

## CERTIFICATION BY THE PRESIDENT

As the current, duly elected President of Guru Nanak Sikh Temple (Gurudwara), Solano County, I hereby certify that attached 11 pages are the current Bylaws of the corporation.

Balraj Singh

Balraj Singh Dhanoa, President

9/11/22

Date

BYLAWS  
OF  
GURU NANAK SIKH TEMPLE (GURUDWARA)  
SOLANO COUNTY

ARTICLE I

Name

The name of this non-profit religious corporation shall be GURU NANAK SIKH TEMPLE (GURUDWARA), Solano County.

Principle Office

The principle office of the corporation shall be located in Solano County.

ARTICLE II

Managing Committee

The Managing Committee shall comprise of fifteen (15) elected members (including the six (6) Executive Committee members).

Term of office

Term of office shall be two years. Each term of office shall begin on January 1 of the preceding year of election and end on December 31 of the second year of said term. Other conditions are as follows:

1. No Managing Committee Member shall serve on the Managing Committee for more than two (2) consecutive terms of two years each.
2. Re-election to the Managing Committee shall be allowed after a break of at least two years for such out going Managing Committee Member.
3. For the first year of operation, first seven positions of the Managing Committee shall be for one year term, and the remaining eight positions of the Managing Committee shall be for full two years term.

Filling of Managing Committee Member Vacancies

1. In the event vacancies shall occur on the Managing Committee for any reason other than the expiration of a regular term or removal by the Voting Members, such vacancies shall be filled by the remaining Managing Committee Members from the Voting Members in good standing within fifteen days and the person or persons thus appointed shall hold office until the expiration of the then current term.

2. If the Member/Members being removed by the Voting Members by the process of petition, the emergency election must be held immediately to fill the vacancies.

#### Removal of Managing Committee Member

Managing Committee Member (Member or Members) may be removed by the Managing Committee or by the Voting Members of the said corporation.

##### 1. By Managing Committee:

If in the opinion of three fourth of the Managing Committee, a Managing Committee Member (Member) is unable to serve or is unsuitable for serving in the Managing Committee, the said Member shall be removed from the Managing Committee by written secret ballot vote, and notice of removal shall be sent to the said Member within ten (10) days. If the removal of the said Member is not approved by the Voting Members by written secret ballot within six weeks by two third majority, the said Member is automatically restored to the position. No more than one Member may be removed by the Managing Committee during any one year term.

##### 2. By Voting Members:

The voting Members may remove a Member or Members from the Managing Committee if the Voting Members consider such action to be in the best interest of the Guru Nanak Sikh Temple, Solano County. The removal of Member or Members by the Voting Members must be followed immediately by emergency elections to fill the resulting vacancies. A meeting for the removal of Member or Members must be called (written notice to all the Voting Members) by the Managing Committee within ten (10) days of a written request by at least fifty percent (50%) of the Voting Members for this purpose.

If the Managing Committee fails to call the meeting within ten (10) days , a special meeting for this purpose may be called by the Voting Members by a petition signed by more than fifty percent (50%) of the Voting Members in good standing.

The petition must specify the names of the Members to be removed and the names of the election chairman and vice-chairman who shall preside over the emergency election meeting. The removal of each Member shall be voted on separately, after each such Member has given fifteen minutes to explain his/her self to the Voting Members. The decision by two third majority of the Voting Members by a written secret ballot shall be final. The emergency election voting procedure shall be similar to that followed on the regular election day and must be followed by transfer of all powers to the new Managing Committee.

### Annual Meeting/Election

The annual meeting of the corporation to elect its Managing Committee members shall be held on first Sunday in December of each year at the Guru Nanak Sikh Temple (Gurudwara), Solano County.

### Monthly Meetings

Monthly meetings of the corporation shall be held on every last Sunday of the month at the Guru Nanak Sikh Temple (Gurudwara), Solano County.

