debts, liabilities, or obligations of the JSOCF unless specifically agreed by the individual.

Article 12 Sub-Committees

Board of Directors (BOD) may appoint following sub-committees from entire membership, but not limited to the list below:

01. **Library:** To manage and maintain books, literature, publications.
02. **Pathshala:** To arrange and promote Pathshala activities.
03. **Estate Maintenance:** To maintain and secure real estates.
04. **Publication:** To publish newsletters, periodicals, etc.
05. **Puja/Vidhi:** To organize pujas, vidhis etc. and to ensure its adherence.
06. **Sadharmik Bhakti:** To look after food, kitchen and provide Sadharmik assistance as needed.
07. **Swadhyay:** To arrange and conduct swadhyay and retreats.
08. **Youth:** To promote youth participation and activities.
09. **Event Organization:** To organize and coordinate any special event or project.
10. **Technical:** To manage and maintain audio-video equipment.
11. **Fund Raising Committee:** This committee is in charge of raising funds for the society. It organizes and oversees all fund raising activities such as dinner event, etc. the fund raising activities must be in appropriate taste in accordance with the objectives specified in [article 2](#) (Objectives) of the constitution.
12. **Constitution and Bylaws Committee:** This committee is responsible for interpretation of the Constitution and Bylaws. It also evaluates any suggestions to amend the bylaws per [article 18](#) (Amendments to Bylaws) of the Bylaws.
13. **Audit Committee:** This committee is responsible for auditing all the financial records of the society including BOT and EC. The audit committee audits records

for the month of December of the previous year by February 15, and records of January through November by December 31.

14. Future Planning Committee: This committee evaluates major projects including facility enhancements. It prepares feasibility reports including financial details.

15. Nomination and Election Committee: This committee develops the nominations for the upcoming election of all the open positions on the BOT and EC. The BOT appoints five voting members including a chairperson to this committee at least eight weeks prior to the general body meeting designated for election. Current members of BOT and EC are ineligible to be appointed to this committee. Members appointed to this committee are ineligible to run for the upcoming election. The committee is dissolved on completion of the elections. Solicit the nomination for open position and conduct the election as per policies and procedures.

16. Scholars committee: To arrange scholar visit, lodging and meals.

17. Standing Committees of EC:

A. Religious Committee: This committee is responsible for arranging and performing all the religious activities such as pujas.

B. Education Committee: This committee is responsible for holding study classes for various age groups, inviting Jain philosophers and scholars to provide the guidance to the general membership, managing library of religious books, etc.

C. Food and Kitchen Committee: This committee is responsible for arranging and serving food during society functions.

D. Facility Management Committee: This committee is responsible for maintaining all facilities and equipment of the society. It is also responsible for cleaning of the facilities and inventory of the society goods.

E. Conflict Resolution Committee: The subcommittee will investigate the issue and present their finding and propose amicable resolution to the BOD. The BOD's will vote and make a decision which will be final and binding on the parties with the conflict.

Article 13 Modification to Temple or Hall

Temple is a sacred and revered gathering place for all members of the Jain Sangh. The temple is defined as the spatial areas directly adjacent to and surrounding all the Murtis, and the structural components which enclose that space (walls, ceilings, and floors of the "Ghabara", Temple seating area (Rang Mandap), and area behind "Ghabara") at address of 403 Citrus St, Altamonte Springs, FL 32714.

The hall is defined as real estate and improvements located at 407 Citrus St. Altamonte Springs FL 32714.

1. Modification to inside and outside of the temple shall be proposed and approved by the special meeting as defined in the Quorum and Approval Rules stated in [article 7.5.c](#).
2. Modification to inside and outside of the hall shall be proposed and approved by the special meeting as defined in the Quorum and Approval Rules stated in [article 7.5.c](#).
3. The Executive Committee and Board of Trustees are charged with preserving the appearance, aesthetics, function, content, and structure of this area.

