



SREE NARAYANA MISSION CENTER
Washington, DC

"Whichever the religion, it suffices if it makes a better man."

By-Law

*(Revised copy incorporating the Amendments unanimously approved by
the General Body held on February 20th, 2021)*

SREE NARAYANA MISSION CENTER, INC (SNMC)

CONSTITUTION

ARTICLE 1: Title, Mission, Aims and Objectives:

Section 1. The Name of the Organization shall be “Sree Narayana Mission Center”, herein after referred to as **SNMC**

Section 2. The Mission of the organization is to:

Organize and conduct Cultural Programmers, Study class and Public Meetings, Seminars and Lectures on the Life and Teachings of Sree Narayana Guru and Other great Gurus. Also propagate Narayana Guru’s Vision such that it would Serve Humanity at large.

Section 3. The AIMS and OBJECTIVES of the organization are:

- a. To promote the ideals and teachings of Saint Sree Narayana Guru and to work for a better society based on his teaching and life.
- b. To conduct and/or organize libraries mainly consisting of books related to his teaching and writing, cultural programs and activities, study class, gatherings, seminars, lectures and learning centers on his life and teachings and like minded saints and leaders.
- c. To undertake social and health service activities for the betterment of poor and the needy without any consideration of caste, color, creed, religion, language or nationality.
- d. To provide financial help to the poor and needy to the victims of disasters and natural calamities.
- e. To transfer the Cultural and Philosophical Heritage to the next Generations.

ARTICLE II: Membership:

Section 1. The membership is defined by payment of dues. Membership is open to all who are 18 years of age and who support the mission, aims and objectives of SNMC.

Section 2.

- a. The membership shall be approved by the Executive Committee. The annual membership is valid for one year starting from the date of submitting such application or such other dates as decided by the Executive Committee.
- b. The Executive Committee of SNMC, after consulting with the member or members, shall have the right to deny, suspend or cancel their membership, if the respective member or members fail to abide by mission, aims and objectives of SNMC or if their activities are detrimental to the proper functioning of the organization.
- c. Any individual or family whose membership was denied, suspended, or cancelled by the Executive Committee shall have the right to appeal to the members of the organization during the upcoming General body meeting. The person who wishes to make an appeal on the issue should notify the Secretary or the President of the organization at least two weeks prior to the General Body Meeting.

Section 3. A Family membership is for two cohabiting members from the same family and entitle two votes. Additional members of the same family may become voting members by paying membership for each. A Patron Member is one who provide financial support not less than the amount stipulated in Section 4 to support the mission, aims and objectives of the organization. Patron members shall enjoy all the privileges like other members, except they are not entitled to vote.

Section 4. Annual membership for individual or family is \$25.00. Lifetime membership for individual or family is \$250.00. Minimum amount for a Patron membership is \$1000.00.

Section 5. A Voting Member is one who is current with membership dues and should be current at least 45 days before an election. Patron Members are not entitled to vote.

Section 6. Director of Membership Committee and the Secretary maintain the record of membership and shall be made public only with the consent of the Executive Committee.

ARTICLE III:Executive Committee:

Section 1. The purpose of the Executive Committee is to take all necessary steps to further the Mission and Purpose of SNMC. These steps may include but not limited to Budgeting and Financial Transaction, planning and implementing yearly programs and Developing periodic Strategic Plans for SNMC with time lines and appropriate Budgeting measures.

Section 2. The Executive Committee shall consist of:

President,
Vice President,
Secretary,
Joint Secretary,
Treasurer,
Joint Treasurer,
Director-Membership committee
Director-Committee for Public Relations,
Director-Committee for Media and Publication
Director-Committee for Social Events,
Director-Entertainment Committee
Director-Committee for Literary Affairs, Education, and Library
Director-Committee for Sports and Games
Director-Youth Committee
Director-Long Range Planning Committee

Additional Note:

Based on the change in main focus of the newly elected administration, the incoming President with the approval of the executive committee shall re-shuffle the portfolios/responsibilities of the Directors to suit the requirements. This may include combining multiple responsibilities or creating new responsibilities to meet the demands of the community. The total number of Executive committee members will remain the same. Section 3. All Executive Committee Members are elected. Members of the Standing Committee shall be selected from the voting members of the organization by the Director of the respective Committees.

Section 4. The Members of the Executive Committee shall be voting members of SNMC, except for the Director of the Youth Committee. Parents of the Director of the Youth Committee shall be voting members. All the members of the Executive Committee shall be residents of the larger Metropolitan Areas of VA, DC, and MD and shall be elected for a one-year term, by the voting members of SNMC. The Director of the Long-Range Planning Committee is elected for a two-year term.