### Quorum (Managing Committee)

Minimum of eleven (11) Managing Committee members (The six Executive Committee members and five members of the Managing Committee) shall constitute a Quorum for the transaction of business.

### Quorum (Voting Members)

Two third majority of the Voting Members shall constitute a Quorum.

### Meeting Place

Regular meetings shall be held at the principle office of the corporation. Special meetings may be held either at a place so designated or at the principle office.

### Special meetings

Special meetings of the Managing Committee for any purpose shall be called at any time by the President, or by any two members of the Managing Committee. Written notice of the time and place of each meeting shall be delivered personally to each member or sent to each member by mail at the last known address as shown in the records of the corporation. Such notice shall be mailed at least ten days prior to the time of the scheduled meeting. In the event of an emergency, members of the Managing Committee shall be notified in person or by telephone to hold a special meeting.

### Minutes of meetings

The corporation shall keep at its principle office, the book of minutes of all meetings, with time and place of holding, whether regular or special, and if special, how authorized, the notice given to the Voting Members, the names of those present, and the proceedings thereof.

## ARTICLE III

Executive Committee

The Executive Committee shall consist of six (6) members. These members shall be elected by the Managing Committee, out of the fifteen (15) Managing Committee members. The Executive Committee positions shall be as follows:

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

Responsibilities of the Executive Committee

To conduct, manage, and control the affairs and business of the corporation, and to make such rules and regulations in compliance with the Articles of Incorporation, and as deemed necessary for the benefit and advancement of the objectives of the corporation.

Duties of the Executive Committee:President

Subject to the control of the Managing Committee, the President shall exercise supervision, direction, and control of the business and affairs of the corporation. The President shall preside at all meetings of the Managing Committee, and shall have such other powers and duties as may be prescribed from time to time by the Managing Committee.

Vice President

In the absence or disability of the President, the Vice President shall perform all the duties of the President, and in so acting shall have the powers of the President. The Vice President shall have such other powers and perform such other duties as may be prescribed from time to time by the Managing Committee.

Secretary

The Secretary shall keep a full and complete record of the proceedings of the Executive and Managing Committee meetings, shall keep the Seal of the corporation, and affix the same to such papers and instruments as may be required in the regular course of business, shall make services of such notices as may be necessary and proper. He shall be responsible for all administrative functions of the corporation as directed from time to time by the Managing committee.

Secretary shall also communicate with the general public and other Sikh institutions, issue press statements and reports (which must be approved by the Managing Committee in advance) to the government and other public agencies, and resolve grievances of the congregation. The Secretary shall have such other powers and perform such other duties as may be prescribed from time to time by the Managing Committee.

#### Treasurer

Treasurer shall keep and maintain adequate and correct accounts of its properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses as stated in ARTICLE V. These accounts shall be audited every six months by a committee of three members appointed by the Managing Committee, and a balance sheet shall be prepared and submitted to the Managing Committee.

All expenditure payments (except petty cash, up to \$100) shall be paid out only on the checks of the corporation, signed by the Treasurer and either the President or the Secretary. Treasurer shall deposit all income in a bank or banks as designated by the Managing Committee.

The Treasurer shall prepare and issue a Quarterly Financial Report (QFR) to the Managing Committee, duly audited by three members appointed by the Managing Committee.

Treasurer shall have the responsibility to have all the accounts audited once a year by an independent auditor, by January 31 for the preceding calendar year. In the event, Treasurer fails to comply with the auditing process in due time, the Managing Committee shall bear the full responsibility to comply with the auditing process within thirty days from the due date (January 31). The independent auditor shall be appointed by the Managing Committee.

#### Vice Treasurer

Vice Treasurer shall assist Treasurer as needed, and perform all the duties of the Treasurer in his/her's absence or disability.

