Constitution Of Jain Center of Greater Boston

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Article-1 Name of the Organization

The name shall be 'Jain Center of Greater Boston', abbreviated as JCGB.

The address for JCGB is: Jain Center of Greater Boston 556 Nichols Street Norwood, MA 02062

Article-2 Aims and Goals of the Organization

Jain Center of Greater Boston is primarily a religious, non-profit organization. Jainism is an ancient religion, philosophy and a way of life, with non-violence, non-absolutism, and non-possessiveness as its core beliefs. The membership of JCGB consists of people with ancestral origins in India, who were born or married into families following the Jain religion, and other people with significant interest in the philosophy of the Jain religion. The aims and goals of JCGB are as follows:

- (i) Establish and maintain a place of worship and institution of religious learning for the Jain community.
- (ii) Promote Jain principles, beliefs and Jain way of life.
- (iii) Celebrate auspicious Jain events and festivals.
- (iv) Facilitate spiritual, intellectual, cultural, and social interchanges among the members of JCGB, and among various Jain groups in other parts of the world.
- (v) Jain Center of Greater Boston shall not recognize any sectarian preferences.
- (vi) All the religious services and other activities of the center will be conducted in the spirit of Jain unity.

Article-3 Membership

Any person with interest in Jainism can visit JCGB and attend the functions or events sponsored by JCGB. He/She does not have to be a member.

The constitution does not prescribe the format of a membership application. The EC can design paper, online or other form of membership application provided that the membership application shall consist of the following required elements:

- Full name, legal address and marital status of the primary applicant
- Full name of the applicant's members of the household (spouse, children, parents
 and other family members living in the same house) who also wish to be members of
 JCGB.
- Affirmation by the applicant and household members included in the application that
 they adhere to the Principles of the Jain religion, and that they will abide by the
 constitution of the Jain Center of Greater Boston, including its clauses requiring that
 there be no sectarian preferences in its operations.

Optional elements

- Applicant and household members' telephone number and email address
- Job description, place of work
- Register school age children to Pathshala

There is no membership fee for Jain Center of Greater Boston

3.1 General Member

The head of house and spouse of a family, or an individual over 18 years of age, who fill out an application form shown in the by-laws, becomes General Member. Any 18-year or older dependent member of a family must fill his/her own application form. Exception situations are defined in Article-8. The membership period will run from January to December of the following year and will coincide with the term of the Executive Committee as defined in Article 4.2. For a member joining in the middle of the period, membership will need to be renewed for the next period.

3.1.1 Membership Renewal

A member must submit a new completed form via mail, email, in person, or online every two years to renew the membership. The form can be submitted one-year in advance of the expiration date, at any time during the months of January to December of the second year of membership. The Executive Committee shall send out reminders through JCGB newsletter, or other means defined in the By-Laws advising members of the need for renewal. A Grace Period for Members - if they submit the membership renewal form within 6 month of expiration, their membership is treated as if it never expired i.e. they get instant right to vote. Failure to submit the form in prescribed manner and time will result in loss of membership.

3.2 Honorary Member

Gurus, Sadhus and Scholars can be granted honorary membership for a period of time by the Executive Committee without submitting an application form.

3.3 Voting Member

Every individual over 18 years of age, who has been a General Member for at least one year, and who lives within the five states of Massachusetts, New Hampshire, Rhode Island, Vermont and Maine will have voting privileges. A General Member living in the state of Connecticut can be granted voting privileges by a majority vote of the Executive Committee of JCGB. Dependent children of member parents living outside of any of five states of Massachusetts, New Hampshire, Rhode Island, Vermont and Maine shall have no voting privileges.

Article-4 Organization

Organization of Jain Center of Greater Boston will comprise of General Body, Executive Committee, and JCGB Board. Additionally, there will be a Pathshala or religion school facilitated by the Executive Committee. There will also be Subcommittees appointed by the Executive Committee for specific projects.

All members of the Executive Committee, Board and Subcommittees must be Voting Member (both as candidates when they apply and later when they take office).

