



# JAIN

## SOCIETY OF METROPOLITAN WASHINGTON

### CONSTITUTION



Amended September 2012  
Amended March 2017  
Amended May 2018  
Amended October 2018  
Amended September 2019  
Amended December 2022

Total Pages 23 including this Cover Page

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## **PREAMBLE**

We, the Jains, having made our home in the United States of America, recognize the need to preserve and enhance our time-honored traditional values of Jain religion, philosophy, way of life, and culture. To achieve this goal, we have formed a non-profit religious organization.

## **ARTICLE I - NAME**

The organization shall be known as the "Jain Society of Metropolitan Washington", hereafter, referred to as "Jain Society". The official address of the Jain Society shall be:

1021 Briggs Chaney Road  
Silver Spring, Maryland 20905

And the mailing address will be:

P.O. Box 4548  
Silver Spring, MD 20914

For correspondence purposes, the P.O. Box will be the primary contact address.

## **ARTICLE II – OBJECTIVES**

The objectives of the Jain Society shall be:

1. To seek a better understanding of and promote Jain religious philosophy and principles.
2. To establish and maintain a place of worship and community facilities for religious, educational, social, interfaith, and cultural and such other related activities.
3. To celebrate auspicious Jain events and festivals.
4. To arrange lectures, seminars, educational classes and other programs.
5. To collaborate with local, regional, national and international organizations with similar and related purposes such as youth, interfaith, and education of Jainism.
6. To assist and promote community and humanitarian services.
7. To operate exclusively for religious, charitable, educational and other purposes that qualify under Section 501(C)(3) of the Internal Revenue Code of 1954 and the corresponding provisions of all future Internal Revenue Codes. The Jain Society shall not carry on any activity not permitted for organizations which are allowed deductible contributions under Section 170(C)(2) of the Internal Revenue Code of 1954.

### **ARTICLE III - MEMBERSHIP**

1. The membership shall be open to individuals of age 18 years and over who subscribe to the objectives of the Jain Society.
2. Membership shall be on a calendar year basis and will consist of husband and/or wife, their parents as well as unmarried children below age 25 living in the same household. Duly paid membership shall entitle only the member and his/her spouse to vote as members of the General Body.
3. Membership fees for single persons shall be the same as for couples or families.
4. There will be two categories of membership:
  - a. Yearly: \$51.00 per year.
  - b. Lifetime: \$151.00 for membership for the lifetime of each spouse. Yearly membership paid for 3 consecutive years will be automatically considered as life membership.
5. a. Members will be eligible to hold a maximum of two positions from the following:
  - Member of the Board of Trustees
  - Member of the Executive Committee
  - Chairperson of a Standing Committee
  - JAINA Director
  - UHJT Representative
  - b. The maximum limit of two positions will exclude any ex-officio positions. It also excludes appointed positions (Legal Advisor, Comptroller, and Historian) as per Article VIII 6.e).
  - c. The maximum limit of two positions can be waived by the Commissioning Body for the new position if no other qualified candidate is available.
  - d. If a member wants to pursue a third position, he/she should tender a conditional resignation letter stating that if elected/selected for the third position, he/she will resign from which one current position he/she is holding.

### **ARTICLE IV - ORGANIZATION**

#### **1. General Body**

The General Body shall comprise of voting members as specified for in Article III. The General Body shall elect Executive Committee and Board of Trustees and conduct any other business as required or necessary.

#### **2. Executive Committee**

The Executive Committee shall be elected by the General Body to execute all the decisions made by the General Body and to conduct the day-to-day business of the Jain Society.

#### **3. Board of Trustees**

The Board of Trustees shall be elected by the General Body. The Board of Trustees will develop

and recommend policies, priorities and long-range plans for consideration by the Executive Committee and as required by the General Body.

## **ARTICLE V - GENERAL BODY**

### **1. Annual General Body Meeting**

The General Body shall meet at least once every calendar year. The Annual Meeting and Elections shall be held generally during the months of October/November/December with a prior written notice of at least 35 days to all members. The following business shall be conducted during the Annual General Body Meeting:

- a. Review and approve the report of activities and the audited financial statements.
- b. Provide election updates and/or elect the Executive Committee and the Board of Trustees.
- c. Appoint one internal auditor from among the members who may, from time to time, be tasked to investigate and make a report on any activities as deemed appropriate by the General Body, Executive Committee or Board of Trustees.
- d. Approve, upon recommendation from the Executive Committee, an external duly licensed Certified Public Accountant as an auditor to review and certify the financial statements provided by the Treasurer as meeting the Generally Accepted Accounting Principles for non-profit organizations with notes for any exceptions.
- e. Any other business brought forward with a prior notice of at least 21 days in advance by Executive Committee, Board of Trustees or any member in good standing.
- f. Final agenda for the Annual and Special General Body Meetings and the draft meeting minutes of the previous General Body Meeting shall be provided to the members at least 14 days in advance of the Meeting.
- g. All resolutions approved at the Annual and Special General Body Meetings shall be informed to members within 30 days.
- h. Annual and Special General Body meetings may be held by in-person, hybrid, or virtual methods as deemed appropriate by the Executive Committee.

### **2. Special General Body Meetings**

Special General Body Meetings may be called at the request of the Executive Committee or the Board of Trustees with a prior written, website, email, or other electronic notice of at least 15 days to members. A Special General Body Meeting also shall be called by the Executive Committee when requested by a petition of at least 50 members. Upon receipt of such a petition, the Executive Committee shall hold the Meeting within 60 days by sending the required 15 days' prior notice of a General Body Meeting to members.

### **3. Quorum for Meetings**

A quorum of 50 voting members shall be required at all General Body Meetings. If the quorum is not present at the stated time, the Meeting may be delayed until quorum is met or up to 30 mins. If quorum is not present, the Meeting may be held after the delay of 30 minutes to carry out the same business (as announced per prior notice) at the same place and such Meeting shall need no quorum.



