

BY-LAWS OF
JAIN SOCIETY OF OREGON AND SW WASHINGTON

Last updated: April 2023

Chapter 1: The Executive Committee, and its Responsibilities

1.1 The Executive Committee (EC) shall comprise of the following:

- President
- Vice President (Optional)
- Secretary
- Treasurer

1.2 The Executive Committee shall:

- Carry out day-to-day affairs of the Center.
- Make all legal transactions on behalf of the Center.
- Be responsible for repairs, maintenance and necessary improvements of the Center's property.
- Appoint sub-committees for specific purposes, where necessary.
- Work jointly with the Board of Trustees.
- Conduct a minimum of 10 (ten) meetings in a year.
- Implement all the decisions made at the General Body meeting.
- Seek approval of the General Body of Members for any Project costing in excess of \$100,000 (One hundred thousand dollars). Seek approval of the Board of Trustees for amounts between \$5,000 (Five thousand dollars) and \$100,000 (One hundred thousand dollars).
- Represent the JSOSW as a Class A ("Anchor Member") in the Pacific NW Jain Center, LLC, an Oregon based entity formed to acquire, build and manage a Jain Center and temple for the JSOSW.
- Attend as many functions of the Jain Center as possible.

1.3 Responsibilities of each role shall be, but not limited to:

- President:
 - Point of contact for all JSOSW members
 - Point of contact for all external entities wishing to engage with the JSOSW
 - Keeping the JSOSW in harmony
 - Resolving all disputes, conflicts and concerns affecting the JSOSW
 - Emcee all JSOSW events
 - Preparing the agenda for all JSOSW events in co-ordination of other EC members and Board of Trustee (BoT)
 - Approval of expenses (2 of the committee members must approve above \$300.00 and less than \$5,000.00), and expenses must be part of the budget approved by BoT for the year.
 - Committee Point of Contact for Pathshala teachers and parents
 - Overall responsibility of running the committee
 - Presentation of the annual state of the JSOSW, and annual budgets
 - Interfacing with trustees on matters requiring their attention

- o Managing Bank account access and privileges
- o Ensuring that President, Secretary and Treasurer positions are occupied by appropriate, upstanding and acceptable members at all times
- o Proposing slate of candidates to fill committee positions at every election meeting
- o Term limit and scope as defined by constitution
- Vice President (Optional):
 - o The Vice-President shall help the President to carry out the duties and functions of the President, and serve as President in his/her absence.
- Secretary
 - o Backup for President and Vice-President. Responsible for fulfilling President's responsibilities if President and Vice-President is unavailable
 - o Scheduling all JSOSW events and meetings
 - o Booking of event venues
 - o Managing JSOSW equipment and material
 - o Recording all meeting minutes and feedback from JSOSW members
 - o Documentation of by-laws and amendments
 - o Keeping track of all equipment and disposables for JSOSW use
 - o Managing, preparing and publishing all social media interactions and public announcements
 - o Term limit and scope as defined by constitution
- Treasurer:
 - o All Regulatory, Insurance and Financial filings and renewals (Oregon Secretary of State, Bank inquiry responses, Tax Returns, liability insurance, etc.)
 - o Approval of JSOSW related expenses (2 of the committee members must approve above \$300.00 and less than \$5,000.00), and expenses must be part of the budget approved by BoT for the year.
 - o Creating yearly budget for review by the BoT and EC at the beginning of calendar year
 - o Managing financial book of accounts and bank accounts for the JSOSW
 - o Filing taxes with local, state and federal entity as required by law
 - o Paying any JSOSW related expenses or reimbursing members for any expenses (upon presenting a proper receipt) incurred on behalf of the JSOSW as defined in the constitution and bylaws
 - o Control proper usage of Dev-dravya fund in coordination with Facility Maintenance & Security committee
 - o Organize proper distribution of Sadharmik Vatsalya, Jivdaya fund distribution. Usage of any of the above funds must be approved by the Executive Committee.
 - o Collecting membership dues from JSOSW members
 - o Maintain a list of all registered JSOSW members
 - o Term limit and scope as defined by constitution

Chapter 2: Board of Trustees, and its Responsibilities

2.1 Board of Trustee:

The Board of Trustees shall comprise of the past six successfully completed EC members, the President of the Executive Committee. The Board of Trustees may choose to elect a Chairman, a Vice-Chairman, and a Secretary. Eligibility, term and scope is defined by JSOSW constitution Article V.

