

CONSTITUTION
OF
SIKH SOCIETY OF NORTH EAST FLORIDA, INC.
Jacksonville, FL,

ARTICLE-I:

Preamble

Whereas a large number of Sikhs and followers of Sikh faith are residing in North East Florida it was proposed to have a forum for them to pursue and achieve the objectives of the Faith, Education, Culture, Humanity, Universal brotherhood and well being. It was agreed among the members to have a “Non-Profit” organization pursuant to the provisions of federal income tax under Section 501(c) (3) of Internal Revenue Code or corresponding section of any future tax code, to qualify as tax exempt organization, the founding members adopt the following constitution.

ARTICLE-II:

Name:

The name of the organization shall be **Sikh Society of North East Florida, Inc.**, here under referred to as **SSNEF**. It shall be registered as a Non-Profit Religious, Cultural and Humanitarian Organization under section 501(c) (3) of Internal Revenue code, or corresponding section of any future tax code in the state of Florida, with its principal office at 8752 Harpers Glen Court, Jacksonville, Florida 32256.

ARTICLE-III:

Purpose and Restrictions:

A. Purpose:

The purpose of the SSNEF shall be:

1. To promote and practice religious teachings of Sikh faith.
2. To conduct Cultural, Educational and other noteworthy Humanitarian works.
3. To establish and maintain its own Gurudwara Sahib, a Sikh place of worship.

4. To support SSNEF's purpose, SSNEF may raise, solicit, receive and manage funds, gifts, charities and donations.
5. The SSNEF may hold, distribute and expand monies and properties for Religious, Cultural and Humanitarian causes.

All the activities of SSNEF shall be pursued by exercising all the rights and powers conferred on Not for Profit organizations under the laws of Florida and under section 501 (c) (3) of Internal Revenue code, or corresponding section of any future tax code.

B. Restrictions

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the organization shall authorize and empower to pay reasonable compensation for goods and services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause thereof.

No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the organization shall not be conducted for any purposes not permitted to be conducted

- a) By an organization exempt from federal income tax under section 501 (C) (3) of the Internal revenue code, or corresponding section of any future tax code or
- b) By an organization, contributions to which are deductible under section 170(c) (2) of Internal Revenue code, or corresponding section of any future tax code.

ARTICLE-IV:

Objectives:

The objectives of the SSNEF shall be as follows:

1. To register a Non-Profit Sikh association.
2. To coordinate and present programs devoted to the religious teachings of ten Sikh Gurus and Sri Guru Granth Sahib.
3. To propagate the message of Gurbani and its philosophy to foster the understanding of humanitarian values.
4. To support charitable causes in the spirit of Sikh teachings and beliefs.
5. To hold congregations and other specific activities related to the teachings of the Sikh Gurus.
6. To promote religious, educational, social and cultural aspects of Sikh faith.
7. To further the cause of Sikh community through participation in Social, Cultural, Educational and Humanitarian activities.
8. To try to preserve and popularize Sikh Culture and Heritage.

9. To unite members of the congregation in the bonds of Universal brotherhood.
10. To establish and maintain its own Gurudwara in North East Florida as the permanent place of worship and holding religious congregations and related activities.

ARTICLE-V:

Membership:

Membership in the SSNEF shall be open to any individual subscribing to the objectives and eligibility requirements of the SSNEF and paying the dues as set forth herein. A register of the members shall be with the concerned officer of the SSNEF. Each member has the responsibility to keep the SSNEF informed about the current contact details. Membership to SSNEF is not assignable and transferable.

A. Eligibility:

1. All who believe in the religious teachings and writings of the ten Sikh Gurus and Sri Guru Granth sahib and pledge to abide by the constitution of the SSNEF can become members.
2. Any family under one roof, who are the primary resident of North East Florida, can become member of the SSNEF upon completion of the written application forms and payment of membership dues and its approval by SSNEF.

If a person is denied membership, he/she may refer the case to the Grievance Committee of SSNEF. Decision of the grievance Committee will be communicated to the Board of the Directors. The Board of Directors will decide to approve it or bring it to the general body for final decision.

B. Application process:

The membership application forms shall be available with the SSNEF on request. The completed forms shall be submitted to the SSNEF and the applicant shall be informed of his/her acceptance or rejection within 30 days.