## ARTICLE VI - EXECUTIVE COMMITTEE

1. The Executive Committee shall comprise of elected and ex-officio positions.
2. Elected members will be
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Joint Secretary
  - e. Treasurer
  - f. Joint Treasurer
  - g. Director of Public Relations
  - h. Director of Publications
  - i. Director of Education
  - j. Director of Facilities
  - k. Director of Events
  - l. Director of Volunteers
  - m. Director of Technology
3. The Chairperson of the Board of Trustees and the Immediate Past President shall be ex-officio voting members of the Executive Committee.
4. Qualifications for election
  - a. A candidate for a position on the Executive Committee must be a life member for at least 2 years prior to the year of the election.
  - b. For the President, a candidate must have held a position on the Executive Committee for at least 2 complete terms to be eligible.
  - c. For the Vice-President, a candidate must have held a position on the Executive Committee for at least 1 complete term to be eligible.
  - d. Only one person from a member family shall be elected as a member of the Executive Committee. The same person cannot be elected to the Board of Trustees during the same period.
  - e. The candidate must be a resident of Maryland, Virginia or District of Columbia.
5. Term

The term for the elected members of the Executive Committee shall be two (2) years.
6. Term Limits

A person can be elected to the same position for a maximum of two (2) consecutive terms.
7. The Executive Committee shall:
  - a. Implement all the decisions made at the General Body Meetings.
  - b. Carry out day-to-day affairs of the Jain Society.
  - c. Make all legal transactions on behalf of the Jain Society.

- d. Be responsible for repairs, maintenance and necessary improvements of the Jain Society property.
- e. Ensure open, positive and continuous communications with the members and the local community through the use of all possible media.
- f. Ensure representation and meaningful participation in the activities of local, regional, national and international organizations with similar and related purposes such as youth, interfaith, and education of Jainism (using clearly defined criteria for such appointments including required qualifications, expectations, duties, roles and responsibilities),
- g. Ensure the operation of religious programs, religious classes, workshops, camps, Yatras and similar projects.
- h. Appoint committees for specific purposes as identified at the General Body Meeting or by the Executive Committee or the Board of Trustees.
- i. Work jointly with the Board of Trustees for fund raising, long range planning, and developing, nurturing and mentoring members to take on leadership roles at the Jain Society.
- j. Maintain minutes of each meeting and provide those minutes to the General Body, upon request. All resolutions passed by the Executive Committee shall be made public to the General Body.
- k. In case of emergency when the entire Board of Trustees ceases to function, the Executive Committee shall call a special General Body Meeting to elect a new Board of Trustees. Such Meeting must be called within 60 days of the emergency event by giving a prior written notice of at least 15 days to all members.

#### 8. Meetings

The Executive Committee shall meet at least once every month. A majority of the Executive Committee shall constitute a quorum for making decisions.

#### 9. Vacancy

Any vacancy in the Executive Committee may be filled with a qualified member as in Article VI, Section 4 for the rest of its term by a majority vote of the Executive Committee.

#### 10. Resignation

For resignation, notice must be provided 14 days prior to the date of resignation to the President of the Executive Committee. Transfer of all documents, information and powers is expected in a timely fashion.

#### 11. Removal

The Executive Committee can remove an elected member of the Executive Committee by a majority vote for one of the following two reasons:

- a. Three consecutive unexcused absences at Executive Committee meetings without prior notice.
- b. Lack of attendance at fifty percent (50%) or more of the meetings in a calendar year.

#### 12. Conflict of Interest

Care must be exercised to avoid conflicts of interest which may arise when the personal, professional, institutional or family interests or loyalties of the members may conflict with those of the Jain Society.

## **ARTICLE VII - DUTIES OF THE OFFICERS OF THE EXECUTIVE COMMITTEE**

### **1. President**

The President shall be the Chief Executive Officer of the Jain Society and shall preside over all Executive Committee and General Body Meetings.

### **2. Vice-President**

In the absence of the President, the Vice-President shall carry out all the functions of the President. In addition, the Vice-President shall carry out all the responsibilities assigned by the President and the Executive Committee.

### **3. Secretary**

The Secretary shall be responsible for maintaining communications with the Jain Society. This shall include, but not be limited to keeping minutes of all the meetings, carrying out all correspondence, and presenting a report of the Jain Society activities at the Annual General Body Meeting.

### **4. Joint Secretary**

The Joint Secretary shall be responsible for maintaining an updated roster of the members of the Jain Society and assist the Secretary to carry out all the functions of the Secretary. In addition, the Joint Secretary shall carry out all the responsibilities assigned by the Secretary and the Executive Committee. In the absence of the Secretary, the Joint Secretary shall carry out all the responsibilities of the Secretary.

### **5. Treasurer**

The Treasurer shall be responsible for the receipt, safekeeping, disbursement and recording of all funds belonging to the Jain Society. The Treasurer shall be responsible for collecting membership fees, donations and pledges. The Treasurer shall (at the direction of Executive Committee) be responsible for providing all necessary financial statements and information to duly appointed Internal or External Auditor and Comptroller. The Treasurer shall provide an account of all financial transactions and records of the Jain Society to the Executive Committee, appointed external auditor as required, or others as directed by the Executive Committee and present a financial report as well as audited and certified report as it becomes available at the Annual General Body Meetings. The Treasurer will provide a signed letter on Jain Society letterhead to all donors annually acknowledging their donation as required by Internal Revenue Service.

### **6. Joint Treasurer**

The Joint Treasurer shall specifically be responsible for Bhandar collections, invoices, and distribution of acknowledgement letters. In addition, the Joint Treasurer shall carry out all the responsibilities assigned by the Treasurer and the Executive Committee. In the absence of the Treasurer, the Joint Treasurer shall carry out all the responsibilities of the Treasurer.