4.1 General Body

JCGB Voting Members form the General Body. According to the articles and procedures outlined in this Constitution, the General Body shall have the powers to elect or dismiss members of the Executive Committee, the JCGB Board, or any Subcommittee. It will have the means to make recommendations to the Executive Committee. It will have the powers to change the Constitution and the by-laws, and the power to dissolve JCGB per procedures outlined in this Constitution.

4.2 Executive Committee

The Executive Committee will consist of 11 members with voting privilege that are elected by the General Body, and the Pathshala Director with no voting privilege. The Executive Committee is entrusted with the task of organizing all necessary activities to fulfill the aims and goals of JCGB. It shall be responsible for developing and managing the financial and membership resources of JCGB. Within the confines of this Constitution, the Executive Committee shall formulate policies and procedures for JCGB. It will work with the JCGB Board in developing long range plans for JCGB. It will hold joint meetings with the JCGB Board no less than twice a year.

The Executive Committee will be responsible for day-to-day administration of JCGB. It will do so by holding regular meetings, keeping the minutes of the meetings, maintaining all the records including financial transaction records and membership application records. The Executive Committee shall keep the membership informed by activities such as publishing newsletters, magazines, directory, and updates at General Body Meetings. It will make concerted efforts to involve Jain youth in the activities of JCGB.

The Executive Committee shall set guidelines for publications, distribution of materials, and nominations in the name of JCGB. It will also approve distribution of literature and presentations done in the name of JCGB.

The term of the Executive Committee shall be from January 1 of the odd numbered calendar year to December 31 of the successive even numbered calendar year.

4.3 JCGB Board

JCGB Board, also referred to as 'the Board', will be an elected body of five JCGB members. The Board will have the following broad responsibilities.

- (i) Develop and refine vision for JCGB, and share that vision with the Executive Committee, other communities and the General Body.
- (ii) Provide financial checks and balances to JCGB, as defined in Article-7.
- (iii) Ensure that members of JCGB, which includes the Executive Committee and the Board, uphold the Constitution.
- (iv) Facilitate a smooth transition from one Executive Committee to the next.
- (v) Mediate cases of dispute in the operation of JCGB with a goal of preserving unity among its members per Article 8.1, Grievance Procedure.
- (vi) Lead in raising funds for the current and future financial needs of JCGB.

Although the Board shall not have day-to-day executive responsibilities, it shall vigorously fulfill its responsibilities defined herein. The Board shall meet no less than twice a year with the Executive Committee to share progress and to do strategic planning.

4.4 Pathshala

There will be an on-going Jainism school or Pathshala staffed by a Director, teachers, and associates. The primary mission of Pathshala will be to teach the Jain religion and the Jain way of life. It will also facilitate other activities for its students.

4.5 Subcommittees

The Executive Committee shall have the authority to appoint Subcommittees to work on special projects. Each Subcommittee will consist of three or more, odd number of people. The President of JCGB will propose the names of individuals for Subcommittees and the Executive Committee will approve them individually by majority voting. General Members can forward project proposals to the Executive Committee for execution. If the Executive Committee decides to support the project, it may appoint a Subcommittee to help carry out the project.

Article-5 Organizational Responsibilities

All the meetings will be conducted in an orderly manner. The chairman of each meeting will have the authority to remove any person exhibiting unruly behavior from further participation in the meeting.

All Executive Committee, Board and Subcommittee members must be committed in executing the decision taken by the respective body, and are expected to not publicly undermine any decision or pending issue.

All meetings of Executive Committee, Board and Subcommittees shall be open and public, however, the Executive Committee, Board or Subcommittee may recess for the purpose of discussing a specific issue in a closed or executive session limited to its own members.

A General Member who wishes to observe (the "Observer") a meeting of the Executive Committee, Board or a subcommittee must inform the Chairman or Secretary of the respective body his/her intent to observe the meeting. The Chairman or Secretary of the respective body will provide the venue, time and agenda for the meeting. The Observer may not interrupt or otherwise participate in the proceeding of the meeting; however, if the Observer wishes to comment, the Chairman or Secretary may allocate time for Observer's comments.

If a person or a group of people wishes to make a presentation at any of the meetings, the Chairman or Secretary of the meeting will specify a time and location for the presentation.