C. Classification of members:

General Member (Saadh Sangat)

Any person, who believes in the teachings of ten Sikh Gurus and Sri Guru Granth Sahib and has paid the membership dues as set forth herein can be the general member (Saadh Sangat) of SSNEF. General membership forms part of congregation.

Annual Member

1. Are those members who pay their dues annually?
2. The membership in the SSNEF shall be from January 1 to December 31.
3. Annual dues are non refundable.

Life member

Are those who pay the dues for life membership. The dues are non refundable. Life membership dues may be paid in two installments within 12 months.

Donor member

A member who pays more than the life membership contribution shall be classified as Donor member. Such member(s) shall automatically become Life member(s) of SSNEF with all the rights and privileges of Life member.

Honorary members

Honorary membership may be granted to a person on the merits of his/her contributions that may help to advance the cause, objectives and well being of the SSNEF. Such members do not pay any dues and have no rights to vote and serve on Board of directors or Officers committee but may serve on committees/sub-committees if appointed by the Board of directors or Officers.

Student member

A student with a valid student ID can become annual member of the SSNEF.

Voting member

The voting member shall be that general member of the SSNEF who is enrolled in SSNEF for past consecutive 12 months. He/she has to be 18 years of age or over. And have paid her/his membership dues. However, this provision will not apply for the initial first year of SSNEF's existence.

Membership dues

Annual Membership	\$101
Life membership	\$1001
Donor member	\$1002 above
Student membership	\$5 per year

Rights and Privileges of members

1. To attend and participate in all the activities of the SSNEF.
2. To serve on Committees and Sub-Committees of SSNEF.
3. To attend and vote at all membership meetings including general body meeting (this privilege is for voting members only).
4. The general member(s) can serve as a board member(s) if elected or as officer(s) if appointed.

Conduct of member

1. The conduct and behavior of the members shall be worthy and becoming of the purpose and objectives of the SSNEF.
2. Dues become payable January 1 of every year for Annual members.
3. The member loses his/her voting rights if dues remain unpaid by April 1 of that year.
4. The membership is suspended in that calendar year if dues still remain unpaid.
5. If the suspended member fails to pay his/her dues for that calendar year by December 31, he/she must re-apply as a new member.
6. The SSNEF may periodically review the fees schedule and recommend changes as and when necessary. Any change may be implemented with 30 days notice to members.
7. Memberships are not transferable.

Termination of membership

Membership to SSNEF shall be terminated for the following reasons:

1. By resignation- effected by the member's written communication to SSNEF.
2. By death.
3. For non payment of annual membership dues.
4. By moving family's primary residence from North East Florida.
5. For willful disregard of SSNEF's rules and regulations.
6. For disrupting SSNEF's proceedings, or acts that lead to the disruption of SSNEF's proceedings.
7. By displaying conduct and behavior unbecoming and unworthy of purpose and objectives of SSNEF.
8. By expulsion-Membership may be terminated by two third majority votes of officers committee for any act of omission or commission, deemed by committee to be detrimental to the best interests of SSNEF.

Reinstatement

An expelled member has the right to appeal in writing to the Grievance committee of SSNEF. Decision of the Grievance committee will be communicated to the Board of Directors. The Board of Directors will decide in writing , to reinstate the member or to bring it to the general body for final decision.

ARTICLE-VI:

ORGANIZATIONAL STRUCTURE

The General Body

The Board of Directors

SSNEF officers are the elected officers among the members of the Board of Directors.

Management

General Body

All general members of the SSNEF shall constitute the “General Body” of the SSNEF and shall have powers set forth herein:

1. At least one meeting of the general body shall be held during a calendar year.
2. An overall report on all the activities of the SSNEF, including the financial activities, shall be presented at the meeting.
3. At least one month’s (30 days) notice shall be given to the members advising, date, time, place and agenda of the meeting.
4. Special meeting of the general body may be convened upon a written request of 25 voting members or one third (1/3) of the total voting membership whichever is less. This request shall specify the agenda to be discussed, the reason of this agenda is cause of concern, and contain suggestions and recommendations for resolving the agenda issue.