### **7. Director of Public Relations**

The Director of Public Relations shall be responsible for maintaining communication with other



organizations, locally, regionally and nationally with prior approval of the President. The Director of Public Relations will coordinate with the Public Relations Committee.

8. Director of Publications

The Director of Publications shall be responsible for all published materials of the Jain Society by acting as senior editor of the newsletter, publishing circulars/newsletters, maintaining the library of the Jain Society, and acting as a liaison to the Publications Committee.

9. Director of Education

The Director of Education shall liaison with the Education Committee to ensure all Pathshala, Swadhyay and other educational activities are carried out. The Director of Education shall further work with the Executive Committee and General Body to assess and meet the educational needs of the Jain Society.

10. Director of Facilities

The Director of Facilities shall be responsible for the overall maintenance of the equipment, buildings and properties of the Jain Society. This will include coordinating and acting as a liaison to the Facilities Committee and other Committees (e.g., Beautification, Inventory) appointed by the Executive Committee.

11. Director of Events

The Director of Events shall be responsible for ensuring all events arranged by the Jain Society are done properly in cooperation with the Executive Committee. The Director of Events will coordinate and act as a liaison to the Rituals, Food and any other ad hoc Committees planning events to ensure the smooth operation of all events.

12. Director of Volunteers

The Director of Volunteers shall be responsible for soliciting Jain Society members for involvement in the Jain Society's activities. The Director shall maintain within the membership database in conjunction with the Joint Secretary information related to each member regarding ability to volunteer. The Director shall provide volunteers to the Director of Events and other Committees as and when needed.

13. Director of Technology

The Director of Technology shall be responsible for managing the use of technology for the Jain Society by acting as liaison to the Technology Committee. The Director of Technology shall be responsible for any software and hardware requirements and to maintain the existing technology infrastructure of the Jain Society.

14. All Elected Officers of the Executive Committee shall establish and maintain Standard Operating Procedures used in carrying out their duties.

## ARTICLE VIII – TRUSTEES AND BOARD OF TRUSTEES

### 1. Trustees

Members shall become Trustees of the Jain Society by fulfilling any one of the three criteria given below in sub-paragraphs a, b or c. The Historian in coordination with the Treasurer shall maintain the list of the Trustees.

- a. A member and his/her spouse who have paid at least \$5,000 in donation to the Jain Center Fund prior to September 30, 2012.
- b. Any person and his/her spouse who have paid a minimum of \$25,000 donation to the Jain Center Founders' Fund. This donation will make both spouses Life Members of the Jain Society.
- c. A member and his/her spouse who have paid a total donation of \$50,000 or more to the Jain Society after January 1, 2010.

### 2. Board of Trustees

Board of Trustees shall comprise of six elected Trustees including one Chairperson. The President of the Executive Committee shall be ex-officio voting member of the Board of Trustees.

### 3. Qualifications for election to the Board of Trustees

Trustees must meet all of the three following requirements to be eligible for election to the Board of Trustees.

- a. Must be a life member for a minimum of 3 years prior to the year of the elections
- b. Must have fulfilled the requirement for Trustee as enumerated in Article VIII Paragraph 1, at least 30 days prior to the elections.
- c. Only one person from a member family shall be elected as a member of the Board of Trustees. The same person cannot be elected to the Executive Committee during the same period.
- d. The candidate must be a resident of Maryland, Virginia or District of Columbia.

### 4. Term of the Board of Trustees

The term for the elected Board of Trustees shall be three years.

### 5. Term limits of the Board of Trustees

A person can be elected to the Board of Trustees for a maximum of two consecutive terms. A person can serve as Chairperson of the Board of Trustees for a maximum of three consecutive one year terms.

### 6. Responsibilities of the Board of Trustees

- a. The Board shall develop and recommend to the General Body:
  - i. A five (5) year vision and long-term plans, policies, programs, and priorities in line with

the objectives of the Jain Society with, at a minimum, an annual update.

- ii. A plan for preserving, investing, managing and developing the Jain Society's assets.
- b. The Board shall develop a plan for fund raising, and work jointly with the Executive Committee for raising these funds.
- c. The Board shall take over the functions of the Executive Committee in case of emergency when the entire Executive Committee ceases to function. The Board shall call a special General Body Meeting to elect a new Executive Committee. Such Meeting must be called within 60 days of the emergency event by giving a prior written notice of at least 15 days to all members.
- d. The Chairperson of the Board of Trustees shall maintain minutes of each meeting and provide those minutes to the General Body, upon request. All resolutions passed by the Board shall be made public to the General Body.
- e. The Board shall appoint the following positions who shall report to the Board:
  - i. A Historian who shall maintain a complete record of the major activities of the Jain Society and a listing of the elected and appointed officers of the Jain Society. The Historian shall be appointed for a term of three years.
  - ii. A Legal Advisor who shall preside over all Jain Society legal matters and serve to advise the Board from time to time on issues of legal significance. The Legal Advisor shall be appointed for a term of three years.
  - iii. A Comptroller who shall coordinate the total financial activities of the Jain Society to ensure that proper checks and balances are in place and that generally accepted accounting principles as well as generally accepted auditing standards are used by the Jain Society. The Comptroller shall be appointed for a term of three years. The Comptroller must be a licensed Certified Public Accountant in Maryland, Virginia or the District of Columbia. The responsibilities shall be to:
    - a) Coordinate with the Treasurer and Executive Committee on all financial activities.
    - b) Obtain quarterly financial statements from the Treasurer, review the details and share the important details with the Board of Trustees.
    - c) Work closely with the Treasurer to ensure that the yearly financial statements of the Jain Society are prepared on time and provided to the external auditor.
    - d) Work closely with the Treasurer to ensure that the annual tax returns are filed as required by the Internal Revenue Service and the State of Maryland.
    - e) Ensure that liability insurance is in place to protect the Jain Society and its elected and appointed officers.
- f. The Board of Trustees shall be responsible to advise on all matters related to the different religious traditions.
- g. The Board shall appoint other Committees as described in Article XI.
- h. The Board shall establish a policy, procedure and recommend members for awards/recognitions at various levels for their outstanding contributions to the community.