ARTICLE IV

Qualifications:

1. Managing Committee Members:

To serve on the Managing Committee, a Voting Member must meet the following eligibility requirements:

*Amended*

- 1. Must believe in the Sikh Religion including the teachings of the Ten Gurus and Guru Granth Sahib.
- 2. Must be a resident of the Solano County for at least one year prior to the election year.
- 3. Must be a minimum of twenty five (25) years of age
- 4. Must be a full paying member of the Guru Nanak Sikh Temple (Gurudwara), Solano County for one year prior to the election year.
- 5. Must pay a candidacy application fee of two hundred fifty dollars (~~\$250~~) in addition to the voting membership fee. <sup>5<sup>00</sup></sup>
- 6. Must not have been convicted by any court of a felony.
- 7. A Managing Committee Member shall not serve on the Committee for more than two (2) consecutive terms of two years each. Re-election to the Managing Committee shall be allowed after a break of at least two years for such outgoing member.
- 8. Must not be a active member of any other Sikh Temple.

2. Voting Members:

*Amended*

- 1. Must be a minimum of twenty one (<sup>18</sup>~~21~~) years of age.
- 2. Must be a resident of or business owner/employed in the Solano County for a minimum of one prior year to the election year.
- 3. Must donate two hundred fifty dollars (~~\$250~~)<sup>25</sup> within the election calendar year to the Guru Nanak Sikh Temple (Gurudwara), Solano County.

Voting Member's additional family members shall pay only fifteen dollars per voting membership.

- 4. Must not be an active member of any other Sikh Temple.
- 5. Apply for membership by completing and signing the prescribed application form and are admitted to the Voting Membership by the Managing Committee.

3. General Members:

Any person who believes in the principles and the precepts of the Sikh religion, regardless of race, color, sex, appearance, or national origin, is a General Member of the Guru Nanak Sikh Temple (Gurudwara).

No General Member shall be prevented from attending the religious services at the Guru Nanak Sikh Temple (GURUDWARA), Solano County.

#### ARTICLE V

##### Membership Records

The corporation shall keep a membership record, containing the names and addresses of the Voting Members of the congregation.

The Secretary shall make these records available for inspection upon request by any member of the Managing Committee of this corporation. Any Voting Member can request to the Managing Committee in writing for inspection of these records. The Managing Committee shall make available the records requested within seven days from the date of such request.

##### Annual Membership Period

1. Membership period shall be coincident with the calendar year, starting on Jan. 1 and ending on Dec. 31, of each year.
2. The membership applications received between september 30 and December 31, shall be considered for the following year.

##### Books of Account

The corporation shall keep and maintain adequate and correct accounts of its properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses.

##### Disbursements

Except as otherwise specifically determined by resolution of the Managing Committee, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidences of indebtedness of the corporation shall be signed by the Treasurer and the President or the Secretary of the corporation.

##### Deposits

All funds of the corporation shall be deposited immediately in the designated bank account/accounts of the corporation.



### Expenditure

Expenditure incurred by the corporation shall be properly accounted for, duly supported by receipts for all amounts of \$100 or more.

All expenditures of \$500 or more, and all capital expenditures must be approved in advance by the Managing Committee.

### Corporate Seal

The Managing Committee may adopt and use a Corporate Seal. Such Seal, if adopted, shall be affixed to all corporate instruments by the Secretary.

## ARTICLE VI

### Amendment of bylaws:

These bylaws may be amended as deemed necessary, if the following requirements are met:

1. Amendment must be proposed by the majority vote of the Managing Committee or proposed by petition signed by twenty five percent (25%) of the Voting Members, and must be put on the annual election ballot for vote by the Voting Members.

Written secret ballots must be handed out to Voting Members at the annual meeting.

2. Proposed amendment must be approved by a vote of two third majority (Quorum) of the Voting Members by use of the secret ballot only.

### Certification and inspection:

The original, or a copy of the bylaws as amended up to date, certified by the President of the corporation, shall be recorded and kept in the principle office of the corporation. Such records shall be open to all the members of the Guru Nanak Sikh Temple (Gurudwara), Solano County for inspection at all reasonable time.