Board of Directors

The overall management of the SSNEF shall be vested in the Board of Directors elected by the general members of the SSNEF. There shall be a total of seven (7) members of the Board. All the seven members shall be elected by the general body of the SSNEF and shall serve for a term of two (2) years.

In the month of January of every year, the seven elected Board members may appoint, if required additional board members to serve on the Board of directors as Executive Board members. The appointed members will serve for a period of one year and will be selected from the general membership, based upon their specific skills, expertise and ability to enhance the cause and well being of SSNEF. The executive Board members have no voting rights as members of the Board of Directors, but do have voting rights as members of general body.

In addition, the elected Board members may offer honorary membership on the Board to person(s) who provide honorary service, guidance and advise to the SSNEF.

Each year, two of the seven elected members shall retire and be replaced by newly elected members.

A vacancy on the Board of directors arising for any reason shall be filled by appointment by the Board members for the remainder period of the calendar year. In the coming year the vacancy shall be filled up by election process.

In the inaugural year to ensure continuity the current Board members will continue till new Board of directors is elected.

Any general member can run as a member of Board of Directors if he/ she is voting member for consecutively twenty four months. However this provision will not apply for the initial first year of existence.

No member shall serve as a member of Board of directors for more than three consecutive terms.

In addition to having the overall responsibility for the smooth running of the SSNEF, the Board of directors will also be responsible for the following specific functions:

1. Elect a Chairperson, President, Vice president, Secretary and a Treasurer from the Board of Directors.
2. Appoint various committees as and when necessary.
3. Appoint working and sub-committees to carry out specific programs.
4. Collect dues, donations, gifts and contributions.
5. Conduct, manage, and administer activities that will further the cause of the SSNEF.
6. Ascertain that the activities of SSNEF are in keeping with the purpose and objectives of the SSNEF.
7. Review periodically all the financial transactions and ascertain that the funds are appropriately used for the stated purpose and objectives of SSNEF.
8. Keep minutes of the meeting, keep all the records and maintain proper accounts.
9. Attend officially called meetings.
10. Avoid self serving policies and conflict of interests.
11. Maintain good standing of SSNEF and follow sound business policies.
12. The Board of Directors shall meet at least 3 times in a year. Two weeks notice shall be given for the meeting, indicating, date, time, venue and agenda of the meeting.
13. A director shall not use his/her position for personal gains, financial or otherwise.

A Board of director shall be relieved of the directorship position for any of the following reasons:

1. By resignation; effected by the member's written communication to the Board of directors.
2. By death.
3. The member no longer has primary residence in North East Florida.
4. If the conduct and behavior of the Board member is unworthy and unbecoming of the purpose and objectives of SSNEF.
5. The Board of directors may, by a majority vote of all its present members at their meeting, recommend to the general body for their approval of the removal of a Board member whose actions are inimical to the well being, its financial , social, and moral health and as the actions of the member are contrary to objectives of the SSNEF. The general body should approve the removal of board member by majority (voice or otherwise) present in the meeting.

General Body may disapprove by majority present in the meeting the removal of the member of Board of director.

Meetings

1. Parliamentary procedures shall govern meetings of SSNEF except where it is in consistent with the constitution.

2. The concerned committee shall recommend the agenda of the general body meetings and special meetings.
3. Special meetings may be called at any time by the Chairperson.
4. The Chairperson with the approval of the general body may allow non members the courtesy of the floor for a little limited time.
5. Quorum of the general body meetings shall consist of one third of all voting members except when dealing with amendments.
6. In the absence of quorum, no business other than financial statements for expenditure authorization shall be presented and notice regarding pending expulsion of a member be given.
7. In the absence of quorum the meeting may be adjourned one half hour after it is called to order.
8. Meetings called for discussions and approval for financial transactions more than \$5,000/00 shall require a quorum of fifty percent (50%) of voting members of SSNEF present in the meeting.
9. Adoption of a motion or resolution, arising from routine order of business in general body meeting, shall require two thirds votes of those voting in the affirmative. Those who abstain shall not be counted.

ARTICLE-VII:

Officers of SSNEF :

The officers of SSNEF shall consist of the Chair person, the President, Vice-president, Secretary, and the Treasurer. The quorum of officer's shall consist of 3 members. The officers will be for a term of two years. And no general member shall serve as officer for more than three consecutive terms.

