



Sai Samsthan of Central Illinois By-Laws

(Approved and Adopted by SSCI Board on 9/23/2017)

Sai Samsthan of Central Illinois
 407 Bronco Drive, Bloomington IL 61704
 State of Incorporation: Illinois Tax Id 46-4495054
www.saisamsthan.org

- The Sai Samsthan of Central Illinois (SSCI) also referred to as Sai Mandir is a not-for-profit (501(c)(3)) organization under the laws of Illinois State and the United States Federal Governments.
- All State of Illinois and United States Federal Government laws shall preempt provisions mentioned herein this document.
- President, President Elect or any member of Sai Mandir Governing Body can request update to the Bylaws. Sai Mandir Governing Body need more than 60% of the quorum to approve the changes before they are effective.
- All general members, Sai Volunteers, Sai Mandir Governing Body, Sai Mandir Executive Committee, Sai Mandir Board of Directors need to subscribe to the Mission and Objectives of the Sai Mandir.

1 Overview



Executive Committee is responsible for the daily operations of the Sai Mandir for a year. Governing body is responsible to make sure the Mandir is sustainable long term while delegating the day to day operations to the Executive Committee. Executive Committee has board of directors (up to 6) and volunteers to help out with the activities and to provide the best experience of SaiBaba in Sai Mandir for the General Members. General Members can provide feedback to Executive Committee or eventually Governing Body if the concerns are not addressed in a timely manner by Executive Committee.



2 General Membership

Eligibility:

1. Anyone who subscribes to the Mission and Objectives of the Sai Mandir can become the general member; they can register online or in person to become the member of SSCI.
2. Members may receive certain benefits such as services and publications. Such benefits shall be as approved and granted by the Governing Body from time to time.
3. There is no fee required for general membership.

Duties:

1. Respect the sanctity of the Sai Mandir and abide by the Sai Mandir mission and objectives.
2. Respect and follow the instructions by the Volunteers to fully enjoy their experience while at the Sai Mandir
3. If general members have any feedback please communicate the feedback with the President at SaiSamsthan.President@gmail.com or to the Sai Mandir Governing Body Representative at Saisamsthan.GBRep@gmail.com

3 Sai Mandir Volunteers

Eligibility:

1. In order to become a volunteer of the Sai Mandir, a person may do so by registering on the Sai Mandir's website (SaiSamsthan.org) or by submitting a written request to SaiSamsthan@gmail.com.

Duties:

1. While volunteers are encouraged to contribute to the Sai Mandir through their time and talent as well as financially, no volunteers shall be required to make any contribution of any kind to the Sai Mandir.
2. Sai Mandir volunteers may be part of a board of directors to serve for a year of to help with Sai Mandir activities time to time in various events/activities.
3. Sai Mandir volunteer may resign his or her membership at any time by giving written or oral notice. They will make every effort to transition any active and pending tasks to other volunteers.
4. Sai Mandir volunteers shall not have voting rights.



4 Executive Committee

The President, President Elect, Secretary, and Treasurer are collectively referred to as the Sai Mandir Executive Committee or simply as Executive Committee.

Eligibility:

1. All Sai Mandir Governing Body members are eligible to become a member in the Executive Committee
2. All Volunteers who had served for minimum of 1 year are eligible to become a member in the Executive Committee
3. President/President Elect: In addition to the above, members need to be vested in the organization through accumulated donations of at least \$2,500 to be considered for President and President Elect and confirmed by the Sai Mandir Governing Body.
4. Eligible members who want to be part of the Executive Committee have to send email. They need to express their interest for a specific role (President Elect, Secretary or Treasurer) to SaiSamsthan.GBRep@gmail.com by Oct 10. Applications will be reviewed by the Sai Mandir Governing Body for voting if needed.