The term of any member of the executive committee shall automatically expire if the person moves out of the geographic area as above. In the event a member of the executive committee fails to discharge the prescribed duties or work to undermine the Missions, Aims and Objectives of SNMC, such person shall be recommended to be removed from the position by a 2/3rd majority decision of the Executive Committee. The General Body acts upon such recommendation.

Section 5. The term of office of the president shall be one (1) year and may not be re-elected for the same position for more than two consecutive terms.

Section 6. Should a vacancy occur during the term of any member of the Executive Committee, the remaining members of the Executive Committee shall take steps to appoint a replacement for the duration of the remaining term of the respective position.

Section 7. The roles of the members of the Executive Committee shall be:

President: Shall be the chief Executive officer and shall provide leadership within the framework of the by-laws of the SNMC. The President shall initiate programs and promote the Mission, Aims and Objectives of the SNMC and shall preside over all meetings of the Executive Committee and the General Body. Provide leadership in implementing Strategic Plans for SNMC. The President is an ex-officio member of all standing committees.

Vice President: Assume the role of the President in his/her absence. Undertake appropriate tasks as assigned by the President and/or the Executive Committee

Secretary: With the assistance of the Joint secretary maintain all relevant records of SNMC, formulate and disseminate relevant communications to appropriate recipients, prepare reports and disseminate as directed by the Executive Committee Prepare and disseminate the Voters List at appropriate time.

Joint Secretary: Assist the Secretary as appropriate and necessary. Assume the role of the Secretary in his/her roles.

Treasurer: The Treasurer with the assistance of the Asst. Treasurer shall keep the record of all the financial transactions of SNMC, deposit all the funds in a Bank on a timely manner and shall affect the payment of all obligations approved by the Executive Committee. The Treasurer prepares a financial report of the SNMC for the annual meeting and shall provide all the necessary documents for auditing the accounts of the SNMC, maintain the custody and maintenance of the movable and/or immovable properties belonging to the SNMC and shall be vested with the Treasurer with the approval of the Executive Committee, provided that the fair market value of such property is not above one hundred dollars (\$100.00 US).

Joint Treasurer: Assist the Treasurer as appropriate and necessary. Assume the role of the treasurer in his/her absence.

Director-Membership Committee: In collaboration with Secretary and Treasurer take all necessary steps to recruit new members, facilitate renewal of membership, collect membership fees and maintain updated member list, which is to be forwarded to the Secretary.

Director-Committee for Public Relations: Assume the responsibility for all outreach activities, to promote awareness of SNMC, and to solicit collaboration and co-operation.

Director-Committee for Media and Publication: Give leadership to creatively plan and implement appropriate publications and news events to promote the Mission and Objectives of SNMC. In addition, take steps to select a Souvenir Editor, and oversee the publication of Souvenir each year and other appropriate publications and calendar.

Director-Committee for Social Events: Responsible for organizing and conducting events such as picnic, charity events and cleaning and maintaining sponsored road.

Director-Entertainment Committee: Responsible for organizing and conducting all cultural events including Chathaya Dinakhosham, and Samadhi Dinacharanam, and all other appropriate events, with assistance from members of Executive Committee and volunteers from General Body.

Director-Committee for Education, Library and Literary Affairs: Take steps to promote creative literary undertaking among the members and youth of SNMC. In addition, facilitate the collection, cataloging, storing and distribution of literature relevant to the study of Sree Narayana Guru's teaching. Collect and distribute Prayer Books among members, facilitate reading of articles and other literature pertaining to Gurudev and his teachings.

Director-Committee for Sports and Games: Give leadership for yearly sports and games competition, arrange for distributions of trophies and prizes.

Director-Youth Committee: Give leadership in identifying appropriate activities for young people and organizing and implementing them. Such activities may include appropriate fund raising and implementing charity events.

Director-Long Range Planning Committee: Give leadership for developing strategic Plan for SNMC and submitting to the Executive Committee for approval and implementation. Develop and implement methods for fundraising. The term of the Long-Range Planning Committee shall be two consecutive terms of one year each.