Duties of Officers :

Chair person

The Chair person shall be from general members.

1. He/She shall be a Keshdhari Sikh and shall embody the traditional principles enshrined in the Sikh identity. He/she ;
2. He/She shall be able to read, write and speak Punjabi besides English.
3. He/She shall be person of good conduct and behavior.
4. He/She shall have served SSNEF in different committees for the last two consecutive years.
5. He/She shall have the overall control over the activities of SSNEF.
6. He/She shall oversee the over all functioning of SSNEF.
7. He/She shall monitor that the overall purpose and objectives of SSNEF are carried on and forward.

8. He/She shall work out the short term and long term plans of SSNEF and present the same at annual general body meeting.
9. He/She shall be the chief representative of SSNEF vis-à-vis to the public, other organizations or individuals.
10. He/She shall be member of different Committees and Sub-committees.
11. He/She shall have a term of two years.

The President

The President shall be from general members.

1. He/She shall be a Keshdhari Sikh and shall embody the traditional principles enshrined in the Sikh identity. He/she ;
2. He/She shall be able to read, write and speak Punjabi besides English.
3. He/She shall be person of good conduct behavior.
4. He/She shall have served SSNEF in different committees for the last two consecutive years.
5. He/She shall be the Chief Executive Officer of SSNEF to conduct its day-to-day operations.
6. He/She shall officiate as Chairperson in his/her absence.
7. He/She shall be in charge of financial planning and resources and immediate term plans.
8. He/She shall present the yearly Budget at the general body meeting.
9. He/She shall be a member of all other committees and sub-committees.
10. He/She shall work closely with the Chairperson in dealing with public, other organizations, and individuals as official representative of the SSNEF.
11. He/She shall supervise the affairs and activities of the SSNEF and perform all acts necessary to accomplish the business of the SSNEF.
12. He/She shall have a term of two years.
13. He/She shall be the master of ceremonies for the Gurudwara activities and events.

Vice-president

The Vice-President shall be from general members.

1. He/She shall officiate as president or secretary in his/her absence.
2. He/She shall have the primary responsibility to promote membership in the SSNEF.
3. He/She shall assist the president in performing his/her duties.
4. He/She shall perform such other duties as assigned by the Board of Directors and the Officers.
5. He/She shall have a term of two years.

Secretary

The Secretary shall be from general members.

1. He/She shall act as the recording officer of the SSNEF and shall keep records of minutes of meetings, proceedings, and actions of members and the Board.

2. He/She shall be the custodian of documents, records and minutes.
3. He/She shall attend to all correspondence of the SSNEF including sending notices of meetings.
4. He/She shall maintain a register of name and address of each member.
5. He/She shall communicate the activities of SSNEF to the eligible members and general members.
6. He/She shall use these media to communicate; a) e-mail system b) Website c) Flyers and hand outs d) USPS e) Gurudwara bulletin Board f) Announcements at the Diwan.
7. He/She shall make external communication to the general members on monthly and as is required basis for a) The Kirtan Schedules b) Financial statements c) Specials announcements about events and about visiting guests d) others as requested by the eligible and general members or the officers.
8. He/She shall make internal communication to the concerned members about a) Meeting schedules b) Agenda of meetings c) Minutes of the meeting.
9. He/She shall have a term of two years.

Treasurer

The Treasurer shall be from general members.

1. He/She shall be responsible for keeping financial accounting of SSNEF.
2. He/She shall maintain proper accounts of funds received and expenditures made.
3. He/She shall prepare the annual budget of SSNEF.
4. He/She shall be the chief custodian of the finance of SSNEF.
5. He/She shall keep and maintain the Bank account of SSNEF, its check Book and the related documentation.
6. He/She shall attend to the necessary corporate papers as required by the state of Florida and Federal Government.
7. He/She shall have a term of two years.