Duties:

1. Executive Committee will actively work towards ensuring the Board of Directors are selected and communicated to the Sai Mandir Governing Body and devotees by Nov 15.
2. Executive Committee will actively work with the Sai Mandir Governing Body to ensure the next years Executive Committee is in place by Oct 31st.
3. Executive Committee will be engaged in all the committees to ensure efficient operation of the Sai Mandir this year and in even better position for the following year. They are responsible for the overall operations, devotee engagement, increasing Sai Mandir Assets, Financially conservative, Sai Mandir reputation, Volunteer engagement, committee setup, timely payment of bills/payrolls and smooth operations etc.
4. The President Elect will assist the President for a year and in the following year will resume the duties of President.
5. President and President Elect cannot serve more than one year unless SSCI did not find anyone for that position.
6. Executive Committee will nominate up to six Directors, which may be volunteers or members from Sai Mandir Governing Body.
7. The President can fill a mid-term vacancy on the Board by appointment to serve out the balance of the term. The candidate chosen has to satisfy the Eligibility criteria outlined above and has to be confirmed by the Sai Mandir Governing Body within 30 days of appointment. The process of confirmation can be handled by e-mail or by calling for a meeting of the Sai Mandir Governing Body.
8. Maintain updated information on the website and notice board in the Mandir with accurate Donor/Sai Mandir governing body, income/expense reports and make necessary updates/changes as soon as they are brought to the Executive Committees attention.
9. Event budget will be set by the Executive Committee at least a month in advance and communicated to the Sai Mandir Governing Body as part of the monthly communication.
10. When the net balance (income minus expenses) is negative for 2 continuous months or the bank balance is below 20k, they take corrective action by organizing fundraisers to ensure financial health of Sai Mandir. They also send special communication to the Sai Mandir Governing Body elaborating the actions being taken to remedy the situation.



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11. An Executive Committee member, irrespective of his or her tenure can be removed by a majority vote of the Sai Mandir Governing Body by 60 % of votes, for below reasons.
 - a. If the member ceases to subscribe to SSCI mission.
 - b. Violating of the Conflict of Interest Policy.
 - c. Gross misconduct.
 - d. Not performing the duties assigned in the by-laws.
12. The Executive Committee is responsible to establish the following additional board of directors who have the responsibility for one of the following committee by Nov 15 and notify the Sai Mandir Governing Body:
 - a. Food Committee (Kitchen related activities, All events, Thursdays, weekends etc.)
 - b. Pooja/Religious/Cultural Committee
 - c. Sai Balvikas
 - d. Mandir Operations (day to day running of Mandir, front desk etc.)
 - e. Fundraising (Sai Nidhi Upahara, Events etc.)
 - f. Communications (website, daily communications, FB, Event fliers, Donor/devotee communication etc.)
 - g. Other committees as needed. The Executive Committee can appoint Committee Chairs, who need not be members of Sai Mandir Governing Body to serve for a one-year term.

President

1. The President has the overall responsibility for the smooth running of the Sai Mandir.
2. Maintaining activities, schedules and accounts on the Mandir website to ensure open sharing of information.
3. The President and the President Elect jointly engage a qualified accountant to audit the Mandir Accounts and present the same to the Sai Mandir Governing Body quarterly.
4. President will schedule the Sai Mandir Governing Body meetings every 3 months and update the developments.
5. If necessary, President will call for an emergency Sai Mandir Governing Body meeting if the Executive Committee need to use the Emergency Fund (50K) set aside for the purpose of Emergencies only. Sai Mandir Governing Body will vote and need 60% quorum if emergency fund can be used.
6. Maintain the list of all the Sai Mandir Governing Body members and inform the members of any changes to the membership.
7. Maintain the list of all the Past and Present board members and publish them on the website, Sai Mandir Notice board by December 1.
8. Use the SaiSamsthan.President@gmail.com for SSCI communications for ease of use to devotees and volunteers and transition to the next president.

President Elect (PE)

1. The President Elect (PE) shall, in absence of the President, perform all duties and assume all responsibilities of the President.
2. The PE and the President will be responsible for audit as stated above.
3. Lead one of the committees.
4. The President Elect will assist the President for a year and in the following year will resume the duties of President.



5. Use the SaiSamsthan.PresidentElect@gmail.com for SSCI Communications for ease of use to devotees and volunteers and transition to the next President Elect.