Within two months of their appointment, the President, Treasurer, Director of Property Management, Pathshala Director, Youth Representative, Board members, and Chairman of any continuing Subcommittee will present goals and objectives for their term. The Treasurer will prepare the JCGB budget for each calendar year at the beginning of the year with the help of other Executive Committee members. During mid-term and end of the term, these members will report and document the status based upon the original goals and objectives they set, and their other accomplishments.

5.1 General Body

Each individual member or a family member will have an obligation to submit the membership application form as required and to follow the letter and spirit of this Constitution. The General Body will exercise its voting privileges at the meetings of the General Body.

5.1.1 General Body Meetings

The notice with an agenda for a meeting of the General Body will be sent out to the General Body at least 30 days prior to the meeting.

5.1.1.1 Annual General Body Meeting

At the Annual General Body Meeting the President will present a status report on JCGB activities including any Subcommittee and project work, and the Treasurer will present an auditor approved financial report with applicable updates. General elections will be held at this meeting every other year.

Quorum requirements for voting at the General Body Meeting will be larger of 25 percent of the General Body or 50 Voting Members. Proxy voting is not allowed.

The Annual General Body Meeting can also be used to seek a vote on any other item of concern in a manner similar to the one described below for Special General Body meetings.

5.1.1.2 Special General Body Meeting

A Special General Body Meeting can be called to seek a vote on

- a) Amending the constitution as specified in Article 9, or
- b) Dissolving the center as specified in Article 10, or
- c) Any other item of concern if the meeting is requested through any of the following:
 - i. A petition signed by larger of 25 percent of General Body or 50 Voting Members
 - ii. An eight-member vote of the Executive Committee
 - iii. A four-member vote of the Board

The President shall be responsible to call such a meeting. He/She shall send out the notice with an agenda of the meeting within 45 days of occurrence of any of the above events, and at least 15 days prior to the meeting. In the event that the President fails to do so, the Board must call the meeting.

Quorum requirements for voting will be larger of 25 percent of the General Body or 50 Voting Members. Proxy voting is not allowed. If the quorum is not present, no vote can be taken and the petitions for votes on the items of concern that were on the agenda will be considered void.

5.1.1.3 Voting Decisions at General Body Meetings

All votes including those for the elections, except those noted below will be decided by a simple majority of the votes cast. The exceptions are as follows:

- Approval of any project that has 'financial exposure' of twenty percent or more of JCGB Cash Equivalent as defined in the By-Laws
- 2. Borrowing money for JCGB
- 3. Disqualification of any member of the Executive Committee or the Board
- 4. Disqualification of any member of the General Body
- 5. Amendments to the Constitution
- 6. Dissolution of JCGB

Articles-7, 8, 9, and 10 describe the voting decision criteria for the above.

5.2 Executive Committee

The Executive Committee will consist of a total of 11 elected members: President, Vice President, Secretary, Treasurer, Director of Property Management, Youth Representative, and five Members-at-Large. The Director of Pathshala will be a non-voting member of the Executive Committee for the entire term.

Each member of the Executive Committee will serve a two-year term starting from January of the first year to December of the following year.

Term limits for members of the Executive Committee: Effective January 1, 2007, the President and the Treasurer will have a limit of 2 consecutive terms. Those officers who have reached term limit can contest for the same position after a two-year period, counted from the end of their previous term.

Eligibility rules for any post on the Executive Committee:

- Five Members-at-Large must be Voting Members of JCGB.
- Youth Representative must be a Voting Member and be below 30 years of age at the beginning of the term.
- President, Vice President, Secretary, Treasurer, and Director of Property Management must have been Voting Members for a minimum of two years.
- President must have a minimum of two years experience on the Executive Committee.

5.2.1 President

The President shall be the Chief Executive Officer of JCGB. He/She shall convene, conduct, and preside over General Body Meetings, Executive Committee meetings, and joint meetings with the Board. He/She will vigorously seek to fulfill the aims and goals of JCGB. He/She shall ensure that the decisions of the Executive Committee are implemented in a timely manner.

The President will encourage youth participation in JCGB activities by supporting activities organized by the Youth Coordinator per Article 5.2.6, and other youth committees.

The President will have a 2-year term, same as rest of the Executive Committee. He/She will have an additional obligation to serve as a non-voting member for a period of six months on the next Executive Committee to facilitate a smooth transition.