Collective responsibility of officers

1. The officers shall be responsible for over all operations management of the corporation and for handling the day-to-day operation of SSNEF in accordance with the Constitution of SSNEF. All the executive functions of SSNEF shall rest with the Officers.
2. The officers shall serve as the principal body to assure that the means pursued towards achieving the purpose and goals of the SSNEF are legal, proper and devoid of written, spoken, or implied false representation or misrepresentation by any other member. Officers shall promote the objectives of SSNEF.
3. It is the primary duty of the officers to ensure that whosoever is invited or is on the payroll of the SSNEF is valid and in good standing with USCIS.
4. All the records shall be maintained in English and kept in the custody of appropriate officer and includes, register of members, minutes of meeting,

- constitution of SSNEF, amendments , books of account and all other State and Federal regulatory documents.
5. The Officers shall be authorized to conduct a financial transaction up to \$1,000/00.
 6. Any financial transaction from \$1001/00- \$5,000/00 shall require a written approval of the Board of directors.
 7. Any financial transaction above \$5,001/00 shall require majority approval of General Body members present.
 8. All funds collected, any income generated, and all assets and property of SSNEF shall be applied to the promotion of the objectives and purposes of the SSNEF.
 9. No portions thereof shall be paid or transferred, directly or indirectly to members, officers and Board of directors.
 10. All collections cash and kind at any religious function or other occasions shall be accounted for in writing by two persons namely an officer and a general member.
 11. Financial reports shall be posted on the communication systems.
 12. Shall present the audited financial statement.
 13. The officers shall facilitate the requirements of members with special needs to promote their participation and attendance in all activities of SSNEF and Gurudwara Sahib.
 14. In the event of vacancy occurs during the term of office, the Board of directors shall nominate replacement of candidate for the balance of calendar year and in the next year elect the replacement through election process.
 15. The officers shall be responsible for the appointment of Granthi and any other staff and service functionary, if required to further the objectives of SSNEF.
 16. The officers shall stand dissolved for any of the following reasons:
 - A Voluntary resignation of minimum three officers.
 - B Failure to make timely payments, thus putting the SSNEF in financial jeopardy.
 - C Intentional hurdle and willful failure to arrange for and undertake elections.
 - D By vote of no-confidence in Officers, initiated by a signed petition of two thirds Of the Voting members of general body and presented to the Board of Directors.
 17. The Board of directors shall immediately inform general Body about the dissolution of officers committee and convene general body meeting within 2 weeks of notice and formally dissolve the officers committee.
 18. The Board of directors shall immediately appoint an interim committee for the balance of the calendar year and next year elect the officers through election process.
 19. Officers shall develop and implement programs for the benefit of Saadh Sangat(general member)

ARTICLE-VIII:

Finance and Banking:

1. All receipts and payments shall be supported by vouchers, receipts, proper accounting records and statement of accounts.
2. All money received on behalf of SSNEF shall be deposited in a bank savings or checking account. The bank accounts shall be in the name of Sikh Society of North East Florida, Jacksonville.
3. All payments and withdrawals shall be by checks only, checks exceeding \$500.00 in amount shall be signed by two designated officers one of which shall be the Treasurer and the other officer authorized by the officers.
4. No checks shall be made payable to "CASH".
5. All recurring expenditures shall have standing sanction of the Board. Non-recurring expenditures up to \$100 also shall have standing sanction of the Board. Non-recurring expenses above this limit or any unbudgeted expense shall require prior approval of the Board.
6. Remuneration/compensation to any member shall not be made without the prior approval of the Board of directors.
7. The fiscal year of the SSNEF shall be the calendar year from Jan 1 to Dec 31.
8. The accounts of the SSNEF shall be annually audited by the Board or by a person appointed by the Board.

ARTICLE-IX:

Granthi

The officers shall be responsible for the appointment of Granthi, as and when felt necessary to carry on the Granthi duties of SSNEF. In absence of Granthi, the said duties shall be performed by the available, competent Volunteers who is the eligible member of SSNEF. The Granthi shall be dedicated and devoted person who exemplifies Sikh values in practice and preaching. He/She shall conduct the duties of Sri Guru Granth Sahib and the congregation with Grace, Dignity and Humility.

Qualifications of Granthi shall include and not limited to. He/she;

1. Shall be Amritdhari Sikh.
2. Shall have legal status in USA.
3. Shall be well versed in Gurbani, Gurumukhi and Shabad Kirtan.
4. Shall ideally be a married person and of good moral character.