Article 14 Buying and Selling Real Estate property

To further facilitate organization objectives as defined in [article 2](#), JSOCF BOD may propose real estate property to be purchased or sold to the General Body for approval.

A special general meeting to consider buying or selling of the property may be called by giving a prior written notice of at least thirty (30) days to all members. Refer to the [article 7.5.a](#) defining the Quorum and approval requirements of the Special General Meeting for presentation and approval of the proposed property to buy or sell.

Upon approval from General Body, BOD shall execute the necessary legal documents (resolution) authorizing either president or chairperson to execute final sale or purchase of specific real estate property on behalf of JSOCF.

Article 15 Loans

To further facilitate organization objectives (as defined in Article II); JSOCF BOD may propose to obtain a loan to the General Body for approval.

A special general meeting to consider acquisition of a loan may be called by giving a prior written notice of at least thirty (30) days to all members. Refer to the [article 7.5.a](#) defining the Quorum and approval requirements of the Special General Meeting for presentation and approval of the loan.

Upon approval from General Body, BOD shall execute the necessary legal documents (resolution) authorizing either president or chairperson to execute necessary paper work on behalf of JSOCF to obtain the loan.

Article 16 Dissolution

A special general meeting to consider dissolution of the society may be called by giving a prior written notice of at least thirty (30) days to all members. Refer to the article Quorum & Approval Requirement for special meeting in [article 7.5.b](#),

In the event of dissolution, all of the remaining assets and property of the society shall, after necessary expenses thereof, be distributed to similar JAIN entity that shall qualify for section 501(c)(3) of the Internal Revenue Code.

Article 17 Amendments to by-laws

An amendment to the Constitution and By-laws can be adopted at a special general meeting by giving a prior written notice of at least thirty (30) days to all members. Refer to the article Quorum & Approval Requirements for special meeting of amendments in [article 7.6](#).

Article 18 Name change

The organization name “Jain Society of Central Florida” (JSOCF), the temple name “Anila Vijay Poonai Tirth” and any other future assigned name to any part of JSOCF property may be changed at a special general meeting by giving a prior written notice of at least thirty (30) days to all members. Refer to the article Quorum & Approval Requirements for special meeting for name change in [article 7.5.d](#).

Article 19 Change of Registered Agent

JSOCF registered agent may be changed by calling a special general meeting and giving a prior written notice of at least thirty (30) days to all members. Refer to the article Quorum & Approval Requirements for special meeting for registered agent name change in [article 7.5.a](#)

Article 20 Rules of Procedure

Except as otherwise provided in this Constitution and by-laws; all questions on parliamentary procedure relative to the JSOCF shall be governed by Robert's Rule of Order.

Article 21 Severability

If any provision of the Constitution or these By-laws is determined to be invalid or void for any reason, such determination does not affect the validity of any other provisions of the Constitution or By-laws.

Article 22 Adoption

This amendment to the constitution and bylaws has been adopted by the members of Jain Society of Central Florida, 2/3 majority vote on the date of November 23th 2014.

Appendix:

Glossary

Acronyms:

JSOCF Temple: Temple is the entire real estate property with improvements located at 403 Citrus Street, Alt Springs, FL 32714

JSOCF Hall: Hall is defined as the entire real estate property with improvements located at 407 Citrus Street, Alt Springs, FL 32714

BOD: Board of Directors

BOT: Board of Trustees

CPA: Certified Public Accountant

EC: Executive Committee

JAINA: Federation of Jain Associations in North America

JSOCF: Jain Society of Central Florida

Jainology: Study of Jain religious.

CFM: Complimentary Family membership to unmarried child of a family member below age of 26. Also, parents of members residing with member in the same house are also granted CFM.

Youth membership: Youth from Member's family.

Gheeboli: A pledge to JSOCF in general is a gheeboli and is a commitment from an individual or group of individuals who out bid others and takes the rights to a specific laabh(s) as a result.

Laabh: It is a right to perform a specific ritual or a task or leader role or host.