## 7. Meetings of the Board of Trustees

- a. The Board of Trustees shall meet at a minimum quarterly with a prior notice of at least 15 days.
- b. A majority of the Board shall constitute a quorum. If a quorum is not present, the adjourned meeting may be held after thirty minutes to carry out the same business at the same place and such meeting shall need no quorum. A quorum will be required for making decisions.
- c. The Board of Trustees must hold their first meeting within 30 days of taking office every year and at that meeting shall elect a Chairperson for the Board of Trustees from the six elected members.

## 8. Vacancies

Any vacancy in the Board of Trustees shall be filled by the Board of Trustees from other eligible members. Such appointed Trustee shall hold office for the remainder of the vacant term.

#### 9. Resignation

For resignation, notice must be provided 14 days prior to the date of resignation to the Chairperson of the Board of Trustees. Transfer of all documents, information and powers is expected in a timely fashion.

#### 10. Removal

The Board of Trustees may remove an elected member of the Board of Trustees by majority vote for one of the following two reasons:

- a. Three consecutive unexcused absences at Board of Trustee meetings without prior notice.
- b. Lack of attendance at fifty percent (50%) or more of the meetings in a calendar year.

#### 11. Conflict of Interest

Care must be exercised to avoid conflicts of interest which may arise when the personal, professional, institutional or family interests or loyalties of the members may conflict with those of the Jain Society.

### **ARTICLE IX - HONORARY TRUSTEES**

1. The Position of Honorary Trustee is open to all individuals of age 18 years and above who fulfill following criteria:
  - a. Subscribe to the objectives of the Jain Society.
  - b. Donate to the Jain Society of Metropolitan Washington the minimum amount as decided on the yearly basis by the Board of Trustees through the Operating Guidelines.
2. The Honorary Trustee shall qualify for election to the Board of Trustees only when he/she meets the requirements given in the constitution under ARTICLE VIII – TRUSTEES AND BOARD OF TRUSTEES.

### **ARTICLE X – COMMITTEES**

1. Committees are commissioned by the General Body, Board of Trustees or the Executive Committee. The Committees are organized as either Ad Hoc or Standing Committees. Ad Hoc Committees are formed as required to perform specific tasks and are dissolved when tasks are completed. Standing Committees are permanent in nature.
2. Committee Structure
  - a. The Chairperson of a Committee is appointed by the commissioning body (General Body, Executive Committee, or Board of Trustees) with concurrence of the majority of the members of that body for two years, with a maximum of one reappointment.
  - b. The commissioning body, by a simple majority vote, may dissolve a Committee or remove a Chairperson from an appointed position.



- c. The members are appointed to the Committees (except for the Nominations and Elections Committee as in Article XI) by the Chairperson of that Committee in consultation with the commissioning body.
- d. The Committee Chairperson is responsible for properly maintaining all records, such as minutes of the meetings, expenses, etc.
- e. The commissioning body allocates appropriate funding for a Committee for the given year.

### 3. Committee Guidelines

- a. The Committees shall meet as frequently as needed.
- b. The Chairperson of the Committee (except for the Nominations and Elections Committee as in Article XI) has the authority to remove members from the Committee.
- c. For appropriate liaison, one member of the commissioning body shall be a member of each Committee.
- d. The Committee Chairperson in conjunction with the liaison member shall provide progress reports to the commissioning body as needed but quarterly at a minimum.
- e. A majority of the Committee shall constitute a quorum for making decisions.
- f. Operating Guidelines developed by a Committee will require approval by the Executive Committee and will be appended to the Constitution of the Jain Society.

### 4. Committees

- a. The Executive Committee shall appoint a Nominations and Elections Ad Hoc Committee annually as described in Article XI.
- b. The General Body, Board of Trustees and Executive Committee may appoint further committees as and when deemed necessary.
- c. The Executive Committee shall ensure the functioning of other Committees such as:
  - i. Seniors Committee to arrange activities for the senior members of the Jain Society.
  - ii. Youth Committee to manage the activities of the youth of the Jain Society.
  - iii. Public Relations Committee, Publications Committee, Education Committee, Facilities Committee, Scholar Committee, Rituals (Pooja) Committee, Technology Committee.

### 5. Conflict of Interest

Care must be exercised to avoid conflicts of interest which may arise when the personal, professional, institutional or family interests or loyalties of the members may conflict with those of the Jain Society.

## ARTICLE XI – ELECTIONS

### 1. Nominations and Elections Committee

- a. The Executive Committee and Board of Trustees shall appoint an Ad Hoc Nominations and Elections Committee annually, as defined in Article X, Section 4a.
- b. The Committee shall consist of a minimum of three members and will be appointed at least 60 days prior to the Annual General Body Meeting, as defined in Article V, Section 1. The Chairperson and one member will be appointed by the Executive Committee and one member will be appointed by the Board of Trustees. If the Chairperson requests additional members to the Nominations and Elections Committee, the Executive Committee and Board of Trustees shall each appoint one additional member until the request is fulfilled.
- c. The Executive Committee and Nominations and Elections Committee shall invite nominations



for election of all positions a minimum of 43 days prior to the Election date providing details of the requirements for nomination. The deadline for receiving nominations shall be a minimum of 28 days before the Election date.

- d. Board of Trustees and Executive Committee members cannot be a member of the Nominations and Elections Committee.
- e. Any member of the Nominations and Elections Committee or his/her spouse cannot run in the upcoming election or canvass for any candidates.
- f. The Committee will dissolve 30 days after the election.