Duties of Granthi

1. The Granthi shall participate and oversee all the functions associated with the Sri Guru Granth Sahib. These shall include and not limited to:
2. Guru's Prakash, Hukamnamma and Guru's Sukhaasan.
3. Shall prepare Karah Prasad as per Sikh rites.
4. Shall be present during the routine functions and programs.

5. Shall be available at the residence of the congregation with the approval of the officers.
6. Shall conduct the teaching of Gurubani, Gurmat, Shabad Kirtan including the use of musical instruments and Gurmukhi.
7. Shall encourage the participation of other members of the congregation and train them about the priestly duties.
8. Shall coordinate with officers in the organization of sacred days and festivals.
9. Shall maintain the decorum and dignity by demonstrating and teaching the principles of reverence and religious order.
10. Shall tender advice to Worship committee and all other committees as needed and shall not be a voting member of any of the SSNEF committees.
11. The services of the Granthi may be terminated upon the joint decision of officers.

ARTICLE-X:

Religious matters and seat of Religious authority

Guru Maryada has to be observed at all times while in Gurudwara premises. In case of any doubt or serious objections regarding religious matters, the issue must be referred to Granthi for comments. Appropriate resolution has to come with the approval of Board of Directors.

ARTICLE-XI:

Committees

The following shall be the standing committees of SSNEF.
Officers will appoint the Chairperson of each of the committees.
The members of these committees shall be from general membership of the SSNEF .
All these committees will report to officers.

1. **Worship Committee;** The members of this committee shall be appointed for a term of two years. The members of this committee shall be three. The duties of this Committee shall include but not limited to; arrange all the worship related programs. Assist Granthi during worship activities. Supervise and co-ordinate Granthi's functioning.
2. **Education Committee;** The members of this committee shall be appointed for a term of two years. The members of this committee shall be three. The duties of this committee shall include but not limited to ;1) conduct linguistic classes 2)

- conduct music and art classes 3)conduct overall educational programs of academic, professional, religious , social and spiritual classes.
3. **Langar Committee:** the members of this committee shall be appointed for a term of two years. The duties of this committee shall include but not limited to; to ensure the smooth functioning of the Langar service. to coordinate with Langar sponsoring families, to maintain inventory of necessary consumable supplies and to liase with the volunteers for serving Langar and the clean up there after.
 4. **Maintenance Committee:** The members of this committee shall be appointed for a term of two years. The members of this committee shall be five. The duties of this committee shall include but not be limited to; a) To keep Gurudwara neat and clean. b) To ensure proper maintenance and operations of all the installed equipment, electrical, plumbing and any other related to SSNEF. C) To ensure proper functioning of Light and Sound systems. d) To ensure proper maintenance of overall Gurudwara facility.e) To ensure proper lawn care and landscaping of the premises.
 5. **Youth Committee:** the members of this committee shall be appointed for a term of two years. The duties of this committee shall include but not limited to; organizing the volunteers for the functions; conducting cultural and youth programs; promoting Sikh values among younger generations. Taking part in sports and other field activities for personality build up.
 6. **Seniors committee:** The term of the committee shall be for two years. Duties of the committee shall include but not limited to;
 - a) Arranging religious discourses for elderly persons.
 - b) Addressing the personal issues of the elderly persons.
 - c) Giving advisory help and guidance to SSNEF.
 7. **Special Committees:** The officers with the approval of the Board of directors can form special committees to carry out specific functions. These committees have defined charter conforming to the constitution of the SSNEF and such committees shall be dissolved upon the completion of the task.
 8. **By-Laws Committee:** The constitution and By-laws committee shall consist of three eligible members. The term of this committee shall be for two years. The primary function of this committee shall be to facilitate in the interpretation of the constitution and By-laws. To receive, study and recommend any proposal for the amendment of the constitution. To provide recommendations for the amendment of the SSNEF constitution to Board of Directors.