2.2 The Board of Trustees shall be responsible but not limited to:

- To manage and govern the affairs and assets of the Center.
- To develop long term policies, programs, and priorities in line with the objectives of the center.
- To prepare rules and regulations regarding the use of facilities of the Center.
- To develop a plan for fundraising, and work jointly with the Executive committee for fundraising.
- Take over the functions of the Executive Committee in case of an emergency when the entire Executive Committee ceases to function
- To select the officers of the Board.
- Approve any donation from Jain Society of Oregon and SW Washington in excess of \$5,000.00 (Five thousand dollars) to a Government registered non-profit Organization.
- Approve for disbursement of any expenses in excess of \$5,000.00 and under \$100,000.00 that has been authorized by the General Body.
- Approve purchase of equity share in the Pacific NW Jain Center, LLC, an Oregon based entity formed to acquire, build and manage a Jain Center and temple for the JSOSW.
- Attend any or all the Executive Committee meetings if desired. Trustee shall not have voting privilege in these meetings.
- Hold a minimum of three meetings in a year.
- Attend as many functions of the Jain Center as possible.

Chapter 3: Membership:

3.1 Annual Membership: Until modified dues shall be as follows:

- Individual membership: \$21/year
- Family membership: \$35/year
- Extended family membership: \$51/year

3.2 Life Membership: Until Jain Center is constructed, life membership is available to “Circle members” who donated above \$15,000 (fifteen thousand dollars) towards construction of the Jain Center.

Chapter 4: Sub-Committees:

4.1 Until it is modified there will be the following categories of subcommittees.

1. Religious
2. Cultural & Social
3. Youth/Volunteer
4. Education (Pathshala)
5. Fund Raising
6. Public Relationship
7. Technology/Library
8. Kitchen/Sadharmic Vatsalya
9. Facility Maintenance & Security
10. Special Projects

4.2 A member of the executive committee shall become the chairperson of a subcommittee. The chairperson of the subcommittee may request help from Executive Committee member(s) and/or General Body of member(s) to be part of the subcommittee on a permanent basis. A subcommittee meeting may be held independently as necessary; however, its progress must be reported to the executive committee meeting via the chairperson.

4.3 Functions of Subcommittees:

Following is an outline of the overall responsibilities of each subcommittee. The responsibilities may be modified as necessary without conflicting with another subcommittee. In the absence of the sub-committee, Executive Committee members will be responsible to carry out some or all the activities.

4.3.1 Religious

- Prepare and publish JSOSW religious calendar of the year that is inclusive of all sects
- Select speaker for Paryushana and other JSOSW celebration, ensure selected speaker avoid divisive tone, doesn't promote one sect of Jainism.
- Coordinate swadhyaya with outside scholars
- Organize swadhyaya Shibir with youth group
- Organize puja celebration, and other religious events
- Arrangements for outside facilities for religious celebrations
- Make travel, lodging & boarding arrangements for outside guests coming for any religious occasion.
- Members of the committee must have knowledge of one or more sect of Jainism to create an inclusive program for a year.

4.3.2 Cultural & Social

- Plan and execute cultural & social events such as summer picnic, Mahaveer Jayanti Celebration, Mahaveer Janam Kalyanak celebration
- Arrangements for outside facilities for cultural and social celebrations
- Plan for out-of-town JSOSW group travel/events

4.3.3 Youth/Volunteer

- The youth committee shall comprise three elected members of which one will be designated as youth coordinator.
- Members of the youth committee shall not be less than 16 years and greater than 25 years. The age requirements shall be satisfied on the first day of the calendar year.

- The coordinator of the youth group shall actively participate in the executive committee meetings, without voting privileges.
- Youth group will be given a leadership role in developing a volunteer program for active participation in Jain events and celebration of Jain festivals.

4.3.4 Education

- Develop pathshala curriculum at all levels
- Develop training programs for teachers
- Prepare religious articles for Newsletter
- Develop teaching aids
- Organize religious tours & picnics for students
- Organize other activities such as: contests, Essay competition, Exhibition
- Work with Pathshala teachers of other centers
- Develop scholarship programs

4.3.5 Fund Raising

- Develop ideas to raise funds for JSOSW and Jain Center
- Plan and execute fund raising events

4.3.6 Public Relationship

- Collect & print local Jain community events
- Develop relationship with non-Jain Indian communities
- Establish relationship with town's political leadership
- Develop ways to increase membership
- Prepare quarterly newsletter
- Organize distribution of Jivdaya and Sadharmik Vatsalya fund