Secretary

1. The Secretary shall be the custodian of all records pertaining to the Sai Mandir. The Secretary shall keep a written record of the proceedings of all meetings of the Sai Mandir Governing Body, Board of Directors and the Executive Committee. The Secretary shall be responsible for keeping records of Mandir membership, processing new Sai Mandir Governing Body applications and any other duties that may be assigned by the President.
2. Handling all legal and other documentation related to Sai Mandir.
3. Lead one of the committees
4. Use the SaiSamsthan.Secretary@gmail.com for SSCI Communications for ease of use to devotees and volunteers and transition to the next Secretary.

Treasurer

1. The Treasurer shall receive and take charge of all monies and other financial assets belonging to the Mandir. As a fiduciary agent of the Mandir, the treasurer shall be responsible for all financial transactions.
2. The Treasurer will be the Chair of the Finance Committee.
3. The Treasurer is eligible to pay regular maintenance bills. Any Mandir enhancements or spending, if it is more than \$ 1000, Treasurer has to inform Sai Mandir Governing body and get approval. Sai Mandir Governing Body will respond or reject within 1 week (Quorum is 60%).
4. Treasurer is responsible to reconcile all the accounts each month and publish the monthly income/expense/health report to the Board of Directors and Sai Mandir Governing Body by the 10th of each month.
5. Treasurer is responsible to publish the monthly income/expense/health report to the Sai Mandir Governing Body by the 15th of each month.
6. All the Communication related to the financial health of Sai Mandir (past 6 months) will be published to the devotees through email/website/posts on notice board in Mandir by 15th of each month.
7. Treasurer will ensure all the information is gathered about the donors for record keeping as well as sending receipts.
8. Maintain the list of all the donor types (Neem Leaf foundation, Neem Leaf, Silver, Gold, Diamond, Royal Sponsors etc) to publish them on the website, Sai Mandir Notice each quarter.
9. Treasurer is responsible to ensure all the receipts are sent to the donors by the 31st Jan each year.
10. When the net balance (income minus expenses) is negative for 2 continuous months or the bank balance is below 20k, Treasurer will send a special communication to the Sai Mandir Governing Body.
11. Use the SaiSamsthan.Treasurer@gmail.com for SSCI Communications for ease of use to devotees and volunteers and transition to the next Treasurer.



5 Board of Directors:

Eligibility:

1. All Sai Mandir Governing Body members are eligible to become the Board of Directors.
2. All Volunteers who had served for minimum of 1 year are eligible to become the Board of Directors.
3. Volunteers and Sai Mandir Governing Body who want to be part of the Board of Directors have to send email to SaiSamsthan.GBRep@gmail.com, expressing their interest by Oct 10.

Duties:

1. Board of director's serves for one year term. They can continue to service following year if interested to serve the board.
2. A Board member, irrespective of his or her tenure can be removed by a majority vote of the Executive Committee and Sai Mandir Governing Body by 60 % of votes, for below reasons.
 - a) If the Board of Director ceases to subscribe to SSCI mission and objectives.
 - b) Violating of the Conflict of Interest Policy.
 - c) Gross misconduct.
 - d) Not taking an active participation in the Board activities.
3. Regular meetings of the Board of Directors will be held monthly. Special meetings may be called by the President or by any three members of the Executive Committee with Notice to be given to all Board Members.
4. Quorum: 60 % member Board meeting, presence will make the Quorum. The Quorum will be established before taking votes. Also, the Abstaining Voters are included in the Quorum count.
5. Attend Board meetings regularly and inform the Secretary of any planned absence.



6 Sai Mandir Governing Body

Eligibility:

1. All general members who has donated at least \$10,000 by end of 2018 is eligible to become a member of the Sai Mandir Governing Body. They need send an email to confirm to be in the Sai Mandir Governing Body. They are then designated as a member of the Sai Mandir Governing Body and will have all the rights and privileges of the Sai Mandir Governing Body.
2. After Jan 1st, 2019 additional Sai Mandir volunteers or any general members may be considered for induction as Sai Mandir Governing Body if they complete the application process and are vested in the organization through accumulated donations of \$12,000 and email acceptance to be a member of the Sai Mandir Governing Body.