## ARTICLE VII

### Corporate Profits and Assets

No member, employee or other person connected with this corporation, or any private individual shall receive at any time, any pecuniary benefit from the operations of this nonprofit religious corporation, provided that this provision shall not prevent payment to the Minister (Granthi) for the services rendered at the Temple, and shall

not receive any of the corporate assets on dissolution of the corporation.

The funds or property of this corporation will in no way be used for settling any legal or other fees/dues arising from any personal dispute among the Managing Committee members or other office bearers regarding any elective or administrative procedures or functions of this corporation.

#### ARTICLE VIII

##### Minister (Granthi)

The Minister shall minister the prayers, perform weddings, preach the Sikh Faith, shall pray for anyone as requested on special occasions, shall provide ways to assist, help and encourage the spiritual, moral, social and educational welfare of the sikhs.

##### Minister's Qualifications

Minister (Granthi) must be a Amratdhari Singh (Must live by the five K's, as prescribed in the Sikh Doctrine). Minister should be graduate with major in Punjabi/Sikh History, or Graduate from Gurmat College recognized by the University or with any equivalent credentials. Minister should be able to read, speak and write English.

##### Minister's Employment Contract

Duties, salary and the benefit package shall be in accordance with the Employment Contract signed on the date of hire.

##### Appointment of Minister

In the event the Minister's position becomes vacant, the appointment process shall be as follows:

1. The Managing Committee shall advertise the position for at least thirty days and seek applications from the qualified candidates.
2. The Managing Committee shall review the applications and select the most qualified candidate for the position.
3. The selected candidate (Minister) must be confirmed by the two third majority (Quorum) of the Voting Members in the forthcoming annual election.

##### Removal of Minister

In the event, the Minister breaches the Employment Contract, the two third majority of the Managing Committee (Fifteen members) shall have the right to remove the Minister from the position immediately. However, the Managing Committee must submit a written report on the matter and state the reason of dismissal to the Voting Members within seven days from the date of dismissal.

## ADENDAM

Amended on December 2, 2012, Articles II and IV.

1. Voting members minimum age requirement should be 18 years.
2. Napa county should be inclusive of all membership rights with the Solano county.
3. Amended Article II, section 3 for election to be held every two years for 15 Management Board Committee members.

Amended on December 7, 2014 Articles II and IV.

1. Voting members application fee shall be \$25.00 per member, excluding any other donation.
2. Managing Committee members shall pay one time candidacy fee of \$500.00 only, excluding any other donation.

## **Amendments August 2022.**

(Approved in the Special Election on August 14, 2002 with 97% yes vote)

1. Next General Election shall be held on June 25, 2023, with new committee taking charge on July 1, 2023. Thereafter, elections shall be held on 3rd Sunday of June in odd years with new committee taking charge on July 1st.
2. Only legal residents of Solano and Napa counties shall be allowed to register and vote. Voting eligibility based on W2, 1099 forms, business ownership and rental property is not acceptable.
3. Each voter must submit his or her own registration application physically at GNST. No one can submit voter registration application on behalf someone else.
4. Only accepted form of identification during registration and voting shall be state of California issued driver's license or state of California issued identification card. Identification must show current address to be in either Solano or Napa county.
5. Voter registration shall be from January 1 thru April 30 on Sundays from 10am to 3pm. Last weekend before April 30th, Saturday and Sunday, registration time shall be 10am to 5pm.
6. Voter registration fee shall be \$10 per vote.
7. Management committee candidate applications shall be only accepted first two Sundays of May. Last day to withdraw candidate application shall be 3rd Sunday of May.
8. Management committee candidate application fee shall be \$1,100 non-refundable.
9. President, General Secretary, and Treasurer shall accept voter registration and management committee candidate applications. By April 30th of election year, a neutral and independent election company must be selected to conduct a fair and transparent process on Election Day. Each voter must present his or her valid state of California issued identification for verification to election officials before casting his or her vote.