Article IV: Nomination and Election:

- Section 1.** Executive Committee shall appoint with plurality consent an Election Officer to conduct elections.
- Section 2.** Election officer in collaboration with the Secretary, prepare updated list of eligible voter list at least 4 weeks prior to the election and solicit nominations from voting members. Nominations in the prescribed form must be submitted to the election officer no later than 7 days prior to the election.
- Section 3.** Election of officers should be completed during the month of December or earlier to facilitate handing over of charge no later than January 31.
- Section 4.** The voting shall be through secret ballots. A plurality of votes decides election to a position if it is contested. A tie if it occurs, is broken by coin toss. Upon declaration of the results of the election, the nomination papers and ballots shall be kept by the person designated by the General Body for a period of time, not less than two (2) terms of the elected.

Article V: Meetings:

- Section 1.** The Executive Committee shall meet as necessary, but not less than 4 times a year. A quorum for the Executive Committee meeting shall be a simple majority while a quorum for the General Body meeting shall be one third of the voting members.
- Section 2.** General Body Meeting. General Body may meet at least two times per year. The President of the Executive Committee may call special General Body meeting at the Board's discretion and/ or upon the written request of 10 members of the General Body. Dates and Information regarding General Body Meeting shall be made public at least a minimum of 21 days prior to the meeting. Dates and Information regarding Special General Body Meeting shall be made public at least a minimum of 10 days prior to the meeting.
- Section 3.** Agenda for all meetings is determined by the Executive Committee. Members of the General Body may request in writing with supporting narrative, items for meeting to be considered by the Executive Committee.
- Section 4.** Voting: Each paid-up member shall have one vote. Proxy voting in the prescribed form is acceptable if it is duly verified by the President of the organization. Proxy voting is not permitted for amendment of the Constitution.
- Section 5.** The Executive Committee shall designate the Auditor to monitor meetings to ascertain if it follows Roberts Rule of Order.

Article VI. Finances:

- Section 1.** The Activities of the Mission (SNMC) are funded through Membership fees, Donations from Members and well-wishers and other sister-organizations, Publications of Souvenirs and conducting Cultural Programs.
- Section 2.** A Budget is prepared collectively by the President, Vice President, Treasurer, Joint Treasurer and the Secretary and is submitted to the Executive Committee for review and approval. Then the Executive Committee submit the budget to the General Body for ratification.
- Section 3.** The Executive Committee shall approve expenditure up to \$2000.00 and the General Body shall approve expenditure exceeding \$2000.00.
- Section 4.** Banking operation: Both President and Treasurer must sign checks. In the absence of both or either one Vice President and/ or Joint Treasurer must sign the checks.
- Section 5.** Building fund Amendments clause: In the event of fundraising for major projects, such as buying a property for Guru Mandiram, a separate bank account for each project should be opened and maintained. The fund raised for a specific project shall not be utilized for any other purpose whatsoever, without the approval of the General Body.
- Section 6.** **Auditor:** An Auditor is appointed by the Executive Committee to conduct periodic audits of SNMC accounts. The auditor facilitates an yearly audit of SNMC accounts by an external auditor, prepare and file taxes and monitor meetings to ascertain if it follows Roberts Rule of Order.

Article VII: Standing Rules.

- Section 1.** In addition to the By-Laws, the SNMC, shall be governed by standing rules developed on the basis of the By-Laws and adopted by the Executive Committee.

Article VIII: Amendments.

- Section 1.** Amendments to the By-Laws shall be submitted in writing, with supporting narrative to the Executive Committee. Executive committee shall distribute the By-laws along with the proposed amendments and a schedule for a General Body meeting, to all members of SNMC in good standing, not less than 30 days prior to such meeting.

Section 2. A quorum for amendments to the Constitution must comprise of, at least a two- third majority of the total membership currently in good standing.

Approved by the SNMC General Body:

President _____ Date _____

(Revised copy incorporating the Amendments unanimously approved by General Body on February 20th, 2021)

End of Documents

SREE NARAYANA MISSION CENTER, INC (SNMC).

Addendum to By-Laws

Resolution No. 1/2024

Dated: 20th June 2024

As per the proposal passed and approved at the Half-Yearly Annual General Body Meeting of Sree Narayana Mission Center (SNMC), Washington, D.C., held on the 20th day of June 2024, it was resolved that, for the purpose of official communication, the residential address of the prevailing Secretary shall be used by default. This arrangement is intended to facilitate the tracking and management of all official communications pertaining to SNMC by the Secretary. This resolution shall remain in effect until SNMC acquires its own premises with a permanent address designated for official communications.

“RESOLVED FURTHER, that a change of address report shall be submitted to all relevant authorities at the commencement of each new committee year. This resolution shall be effective from the date specified above.”

For and on behalf of,
Sree Narayana Mission Center, INC.,

(President).