9. **Grievance Committee;** the term of this committee shall be for two years. It shall be five member committee, two Board members who are not officers shall be members of this committee, and three members from the general membership. Duties of the committee shall include but not be limited to the;
- a) To receive any suggestion/ grievance/complaints brought forth in writing by any member of the general body.
 - b) To discuss the grievance / suggestion and propose a recommendation to the officers or the Board of directors.
 - c) To respond back to the aggrieved member within 15 days and inform within 45 days appropriate resolution of the issue. Non resolved issue shall be forwarded to the Board of directors with due recommendations of resolution.
 - d) Any grievance/suggestion must be in a written form with the members name properly identified.
10. **Nomination and Election Committee:** This committee shall consist of three members from the general body and shall have a term of two years. The committee shall have proper knowledge of the current membership list, constitution and the description of duties of each office and the eligibility requirements. The Secretary of the SSNEF shall provide all the necessary documentation to the Election and Nomination committee. None of the members of election and nomination committee shall be eligible for any nomination and election during their term and nor they should be members of Board of directors or of officers committee.

ARTICLE-XII:

Nominations and Elections procedure

1. Elections shall be held every two years around Guru Nank Dev Ji's Birthday anniversary, the month of November.
2. Eight week notice shall be given by the Nomination and Election officer for the submission of nominations.
3. All nominations shall be submitted in writing to the Nomination and Election officer and shall contain a written statement by indicating his/her willingness to serve the office.
4. Four weeks prior to elections the Nomination and Election committee shall recommend a list of candidates who meet all eligibility requirements. This list is to be made Public by notification through communication systems.
5. Only voting members shall file written objections and parliamentary procedures shall resolve such issues.
6. In case of elections all voting has to be by secret ballot. Election officer has to spell out two months in advance the date, time and place of election.

7. No campaigning posters or banners or any other means of campaigning shall be allowed on the premises of SSNEF. Any violation of the sanctity and decorum of the SSNEF shall constitute immediate grounds of disqualification and may result in expulsion from membership of SSNEF.
8. The election officer shall have a current serialized voter list and provide serialized and signed ballot papers to voters.
9. The Nomination and Election Committee shall provide a safe secure environment at the polling station to assure free and uninhibited casting of votes. No proxy and absentee votes shall be allowed.
10. The election officer or his/her designate shall have the right to expel any one who disrupts the elections or causes hindrance to voting.
11. The election officer after consultation with the committee may cancel voting if it is felt that the procedure has become disruptive and un-manageable.
12. Counting and tabulation of the ballots shall ensure immediately upon the closure of the polling booth. Two general body members shall be invited to witness this process.
13. The results shall be announced the same day.
14. In the event of tie up, all the members of Board of directors shall cast vote in person to break this tie and elect a candidate within one week.
15. Unopposed candidates shall be automatically elected.
16. The elected members shall assume office the first instant of January.
17. The outgoing members shall facilitate the transition process by providing timely handover of books, records and by conducting joint sessions to train and guide new team.

ARTICLE-XIII:

Amendments:

1. Amendments to these articles may be proposed by the Board of directors or by the bylaws committee appointed by the Board of directors, or by any active member with a written notice supported by twenty percent (20%) of voting members and submitted to the Board of directors.
2. The Board of directors shall review the proposed amendments or appoint a committee to review the amendments and make recommendations to the Board of directors. A simple majority of Board members may approve the amendments.
3. The Board of directors shall circulate the proposed amendments with their approval to the general body at least two (2) weeks prior to the general body meeting along with a ballot for approval of proposed amendments.
4. The members may mail in their ballots prior to the general body meeting.
5. To become effective, the amendments must receive majority of votes of active members.
6. The bylaws may be amended, repealed or altered in whole or in part by two thirds majority vote of all voting members present in person.

7. The approved recommendations of the bylaws committee shall be submitted in writing to the entire membership of the general body 30 days prior to calling a special meeting for the purpose of amending these bylaws. On approval, the resolution shall be incorporated into constitution with immediate effect.