4.3.7 Technology/Library

- Take inventory of existing books
- Run campaign for books donation
- Purchase religious books
- Develop effective methods for the circulation of books to members
- Maintain and upgrade Audio-Video systems
- Be responsible for Audio - Video systems for all religious programs
- Maintain pre-recorded Audio/video tapes

4.3.8 Kitchen/Sadharmik Vatsalya

- Maintain kitchen and stocks of needed items
- Plan and manage food preparation
- Coordinate with cooks
- Work with sadharmik Vatsalya sponsors
- Arrange for cleaning help
- Arrange for transportation of food, if needed

4.3.9 Facility Maintenance & Security

- Maintain Jain Center's facility
- Look for ways to upgrade facility
- Work with local police department as needed

- Work with local maintenance services as needed
- Maintain Bhandar in coordination with Treasurer
- Control proper usage of Dev-dravya fund

4.3.10 Special Projects

- Executive committee shall work with the Board of Trustees for any project not identified in the sub-committee. A committee can be formed for such projects as needed.

Chapter 5: Funds and Usage:

5.1 Dev-Dravya includes:

Ghee-boli (or any donation) income from:

- Swapna Darshan
- All Pujas
- Any religious ceremony such as Shanti-snatra, Bhumi-pujan, Aarti, Mangal-divo, Varghodo Sthapna, Anjan-shalaka, etc.
- Bhandar
- Buildings, Lands, Rental properties, interest
- Any gifts such as: Chhatra, Chammer, Bhandar, Furniture

5.2 Use of Dev-Dravya:

- To get Idols of Tirthankara and to maintain them
- Any ornaments for Tirthankara
- 'TRIGADU' Three platforms for Snatra-Puja
- To build new Temples
- 'Jirnoddhar' of temples
- To purchase equipment for poojas
- To pay rental fees for Hall
- To pay the expenses of Paryushana speaker

5.3 Gyan-Dravya includes:

- Ghee-boli for Kalpasutra, or any religious Granth
- Income from Gyan-poojan and Guru-Poojan
- Ghee-boli for reciting sutras during Pratikraman
- Income from books, pre-recorded audio/video cassettes

5.4 Use of Gyan-Dravya:

- To establish and maintain library
- To purchase pre-recorded audio/video cassettes

5.5 Jivdaya fund:

- Any collection made for the protection and nutrition of animals and birds only.

5.6 Use of Jivdaya fund:

- To release animals from slaughter house
- To release birds from imprisonment
- To be donated to Panjarapoles for food and shelter for birds/animals

5.7 Sadharan Dravya (General Funds):

- a) Donations from members in celebration of social events such as: weddings, birthdays, and deaths.
- b) Ghee-boli or income from Bhandar for shashan dev/devi
- c) Donation received without any restriction
- d) Membership dues

5.8 Use of Sadharan Dravya (General Funds):

- a) For the operations of JSOSW and maintenance of Jain Center facility
- b) Organization of cultural, religious and social events
- c) For the operation of Kitchen/Sadharmic Vatsalya, funding various sub-committee's operations

5.9 Jain Center Funds:

- a) The fund should be raised or solicited from the members for the construction of NW Pacific Jain Center
- b) Executive Committee must maintain a list of donors and amount contributed

5.10 Use of Jain Center Funds

- a) Funds must be used to purchase the equity share from NW Pacific Jain Center, LLC
- b) Funds must be used for the operation and maintenance of Jain Center Facility

5.11 Special Funds

- a) Funds raised for the specific cause such as a) relief funds for disasters b) charitable cause must be maintained separately, and use as specified in the cause.
- b) Any Donation from the Center shall be made only to a Government registered non-profit Organization.

5.12 Company Matching Funds

- a) Funds raised thru company matching program for Jain Center and Dev-dravya donation shall be applied towards Jain Center Funds
- b) Company match for all other donation including volunteer hours match will be applied towards general funds

Chapter 6: Fiscal Year, Annual Period of Holding Office

6.1 The fiscal and administrative year shall begin annually on January 1.

Chapter 7: Relationship with JAINA & YJA

7.1 Executive committee will maintain active JAINA membership and pay the dues yearly. Society will have one JAINA director. JSOSW President or its proxy will serve as director of JAINA for a year. Every year JAINA director rotate as president of JSOSW. The Executive Committee may nominate any Society member as the proxy director who is not an officer in the current executive committee. The JAINA director will be the point person to manage relationships including all communication with all approved allied organizations of JAINA. The director will provide relevant updates about JAINA programs through monthly JSOSW meetings or otherwise.