Duties:

1. Sai Mandir Governing Body members can participate as a member in Executive Committee or Board of Director.
2. Sai Mandir Governing Body designation shall belong to the member and the spouse with a single vote to be cast by either of the two. We will have one vote per family.
3. Sai Mandir Governing Body are eligible to vote if needed. Sai Mandir Governing Body will review the applications for the President Elect, Secretary, and Treasurer and in consultation with the current Executive Committee choose the President Elect, Secretary and Treasurer and vote if needed.
4. Sai Mandir Governing Body will actively participate to ensure Executive Committee and Board Directors are in place each year by Oct 31.
5. All Sai Mandir Governing Body members must follow the "SSCI mission and bound by the "Conflict of Interest" policy.
6. A member of the Sai Mandir Governing body may lose the designation and Sai Mandir Governing Body privileges by a 60% majority vote of the Sai Mandir Governing Body for one or more of the following reasons:
 - a) If the Sai Mandir Governing Body member ceases to subscribe to SSCI mission and objectives.
 - b) Violating of the Conflict of Interest Policy.
 - c) Gross misconduct.
7. Sai Mandir Governing Body members should attend minimum 50 % of the meeting in a given year. They might lose the designation the following year with the 60% votes by the Sai Mandir Governing Body.
8. Sai Mandir Governing Body members will approve or reject requests from the Treasurer for spending (over \$1,000) in less than a week.



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7 Sai Mandir Governing Body Representative/Co-Representative

Eligibility:

1. Any member of the Sai Mandir Governing Body will be eligible to be Sai Mandir Governing Body Representative and Co-Representative.
2. Sai Mandir Governing Body will nominate or vote (with 60% quorum) a Sai Mandir Governing Body Representative and co-representative each year by Jan 31.
3. The Reps can continue for a max of 2 years.
4. Use the SaiSamsthan.GBRep@gmail.com and SaiSamsthan.GBCoRep@gmail.com for SSCI Communications for ease of use to devotees and volunteers and transition to the Sai Mandir Governing Body Reps/CoReps.

Duties:

1. The representatives will seek nominations from the Sai Mandir Governing Body and Volunteers who served for a year in the fourth quarter for the positions of President Elect, Secretary, Treasurer and Board of Directors.
2. A candidate for the position of the President Elect shall be nominated by at least two Sai Mandir Governing Body with the express consent of the candidate.
3. The Sai Mandir Governing Body Representative and Co-Representative will verify the validity of nominations and hold elections if needed. If no elections are needed, the Reps will forward the state of the nomination to the Sai Mandir Governing Body for approval.
4. The Sai Mandir Governing Body Representative and Co-Representative will certify and communicate the final list of members making up the next year's Executive Committee to the Sai Mandir Governing Body. This process should be completed by the Oct 31 of each year.



8 Sai Mandir First

1. Interpretations if a conflict arises in the interpretation of these by-laws, then the ambiguity shall be resolved in the best interest of Sai Mandir and not of any individual.
2. Dissolution in the event of dissolution of the Sai Mandir, the Sai Mandir Governing Body shall after paying or making provisions for the payment of all the liabilities, dispose of all the assets of the Sai Mandir exclusively for the purpose of the organization in such a manner or to other organizations operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as a tax exempt organization under section 501 (c) (3) of the Internal Revenue Code or the corresponding provision of any future IRS code. The Mandir shall not be dissolved except by two-thirds majority vote of the Mandir Governing Body who shall also determine the disposition of the assets.
3. Mergers and acquisition shall be done by the Sai Mandir Governing Body and current Board of Directors after two-third majority. This should still follow the mission of the organization.
4. Sai Mandir Governing Body /Board of Directors/ Volunteers' personal assets are not responsible for the bank loan and any other financial payments of the Sai Mandir.

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