## 2. Duties of Nominations and Elections Committee

- a. The Committee shall
  - i. Work with the Executive Committee to make election announcements.
  - ii. Solicit for nominations for the available positions.
  - iii. Verify qualification of nominees.
  - iv. Recommend to the Board of Trustees to modify or waive the qualifications for election to the Executive Committee if no candidate is available for a given position.
  - v. Open the nomination forms and inform the candidates at least 21 days prior to the Election date.
  - vi. Accept withdrawal of a nomination by the nominee at least 17 days prior to the Election date.
  - vii. Announce and post the list of nominees at least 14 days prior to elections.
  - viii. Coordinate the voting process to ensure vetting, accuracy, and security of the process.
  - ix. Count votes.
  - x. Announce election results, and
  - xi. Undertake any other tasks required to complete the annual election.
- b. If no nominations are received for a position, the Committee may invite, scout, and seek candidates from the qualified, electable members.
- c. During the thirty (30) day period after the election, the Committee shall manage and resolve any election issues, disputes, or questions. The ruling (decision) of the Committee shall be final.

## 3. Rules of Election

- a. A member can be nominated for only one elected position. The nominator must be eligible to vote at the elections.
- b. The voting shall be by secret ballot.
- c. There shall be no absentee ballots or proxies.
- d. The candidate receiving the highest number of votes shall be declared elected.
- e. In case of a tie, the Chairperson of the Board of Trustees shall cast a final tiebreaking vote. If the Chairperson of the Board of Trustees is not present, the President shall cast a final tiebreaking vote.
- f. The term of the six elected Trustees shall be three years with two Trustees retiring each year and two new Trustees being elected each year.
- g. There will be an election of 4 members of the Board of Trustees in the year 2024. Two candidates will be elected for a 3 year term and two candidates will be elected for a 2 year term. If there are more than 4 candidates and an election occurs, the two candidates with the first and second highest votes will be elected for a 3 year term. The two candidates with the 3rd and 4th highest votes will be elected for a 2 year term. If there is a tie among the first 4

highest votes, the Election Committee will hold a lucky draw in the presence of all candidates and announce the two candidates that will serve a 3 year term and the two candidates that will serve a 2 year term on the Board of Trustees. In case of only 3 or 4 candidates running for election to the Board of Trustees, the Election Committee will hold a lucky draw in the presence of all candidates and announce the two candidates that will serve a 3 year term and the two candidates that will serve a 2 year term on the Board of Trustees. Term limits as per Article VIII.5 is applicable to all elected Board of Trustees whether serving a two or three year term.

- h. Only members who have paid membership dues before June 1st of the election year will be eligible to vote for elections.
- i. Elections may be held in-person, hybrid, or electronically as deemed appropriate by the Elections Committee, with implementation support from the Executive Committee.

### **ARTICLE XII - AMENDMENTS**

The constitution may be amended, superseded, and altered by the General Body at its Annual or Special Meetings, with due notice sent as per Article V.

1. Proposed changes to the Constitution must first be presented to the Executive Committee.
2. Upon review by the Executive Committee, the General Body will be provided with the text of all proposed changes with the same due notice for the type of General Body Meeting prior to the scheduled General Body Meeting.
3. All changes to the Constitution shall be approved by a two-thirds majority vote of the members voting at the General Body Meeting with a quorum as per Article V, Section 3.

### **ARTICLE XIII - REMOVAL OF ELECTED MEMBERS**

1. Causes for removal of an elected member of the Board of Trustees or Executive Committee:
  - a. Misappropriation of funds
  - b. Working actively against the objectives of the Jain Society
  - c. Gross misconduct
2. Removal of the elected member shall need an approval by a two-thirds majority vote at the Board of Trustees or Executive Committee, respectively.
3. Removal of such an elected member from the Board of Trustees or Executive Committee shall be considered at a General Body Meeting and approval shall require a two-thirds majority vote of members voting at the General Body Meeting.

### **ARTICLE XIV - DISSOLUTION**

1. Dissolution of the Jain Society shall be considered at a special General Body Meeting called for that purpose with a prior written notice of at least 30 days. Dissolution shall need an approval by a three-fourths majority of members present at the Meeting. A special committee consisting of at least five

members, including one Chairperson shall be appointed by the General Body to oversee the dissolution of the Jain Society. The special committee shall propose to the General Body for approval a plan for distribution of Jain Society funds to qualifying religious organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1954.

2. Upon dissolution, the assets remaining after paying the debts and obligations of the Jain Society shall be distributed as approved by the General Body.

## **ARTICLE XV – RULES OF PROCEDURES**

All questions on Parliamentary procedures relative to the Jain Society shall be governed by the latest revision of Robert's Rules of Procedure, except as otherwise provided in this Constitution.