Chapter 8: JSOSW Social Media (Facebook, WhatsApp, etc.) & Website Policy

- a) Social media admin: Every year, only EC and BOT will have the social media, website admin rights. The new incoming EC/BOT will assume the rights to social media accounts immediately after the last monthly meeting of that year, and the out-going governing body (EC & BOT) members admin rights will be revoked. The governing body members cannot share their admin rights within their family or otherwise.
- b) JSOSW group on Facebook maintains two group pages a) public facing page b) "secret" group page to ensure more privacy and security for JSOSW members. A secret group on Facebook is only visible to current members of the group. People who are not part of the group don't have the ability to look at any posts, pictures, events or documents on the secret group.
- c) An approval from the EC is required for anyone to join the social media groups and online portal.
- d) The Executive Committee must ensure that social media access is limited to the JSOSW members, alumni (ex-members of JSOSW) and prospective members (definition of a prospective member: needs to be an Oregon and SW Washington resident, needs to be referred by a current JSOSW member or JSOSW alumni).
- e) In order to delete any social media posts, at least two of the executive committee members and at least one of the board of trustees must agree. Any obviously offensive posts can be deleted by one of the executive committee members or the board of trustees. A private note must be sent using email or social media messages to the executive committee and the board of trustees explaining the reason why a particular post was deleted.

Chapter 9: Jain Rituals

- a) Non-Jain Pujas and Aarti are not permitted in JSOSW events and meetings
- b) Pujas and Aartis from all sects of Jainism should be invited and included in the JSOSW events and meetings.
- c) Any member having any issues with the rituals or proceedings of the meeting must be logged a written complaint as described in Article VIII of JSOSW constitution.
- d) All JSOSW members have a fiduciary duty to not engage in any gossip that impacts the unity and values of the JSOSW. JSOSW members are encouraged to report any gossip that may cause harm to the reputation of JSOSW to governing body members.
- e) Governing body will have a fiduciary duty to act against gossip mongers. These actions could include written warnings for gossip mongering, and result in termination of membership from JSOSW and participation from any JSOSW event.

Chapter 10: Jain Center LLC

The Pacific NW Jain Center, LLC is an Oregon based entity formed to acquire, build and manage a Jain Center and temple for the JSOSW. JSOSW will be a Class A ("Anchor Member") of the Pacific NW Jain Center, LLC.

Founder's Circle & Sustainer's Circle Members

In order to provide the capital necessary to form a Jain Center, Founder's Circle & Sustainer's Circle Memberships have been established. The minimum capital contribution required for these memberships is \$15,000 paid in full or over a period of 5 years maximum.

Founder's Circle & Sustainer's Circle members will be able to vote directly on matters of the Pacific NW Jain Center, LLC based on the amount of their donation that was contributed into the Pacific NW Jain Center LLC.

Voting - Pacific NW Jain Center, LLC

Voting on matters for the Pacific NW Jain Center, LLC is based on the following terms:

- 1) Per the LLC agreement, JSOSW receives one (1) vote in the LLC for each \$1000 of capital invested in the LLC
- 2) Pacific NW Jain Center, LLC will provide JSOSW with a total number of votes prior to any vote for all members
- 3) JSOSW votes into Pacific NW Jain Center, LLC will be managed as follows:
 - a) Votes from capital from general donors - JSOSW EC will be responsible for those votes
 - b) Votes from company matching contributions - JSOSW EC will be responsible for those votes
 - c) Votes from donations from donors not in the Founder's Circle or Sustainer's Circle (minimum \$15,000 capital contributed or committed to be contributed) - JSOSW EC will be responsible for those votes
 - d) Votes from donations from Founder's Circle or Sustainer's Circle members - these members will vote directly on matters for the Pacific NW Jain Center, LLC

Chapter 11: Opening Bhandar

When opening the bhandar minimum of 3 persons from the EC or BoT must be present. If 3 people from EC or BoT are not available then a minimum of 5 persons from the samaj must be present. Treasurer must be present when the bhandar is opened and he/she is responsible for depositing the money in the bank. If the treasurer is not available then one of the EC members must be present. All money collected from the bhandar will go towards Devdravya account.

Chapter 12: Panch Dhatu Pratimaji

When a shikharbandi Derasar gets built in the Portland area under JSOSW's current or future ownership then the proposed panch dhatu pratimaji's that will be installed at 4070 SW 109th Ave, Beaverton, OR will continued to be worshipped – the pratimaji's will not be placed in a closet or a locker to be set aside in a future shikharbandi derasar. Marble pratimaji's along with the current panch dhatu pratimaji's will be worshipped side by side in a future derasar.