5.2.2 Vice President

The Vice President will assist the President in carrying out his/her responsibilities. He/She shall perform the duties of the President when the President is absent. The Vice President will play an active role in public relations with the membership and with other local organizations. Additionally, he/she will be the editor of JCGB newsletter, and be responsible to send email communications to the members.

5.2.3 Secretary

The Secretary will be responsible for coordinating the meetings and keeping official minutes of the meetings. He/She will maintain a binder containing membership application information, and maintain a membership database. He/She will be responsible for sending membership renewal reminders through newsletter or other means defined in the By-Laws.

5.2.4 Treasurer

The Treasurer will be the custodian of JCGB's funds. He/She will prepare an annual general budget to be reviewed and approved by the Executive Committee. He/She will maintain accurate records of JCGB's receipts and expenses. He/She will prepare and present an auditor approved financial report to the General Body at the annual General Body meeting, and annually publish the financial report in the JCGB newsletter. He/She will submit financial reports to the Executive Committee at least twice a year. The Treasurer will send reminders to collect the pledges before the end of a calendar year. He/She will also send official receipts to the donors per the requirements of Internal Revenue Service.

The Treasurer will have a 2-year term, same as rest of the Executive Committee. He/She will have an additional obligation to serve as a non-voting member for a period of six months on 'as needed basis" for the next Executive Committee to facilitate a smooth transition.

5.2.5 Director of Property Management

Director of Property Management will ensure that the JCGB property is maintained properly, both inside and outside. He/She will recommend property improvement projects to the Executive Committee. He/She will ensure that essential services like lawn mowing, snow cleaning, and inside facilities cleaning are carried out in a timely manner.

5.2.6 Youth Representative

Youth Representative will facilitate young adults' activities such as participation in local and national conferences, charitable work, etc. He/She will involve young adults from the local colleges and schools to participate as volunteers, coordinators, and leaders in JCGB activities. He/She will conduct seminars, lectures, and group sessions specifically aimed at educating young adults in the principles of Jain religion. He/She will work with the Executive Committee to establish communication with young adults of New England via e-mail, web page, and/or newsletter. He/She will be a voice for the young adults at Executive Committee meetings.

5.2.7 Five Members-at-Large

Members-at-Large will actively work with the President and Vice President to attain the aims and goals of JCGB. They will help in activities such as coordination of visits by Sadhus, Sadhvis, and Scholars, program coordination, cultural program facilitation, pooja coordination, assistance to Treasurer, charitable activities, interfaith activities, web site maintenance, and more.

5.3 JCGB Board

JCGB Board will consist of a group of five elected members entrusted with the tasks defined earlier in Article-4. All the Board members must have a minimum of four year Executive Committee experience.

The members of the Board will have four-year terms, which will be staggered with two- or three members finishing their terms every two years.

The members of the Board will appoint one of its members as the Chairman and one as the Secretary. The Chairman and the Secretary will be appointed every two years when new members join. The Board will meet a minimum of once every quarter and the Secretary will maintain minutes of the meetings. In addition, it will meet with the Executive Committee, in a joint meeting called by the President, no less than twice a year. The President will chair the joint meetings. At the joint meeting, each group will review functioning of the center and provide constructive suggestions.

Term limits for members of the Board: The members of the Board will have a limit of two consecutive terms. They can reapply for the same position after a two-year period, counted from the end of their previous term..

5.4 Pathshala

The primary mission of Pathshala will be the teaching of Jainism. The Pathshala will be an on-going activity. It will be staffed by a Director, teachers and associates. The Director will be appointed every two years in January when the new Executive Committee starts its term. The existing Pathshala staff will nominate a Pathshala staff member with at least one-year experience at the Pathshala to be the Director for next two years. The Executive Committee will vote on the nomination and decide by a simple majority. If the nomination is rejected, the Pathshala staff will propose another eligible Pathshala staff member to be the Director, and the Executive Committee will again vote on it.