## **ARTICLE XVI – ADOPTION**

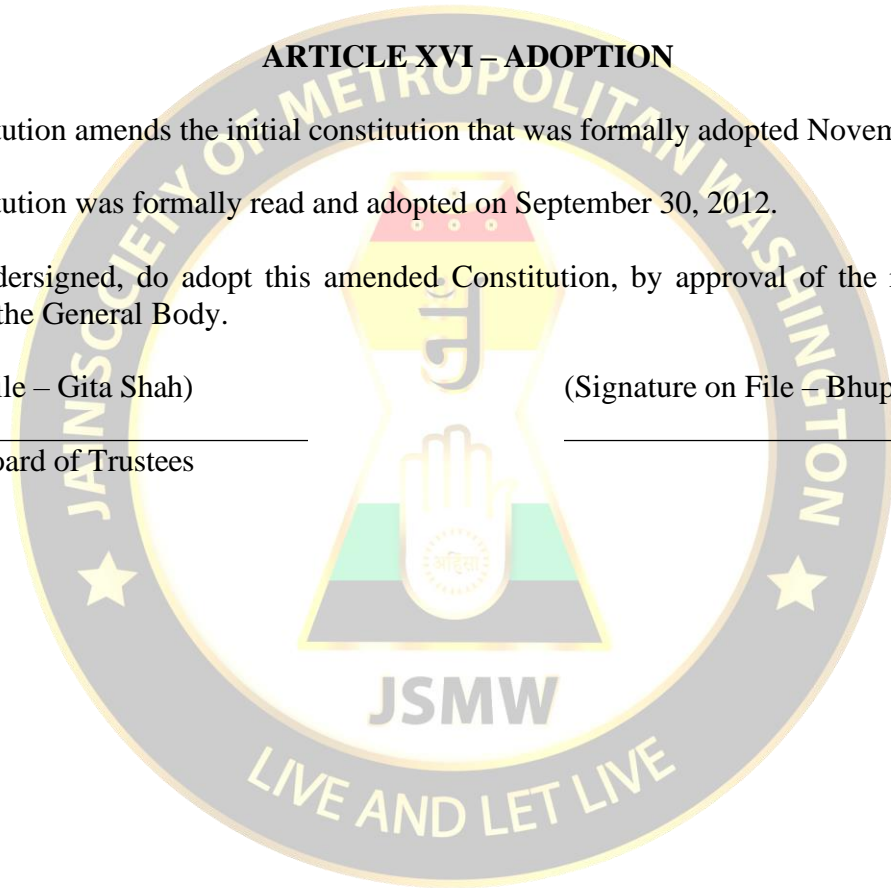
1. This Constitution amends the initial constitution that was formally adopted November 1990.
2. This Constitution was formally read and adopted on September 30, 2012.
3. We, the undersigned, do adopt this amended Constitution, by approval of the required two-thirds majority of the General Body.

(Signature on File – Gita Shah)

(Signature on File – Bhupesh Mehta)

\_\_\_\_\_  
Chairperson, Board of Trustees

\_\_\_\_\_  
President



## AMENDMENTS TO THE CONSTITUTION

**The below Amendments were approved on March 19, 2017 by the required two-thirds majority of General Body.**

**Amendment 1 (to Article V, Section 2):** Special General Body Meetings may be called at the request of the Executive Committee or the Board of Trustees with a prior written, website, email, or other electronic notice of at least 15 days to members. A Special General Body Meeting also shall be called by the Executive Committee when requested by a petition of at least 50 members. Upon receipt of such a petition, the Executive Committee shall hold the Meeting within 60 days by sending the required 15 days' prior notice of a General Body Meeting to members.

**Amendment 2 (to Article V, Section 3):** A quorum of 50 voting members shall be required at all General Body Meetings. If the quorum is not present at the stated time, the Meeting may be delayed until quorum is met or up to 30 mins. If quorum is not present, the Meeting may be held after the delay of 30 minutes to carry out the same business (as announced per prior notice) at the same place and such meeting shall need no quorum.

**Amendment 3: Article X, section 3.d is hereby removed:** ~~All candidates must be present at elections unless the candidate provides a written notice to the Nominations and Elections Committee in advance.~~

**The below Amendments were approved on May 20, 2018 by the required two-thirds majority of General Body.**

### **Amendment 4: Article V – General Body**

~~Delete sub paragraph f. Final agenda for the Annual General Body Meeting shall be provided to the members at least 14 days in advance, and replace/add the following paragraphs under this article.~~

- a. Final agenda for the Annual and Special General Body Meetings and the draft meeting minutes of the previous General Body Meeting shall be provided to the members at least 14 days in advance of the Meeting.
- b. All resolutions approved at the Annual and Special General Body Meetings shall be informed to members within 30 days.

### **Amendment 5: Insert a new Article on Past Presidents' Council**

Insert a new Article on Past Presidents' Council after Article on Trustees and Board of Trustees, delete paragraph 4a under current Article IX: ~~(There shall be a Past Presidents' Advisory Council comprising of five (5) past presidents. These five members of the Past Presidents' Advisory Council shall be elected by all available past presidents. The five members of the Past Presidents' Advisory Council shall select a Chairperson of the Past Presidents' Advisory Council who shall serve as a voting member of the Executive Committee. The duties shall be:~~

- ~~i. Create and maintain a best practices document for functioning of the Executive Committee.~~
- ~~ii. Recommend Jain Society members for local, regional and national representatives, awards and recognitions.~~
- ~~iii. Advise the Executive Committee, Board of Trustees and Jain Society as requested.~~

and change the number of current Articles IX to XV accordingly.



The new inserted Article on Past Presidents' Council shall be as follows:

The Past Presidents' Council shall comprise of five (5) past presidents including the Immediate Past President. The other four members of the Past Presidents' Council shall be elected by all available past presidents. The Immediate Past President shall be the chair of this council. If the Immediate Past President does not want to serve as the chair, the Past Presidents' Council members shall elect another council member as the chair of the council. Such election shall be done within 30 days after the election of the Executive Committee. The duties of the council shall be:

- a. Advise the Executive Committee and the Board of Trustees, and help resolve any issues brought forward by them.
- b. Prepare Policies and Operating Guidelines as requested by the Executive Committee and the Board of Trustees.
- c. Establish and maintain operating guidelines and recommend Jain Society members for local, regional and national representatives.
- d. Establish a policy, and recommend members for awards/recognitions at various levels for their outstanding contributions to the community.
- e. Assist Executive Committee to make final decisions for all recommendations done by PPC and its implementation.

**Amendment 6: Under Article VII, add an additional duty for Executive Committee members**

Delete paragraph 14 (~~All elected officers of the Executive Committee shall work in cooperation with the Executive Committee.~~) under Article VII and replace it with the following:

14. All Elected Officers of the Executive Committee shall establish and maintain Standard Operating Procedures used in carrying out their duties.