ARTICLE-XIV:

Dissolution:

1. The decision to dissolve SSNEF shall require two third majorities of the Board of directors. The notice to dissolve the SSNEF shall be mailed to the members of general body two weeks prior to the annual general body meeting or a special meeting called for the purpose. The SSNEF shall be dissolved upon receiving majority votes of the members.
2. Upon the dissolution of the SSNEF, the Board members, after paying or making provision for payment of the liabilities of the SSNEF, shall dispose of and distribute all the assets of the SSNEF to such Corporations possessing tax exempt status under section 501(c) (3) of the Internal Revenue Code or corresponding section of any future tax code, or to such organizations organized and operated for Charitable, Educational, or Religious purposes as may qualify as an exempt organization under section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future tax code.
3. Upon the dissolution of the organization , assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue code, or corresponding section of any future federal tax code, or shall be distributed to any organization or organizations possessing federal tax exempt status under section 501 (c) (3) of Internal Revenue code , or corresponding section of any future federal tax code, or to the federal Government, or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by court of common Pleas of the country in which principal office of the organization is then located, exclusively for such purposes or to such organizations, as said court shall determine , which are organized and operated exclusively for such purposes.

ARTICLE-XV:

Minutes:

1. Minutes of all meetings of the SSNEF shall be entered by the Secretary in the minute book, recording therein the proceedings of the meetings.
2. The minutes of the meetings shall be preserved for a period of five years.

3. Any member of the SSNEF who is in good standing, upon a written request to the Secretary and by prior appointment, shall be allowed to view the records of the Society.
4. The minutes should be available at any point of time.

ARTICLE-XVI

Procedures:

1. For all purposes of orderly proceedings, the meetings shall be governed by Robert's Rule of order.
2. Whenever any notice is required to be given under the provisions of these by-laws, a waiver thereof in writing by the person or the persons entitled to such a notice, whether before or after the time stated therein, shall be equivalent to giving of such notice.
3. Whenever a simple majority is mentioned it shall be considered to be more than fifty percent (50%) of the total voting members present.
4. All work related to SSNEF shall be done on a voluntary basis by the members of the Board/Officers/general members.
5. In the event of a conflict of interest situation involving the Directors/officers/Members, they will be excluded from involving themselves in the decisions related to any compensation, benefits or the award of any contract where they may be direct or indirect beneficiary.
6. Remuneration/ compensation to any members shall not be made except that the organization shall authorize and empower to pay reasonable compensation for goods purchased and services rendered to SSNEF.
7. Payments and distributions in furtherance of the purposes and objectives of SSNEF shall be made to Board of directors/Officers /general members without the prior approval of Board of directors.
8. All the assets and property(ies) of SSNEF and all the funds collected and incomes generated on behalf of SSNEF shall belong to SSNEF only and not to any of general member/Officer/member of Board of Directors.
9. No member of the Board of directors, officers or other members of SSNEF shall be personally liable for the debts of SSNEF. For any liability or indebtedness, all creditors shall look solely to the assets of the SSNEF.
10. SSNEF indemnifies each Board member and officer or the member for any losses sustained in the course of his /her work for the SSNEF.
11. A member of the Board of directors or Officers whose conduct is unworthy and detrimental to the purpose and objectives of SSNEF may be recalled by general body members by initiating a petition to recall. The Board member(s) or officer(s) in question shall be removed from the position as Board member or as an officer with majority votes of all general body members present.

Article-XVII :

Formative Period:

The formative period is defined as the period of development and initial existence of SSNEF.

1. During this period, a Steering Committee established by the founding members will conduct the business of SSNEF. Steering Committee will also act as Constitution and By-Laws Committee and prepare the Constitution for SSNEF to be ratified by the Board of Directors.
2. Steering Committee will appoint a Nominating and Election Committee. This Committee will nominate the members from the Founding members to serve as Board of Directors. The majority vote of Founding members will be required to elect as a member of Board of Directors.
3. The Steering Committee will be dissolved at the end of the formative period when the elected members of the Board of directors have taken office to conduct the business of SSNEF.

CONSTITUTION of the SOCIETY.

The Constitution of the SSNEF was adopted by the Founding members, who were part of the Steering /Constitution/By-Laws Committee in January 2008.

Adoption and ratification of Constitution

The foregoing Constitution is adopted and ratified by the Board of Directors on the latest date indicated below:

Dated _____ Director

Dated _____ Director

Dated _____ Director

Dated _____ Director

Dated _____ Director

Dated _____ Director

Dated _____ Director

The End

**As the Guru has taught me, so have I spoken
Says Nanak, listen people: sing the KIRTAN of Lord's praises, and we shall be
saved.**