Pathshala Director, Executive Committee, Board, staff, students and students' parents will abide by the "Pathshala Guidelines" document. This document must include the following:

- 1. Pathshala Mission and Objectives
- 2. Pathshala Organization with clearly defined responsibilities of each member
- 3. Clearly defined responsibilities of staff, students' and parents
- 4. Administration guidelines that include (but are not limited to):
 - Registration
 - Teacher selection
 - Disciplinary action
 - Grievance and Dispute Resolution
- 5. Finances

Any change to the "Pathshala Guideline" document requires Executive Committee and Pathshala Director's approval.

Pathshala budget and finances should be presented to the Executive Committee at the beginning of the year.

5.5 Subcommittees

Subcommittees will be appointed by the Executive Committee to work on special projects. Each Subcommittee will consist of three or more, odd number of people. Upon formation, the Executive Committee will explain the goals to the Subcommittee. Within 45 days of formation of a Subcommittee, its members will write down its plan and proposed time frame, and submit those to the Executive Committee. All the Subcommittees will report to current Executive Committee. At the end of the time frame, the Executive Committee will decide on the need for continuation of the Subcommittee.

At the time of transition from one Executive Committee to another, the new Executive Committee with the advice of the Board will evaluate the status of active Subcommittees whose work may not be complete.

Any Subcommittee appointed by the previous Executive Committee can be dissolved only by a vote of at least six members of the Executive Committee and a vote of at least three members of the Board.

Article-6 Elections

Every two years, elections for the Executive Committee and members of the Board will be carried out on the day of Annual General Body Meeting. Current Executive Committee members will select a three member Election Committee with a Chairman, approximately four months prior to the elections. The members of Executive Committee or the Board cannot be part of the Election Committee. The Election Committee members are not eligible to be nominated in or stand in the elections. Approximately three months prior to the elections, the Election Committee will send out a notice of the upcoming elections to the General Body either through a newsletter or individual mailings.

The Election Committee will receive the nominations on a set form, shown in the by-laws, until one month prior to the elections. A candidate can apply for only one position. The nomination process will be open and democratic and information about nominees will be made readily available from the beginning. A candidate can change his/her application until one month prior to the elections.

The Election Committee, in coordination with the Executive Committee, will publish the slate of applicants about three weeks prior to the elections. For the open positions, nominations will be accepted during a three-day window, ending 48 hours prior to the elections.

The voting will be open for a minimum of five hours on the day of elections. In addition, during 24 hours period prior to the elections, the members can cast their votes with any of the members of the Election Committee. Proxy voting is not allowed. The elections will be decided by a simple majority of the votes cast. There are no quorum requirements for the elections.

If there are still positions that are not applied for, the newly elected Executive Committee and the members of the Board, in their respective groups, will have freedom to fill the vacant positions with candidates that meet the eligibility criteria defined in Article 5 for the respective offices. In case of vacancy in the Treasurer's position, the EC can appoint a Member, including a member ineligible to contest for the Treasurer's position due to the Term Limit requirement, to serve the remaining term. EC or Board members will have the following ratification requirements.

- Executive Committee officers namely President, Vice President, Secretary and Treasurer need ratification by majority of Board members.
- Board members need ratification by majority of Executive Committee members.

Article-7 Financial and Asset Management

The Executive Committee shall ultimately be responsible for collecting, expending, and managing the Center's funds and assets. The Treasurer shall present a written Financial Report, approved by a Certified Public Accountant, to the members during the Annual General Body Meeting.

7.1 Funding for Jain Center of Greater Boston

JCGB shall derive its funds from sources such as

- a. Donations
- b. Fund-raising programs
- c. Boli, or a donation for a right to perform a ritual.
- d. Special Projects
- e. Investments of its Cash Equivalent as defined in the By-Laws

The Executive Committee must approve any fund raising activity by an individual or entity other than the Board. The Board does not approve or disapprove fund raising activities by entities other than the Board. The activities must fall within the Internal Revenue Service regulations for a non-profit organization. Donors shall be provided with receipts in a timely manner according to Internal Revenue Service regulations.

7.2 Organization of JCGB's Funds

JCGB's funds shall be organized as follows:

- General or Unrestricted Funds: These funds will be utilized to fund JCGB's day to day activities and for activities to fulfill the Aims and Goals of the JCGB.
- Restricted Funds: The Executive Committee will decide on which funds should be set up as restricted funds. These funds must be used only for the purpose for which they are collected. Examples: Scholarship Fund, Building Fund.