**Amendment 7: Honorary Trustees**

Create a new ARTICLE IX - HONORARY TRUSTEE (after ARTICLE VIII – TRUSTEES AND BOARD OF TRUSTEES)

1. The Position of Honorary Trustee is open to all individuals of age 18 years and above who fulfill following criteria:
  - a. Subscribe to the objectives of the Jain Society.
  - b. Become a Lifetime member of the Jain Society.
  - c. Donate to the New Jain Center Founders' Fund the minimum amount as decided on the yearly basis by the Board of Trustees through the Operating Guidelines.
2. The Honorary Trustee shall qualify for election to the Board of Trustees only when he/she meets the requirements given in the constitution under ARTICLE VIII – TRUSTEES AND BOARD OF TRUSTEES.



The below Amendments were approved on October 7, 2018 by the required two-thirds majority of General Body.

**Amendment 8: Updates to change number of positions to be held by a member**

**8a. Replace Article III.5.** ~~Members will be eligible to hold up to a maximum of three positions, elected or appointed by the General Body, Board of Trustees or Executive Committee. The maximum limit of three positions can be waived if no qualified candidate is available.~~ **with**

5. a. Members will be eligible to hold a maximum of two positions from the following:
  - Member of the Board of Trustees
  - Member of the Executive Committee
  - Chair, Past Presidents' Council
  - Chairperson of a Standing Committee
  - JAINA Director
  - UHJT Representative
- b. The maximum limit of two positions will exclude any ex-officio positions. It also excludes appointed positions (Legal Advisor, Comptroller, and Historian) as per Article VIII 6.e).
- c. The maximum limit of two positions can be waived by the Commissioning Body for the new position if no other qualified candidate is available.
- d. If a member wants to pursue a third position, he/she should tender a conditional resignation letter stating that if elected/selected for the third position, he/she will resign from which one current position he/she is holding.

**8b. Replace Article VI.4.d:** ~~Only one person from a member family shall be elected as a member of the Executive Committee with~~ Only one person from a member family shall be elected as a member of the Executive Committee. The same person cannot be elected to the Board of Trustees during the same period.

**8c. Replace Article VIII.3.c:** ~~Only the member or his/her spouse from a member family shall be elected to the Board of Trustees. The same person cannot be elected to the Executive Committee as well as the Board of Trustees during the same period with~~ Only one person from a member family shall be elected as a member of the Board of Trustees. The same person cannot be elected to the Executive Committee during the same period.

**Amendment 9: Updates to Article XII – Elections**

**9a. Update Article XII.1.c.**

Current paragraph 1.c: The Executive Committee and Nominations and Elections Committee shall invite nominations for the election of all positions a minimum of 43 days prior to the Annual General Body Meeting providing details of the requirements for nomination. The deadline for receiving nominations shall be a minimum of 22 days before the Annual General Body Meeting.

**Amendment: Change 22 to 28 days in above paragraph**

**9b. Add to Article XII.3.a**

Current Article XII.3.a states: A member can be nominated for only one elected position.

**Add the following sentence:**

The nominator must be eligible to vote at the elections.

**9c. Replace Article XII.3.f and XII.3.g**

~~f. For the first time after this revised Constitution is approved, all of the existing officers of the Executive Committee (President, Vice President, Secretary, Joint Secretary, Treasurer, and Joint Treasurer) are eligible to be reelected for one more two year term for the same position.~~

~~g. Except for the first time after this revised Constitution is approved, the term of the six elected Trustees shall be three years with two Trustees retiring each year and two new Trustees being elected each year. During the first election cycle after approval of this document, four Trustees shall be elected to complement the existing two Trustees whose terms expire at the end of 2013 and at the first meeting of the Board of Trustees, the Board will decide which two newly elected Trustees will retire after two years and which two newly elected Trustees after three years. Retiring Trustees shall be eligible for reelection, subject to term limits.~~

**with**

- f. The term of the six elected Trustees shall be three years with two Trustees retiring each year and two new Trustees being elected each year.
- g. Only members who have paid membership dues 30 days prior to elections will be eligible to vote for elections.

**The below Amendment was approved on September 15, 2019 by the required two-thirds majority of General Body.**

**Amendment 10: Update to Article VIII – TRUSTEES AND BOARD OF TRUSTEES**

**10a. Replace Article VIII.1**

**1. Trustees**

~~The following members of the Jain Society shall become trustees of the Jain Society by fulfilling one of the two criteria below:~~

- ~~a. A member and his/her spouse who have paid at least \$5,000 in donation to the Jain Center Fund prior to approval of this document.~~
- ~~b. A member and his/her spouse who have paid \$25,000 donation to the Jain Center Fund.~~

~~The Jain Center Fund only includes funds donated for building the temple and excludes payments for Gheeboli, general donations, membership fees, charges for programs and other specific fund donations.~~

**With**

**1. Trustees**

Members shall become Trustees of the Jain Society by fulfilling any one of the three criteria given below in sub-paragraphs a, b or c. The Historian in coordination with the Treasurer shall maintain the list of the Trustees.

- a. A member and his/her spouse who have paid at least \$5,000 in donation to the Jain Center Fund prior to September 30, 2012.

- b. Any person and his/her spouse who have paid a minimum of \$25,000 donation to the Jain Center Founders' Fund. This donation will make both spouses Life Members of the Jain Society.
- c. A member and his/her spouse who have paid a total donation of \$50,000 or more to the Jain Society after January 1, 2010.