Any restricted fund that exceeds \$25,000 must be set up with its own separate bank account.

7.3 Investment Decisions

Executive Committee is authorized to make decisions regarding investments of JCGB's funds. The decisions should emphasize the preservation of assets. Any decision to invest more than \$50,000 in one instrument requires the approval of a majority of the Board members.

7.4 Utilization of the Center's Funds

- The funds shall be used for building maintenance, programs, education, scholarship, sadhus/scholars, donations, special projects such as directory, purchase of property, and any other activities that are consistent with Aims and Goals of the center.
- During the first three months of a year, the Executive Committee shall finalize and approve the annual general budget prepared by the Treasurer.
- The General Body, by 2/3 vote of attending members, at a meeting at which a quorum is present, must approve all projects that will have "financial exposure" of at least twenty percent or more of JCGB Cash Equivalent as defined in the By-Laws.

7.5 Borrowing Money for the Center

The Executive Committee may decide to borrow funds from its members or outside lending institutions to support a major project. The approval of the General Body, by 2/3 vote of attending members, at a meeting at which a quorum is present, is also required.

Article-8 Exception Situations

8.1 Grievance Procedure

Any grievance or complaint by a member of JCGB must be submitted in writing to the President of JCGB. The Executive Committee shall review and respond to such complaints within 60 days of its receipt.

If the member is not satisfied with Executive Committee's decision, member has an option to take the issue to the Board. The Board, by a three out of five votes, may decide to address the issue.

If the Board decides to address the issue, it will have one of the following four options:

- Option 1. Board, by a three out of five votes, agrees with Executive Committee's decision.
- Option 2. Board, by a three out of five votes, provides specific solution to the Executive Committee on how to resolve the grievance, and asks the Executive

Committee to revisit their decision. If the complainant is not satisfied by the Executive Committee's second decision and returns to the Board, this option is no longer available to the Board.

Option 3. Board, by a four out of five votes, makes a final and binding decision.

Option 4. If Board does not make a decision within 60 days, Executive Committee's decision is final.

8.2 Revoking Executive Committee, Board or Subcommittee Membership

An Executive Committee, Board or Subcommittee membership will be revoked if the member misses three consecutive meetings of the respective body without prior approval of the President or Chairman of that body. A 2/3 vote at a General Body Meeting, at which a quorum is present, is also sufficient to remove a member of the Executive Committee, the Board or a Subcommittee from the office.

In such case as above, or if a member resigns due to personal reasons, the Executive Committee or the Board, for their respective groups, will appoint a replacement for the remainder of the term with ratification requirements per Article-6 The Executive Committee will appoint a replacement to the Subcommittee. When an officer is appointed in this manner to a position with term limits as defined in Articles 5.2 and 5.3, the term for which the officer is appointed will not be counted towards the term limit.

8.3 Withdrawal of Membership Rights of a General Body Member

A member of the General Body shall lose membership privileges in the event of any gross misconduct against the Aims and Goals of JCGB, and upon a vote of 2/3 of members at a General Body Meeting at which a quorum is present. Any person who has lost membership can reapply for membership in the future and could be reinstated only after an approval by the majority of the Executive Committee.

8.4 Violation of JCGB Constitution

Any violation of the JCGB Constitution must be brought to the attention of the members of JCGB Board as soon as it becomes known to the General Member. The Board will consult with the Executive Committee to resolve the issue.

Article-9 Amendments to Constitution and By-laws

The Executive Committee, the Board, or any General Body member can suggest amendments to the Constitution or the By-laws. The party proposing the amendments must submit the proposed changes in writing.

Any amendments to the Constitution or the By-laws can be initiated only when two of the following conditions are met.

1. A majority of the Executive Committee votes in favor of proposed changes.

- 2. A majority of the Board votes in favor of the proposed changes.
- 3. 25 percent of the General Body or 50 Voting Members, whichever is larger, submit a signed petition.

Within 45 days after the above conditions are met, the Executive Committee will send a notice of a General Body Meeting for a vote on the proposed amendments. Within 45 days after such notice is sent, a General Body Meeting will be held.

At the General Body Meeting, a quorum and the following vote is needed to pass the amendments.

- A 2/3 majority of the votes cast to pass any amendments to the Constitution.
- A simple majority of the votes cast to pass any amendments to the By-Laws.

Article-10 Dissolution of JCGB

If JCGB ceases to function, or if eight members of the Executive Committee and four members of the Board vote that JCGB is no longer able to fulfill its Aims and Goals, then the center may be dissolved as follows.

The Executive Committee shall circulate a notice of the intent to dissolve to all members. Sixty days after such notice is circulated, a Special General Body Meeting shall be called and the motion for dissolution of the Center shall be placed before the General Body. If the motion is passed by a 2/3 vote of all Voting Members of JCGB, then JCGB shall be dissolved. Only in this matter, voting by proxy shall be allowed.

Immediately following the dissolution of the Center, the Executive Committee, except the President and the Treasurer, as well as the General Body shall be dissolved. The Board, however, shall continue to function for a period of 60 days. During this period, the President and the Treasurer, upon written instructions from the Board, shall pay off all liabilities of JCGB from JCGB assets and donate the remaining assets to other reputable Jain non-profit charitable organizations. The Board will follow rules of the Internal Revenue Service in disbursement of the funds.

*** End of Constitution ***

By-Laws

By-laws provide further details on procedural issues.

Article-1:

The address for JCGB is:

Jain Center of Greater Boston 556 Nichols Street Norwood, Massachusetts 02062

The address for correspondence shall be the same as above. An individual's address shall not be used as an official address for JCGB.

Article-3:

The constitution does not prescribe the format of a membership application. The EC can design paper, online or other form of membership application provided that the membership application shall consist of the following required elements:

- Full name, legal address and marital status of the primary applicant
- Full name of the applicant's members of the household (spouse, children, parents
 and other family members living in the same house) who also wish to be members of
 JCGB.
- Affirmation by the applicant and household members included in the application that
 they adhere to the Principles of the Jain religion, and that they will abide by the
 constitution of the Jain Center of Greater Boston, including its clauses requiring that
 there be no sectarian preferences in its operations.

Optional elements

- Applicant and household members' telephone number and email address
- Job description, place of work
- Register school age children to Pathshala

Article-5:

The reminders for Membership renewal can alternately be done via email, web posting and/or direct mail.

The annual General Body Meeting will be held during the month of November or the Diwali function every year.

At the first election, two members of the Board will have only two-year terms to create the staggered expiration dates for the Board members.

Directors at 'JAINA': The Executive Committee will designate one of the two directors at the national 'JAINA' organization. The Board will designate the second director.

Article-6:

Attached is the nomination form for an elected position.

Article-7:

The fiscal year for JCGB shall be the calendar year.

Cash Equivalent is the sum of cash on hand, and amounts in checking accounts, money market accounts and certificates of deposit held in the name of JCGB at the end of the previous fiscal year.

Utilization of JCGB's funds:

All bills in the name of JCGB shall be submitted to the Treasurer within four weeks of receipt of the bill. All receipts of the bills shall be kept in records for at least 10 years.

Check writing authorities: President, Vice-president, Secretary, and Treasurer will be authorized to sign checks for any of the bank accounts of Jain Center of Greater Boston. All the checks will require two signatures, one of the Treasurer, and one of President, Vice President, or Secretary.

Expense limits in spending JCGB funds for various office holders and General Body for each event are as follows:

President and Treasurer up to \$1000

Vice President up to \$250

Pathshala Director up to \$500

Executive Committee, by a majority vote, for amounts up to \$5,000

Executive Committee and the Board, each by a majority vote, for amounts up to twenty percent of JCGB Cash Equivalent as defined in the By-Laws

General Body approval for amounts over twenty percent of JCGB Cash Equivalent as defined in the By-Laws

Maintenance of Records: All the membership information, minutes of the meetings, results of elections shall be kept in archives at a safe place for a period of 10 years. Ownership title to the center, bank certificates of deposits, and notarized copy of current constitution will be maintained in a safe deposit locker.

*** End of Constitution and By Laws. Attached is the Election form ***

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