### **10b. Replace Article VIII.3**

#### **3. Qualifications for election to the Board of Trustees**

~~A candidate must meet all of the three following requirements to be eligible for election to the Board of Trustees.~~

- ~~a. — A candidate for election to the Board of Trustees must be a life member for a minimum of 3 years prior to the year of the election.~~
- ~~b. — A candidate for the Board of Trustees must have paid a minimum of \$25,000 to the Jain Center Fund at least 30 days prior to elections or \$5,000 to the Jain Center Fund prior to approval of this document.~~
- ~~c. — Only one person from a member family shall be elected as a member of the Board of Trustees. The same person cannot be elected to the Executive Committee during the same period~~

**With**

#### **3. Qualifications for election to the Board of Trustees**

Trustees must meet all of the three following requirements to be eligible for election to the Board of Trustees.

- a. Must be a life member for a minimum of 3 years prior to the year of the elections
- b. Must have fulfilled the requirement for Trustee as enumerated in Article VIII Paragraph 1, at least 30 days prior to the elections.
- c. Only one person from a member family shall be elected as a member of the Board of Trustees. The same person cannot be elected to the Executive Committee during the same period.

**The below Amendments were approved on December 18, 2022 by the required two-thirds majority of General Body.**

### **Amendment 11. Updates to General Body Meetings**

#### **Add to Article V.1**

- h. Annual and Special General Body meetings may be held by in-person, hybrid, or virtual methods as deemed appropriate by the Executive Committee.

## **Amendment 12. Dissolution of the Past Presidents' Council**

### **Remove from Article III.5.a**

- Chair, Past Presidents' Council

### **Replace Article VI.3 as below**

~~3. Ex officio voting members will be~~

~~a. Chairperson of the Past Presidents' Council~~

~~b. Chairperson of the Board of Trustees~~

3. The Chairperson of the Board of Trustees and the Immediate Past President shall be ex-officio voting members of the Executive Committee.

### **Remove Article X. Past Presidents' Council and renumber remaining Articles.**

## **Amendment 13. Update to Board of Trustees**

### **Add to Article VIII.3**

d. The candidate must be a resident of Maryland, Virginia or District of Columbia.

### **Add to Article VIII.6**

h. The Board shall establish a policy, procedure and recommend members for awards/recognitions at various levels for their outstanding contributions to the community.

## **Amendment 14. Updates to Elections**

### **Revise language in Article XII.1.b to the following**

b. The Committee shall consist of a minimum of three members and will be appointed at least 60 days prior to the Annual General Body Meeting, as defined in Article V, Section 1. The Chairperson and one member will be appointed by the Executive Committee and one member will be appointed by the Board of Trustees. If the Chairperson requests additional members to the Nominations and Elections Committee, the Executive Committee and Board of Trustees shall each appoint one additional member until the request is fulfilled.

### **Revise language in Article XII.2.a.viii to add**

viii. Coordinate the voting process to ensure vetting, accuracy, and security of the process.

### **Add to Article XII.3 following f.**

g. There will be an election of 4 members of the Board of Trustees in the year 2024. Two candidates will be elected for a 3 year term and two candidates will be elected for a 2 year term. If there are more than 4 candidates and an election occurs, the two candidates with the first and second highest votes will be elected for a 3 year term. The two candidates with the 3rd and 4th highest votes will be elected for a 2 year term. If there is a tie among the first 4 highest votes, the Election Committee will hold a lucky draw in the presence of all candidates and announce the two candidates that will serve a 3 year term and the two candidates that will serve a 2 year term on the Board of Trustees. In case of only 3 or 4 candidates running for election to the Board of



Trustees, the Election Committee will hold a lucky draw in the presence of all candidates and announce the two candidates that will serve a 3 year term and the two candidates that will serve a 2 year term on the Board of Trustees. Term limits as per Article VIII.5 is applicable to all elected Board of Trustees whether serving a two or three year term.

**Revise language in Article XII.3.h to change voting membership requirements from 30 days to a fixed date of June 1st of the election year.**

- h. Only members who have paid membership dues before June 1st of the election year ~~30 days prior to elections~~ will be eligible to vote for elections.

**Add to Article XII.3 to permit electronic or hybrid voting**

- i. Elections may be held in-person, hybrid, or electronically as deemed appropriate by the Elections Committee, with implementation support from the Executive Committee.

**Add to Article V.1 to specify Annual Meeting and Elections**

The General Body shall meet at least once every calendar year. The Annual Meeting and Elections shall be held generally during the months of October/November/December with a prior written notice of at least 35 days to all members.

**Replace Article V.1.b as below**

- ~~b. Elect the Executive Committee and the Board of Trustees~~
- b. Provide election updates and/or elect the Executive Committee and the Board of Trustees.

**Revise language in Article XII.1.c to anchor milestones to the Election date.**

- c. The Executive Committee and Nominations and Elections Committee shall invite nominations for election of all positions a minimum of 43 days prior to the ~~Annual General Body Meeting~~ Election date providing details of the requirements for nomination. The deadline for receiving nominations shall be a minimum of 28 days before the ~~Annual General Body Meeting~~ Election date.

**Revise language in Article XII.2.a.v. and Article XII.2.a.vi. to anchor milestones to the Election date.**

- v. Open the nomination forms and inform the candidates at least 21 days prior to the ~~Annual General Body Meeting~~ Election date.
- vi. Accept withdrawal of a nomination by the nominee at least 17 days prior to the ~~Annual General Body Meeting~~ Election date.

**Amendment 15. Update to Honorary Trustees**

**Revise Article IX.1 as below**

- ~~b. Become a Lifetime member of the Jain Society.~~
- ~~e. Donate to the Jain Society of Metropolitan Washington New Jain Center Founders' Fund the minimum amount as decided on the yearly basis by the Board of Trustees through the Operating Guidelines.~~



becomes

- b. Donate to the Jain Society of Metropolitan Washington the minimum amount as decided on the yearly basis by the Board of Trustees through the Operating Guidelines.

