

**THE CONSTITUTION OF THE JAIN SOCIETY OF SEATTLE (JSS)****Article I: NAME**

The name of the Corporation shall be Jain Society of Seattle (JSS). It shall be incorporated as a non-profit organization in the State of Washington.

**Article II: BASIC POLICIES**

1. The purpose and objectives of the Corporation shall be spreading Jain Way of Life (JWOL), performing charitable activities and promoting community & cultural events. Jain Way of Life means living simple and compassionate life on the principles of non-violence, non-stealing, non-possessiveness, truth etc. Charitable activities shall include but shall not be limited to feeding the homeless, partnering with other non-profit organizations to raise awareness / funds for humanitarian causes, saving life (animal shelter, helping a human in need etc.) etc. Community & cultural events shall include but shall not be limited to organizing a theme-based Art competition in the community, celebrating the festival of Diwali etc.
2. This shall be governed and qualified by the policies set forth in the Articles of Incorporation.
3. The name of the Corporation shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the Corporation.
4. This Corporation may cooperate with other organizations for its purpose and objectives.
5. The duration of this corporation shall be perpetual.

**Article III: MEMBERSHIP**

1. Membership in the Corporation shall be made available to any individual who is a believer or a follower of the Jain Way of Life (JWOL). Membership is available without discrimination and harassment of any type about race, color, religion, age, sex, national origin, birth, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.
2. Only one vote per membership shall be allowed.
3. Life Members shall be eligible to take part in all members' meetings and may serve in any of its elective or appointive positions. A member must be at least eighteen (18) years of age.
4. The Corporation may publish its membership rosters from time to time.
5. Honorary Membership may be conferred upon an individual by a two third vote (2/3) of the Board of Directors. Honorary Members shall not have the right to vote or hold office and not be assessed dues.
6. For the purposes of membership, the family comprises self, spouse with/without their children under the age of nineteen at the time of application for membership.'
7. JSS Board reserves the right to deny new membership with/ without any reason in favor of the Jain Society of Seattle's best interests.

**Article IV: DUES AND CONTRIBUTIONS**

1. The annual dues for the Corporation shall be set each year by the Board of Directors and will be approved by a majority vote of those Directors. The Board of Directors may set classifications and amounts for the annual dues. There shall be no refunds of dues at any time.
2. Any member who shall be in arrears in the payment of the dues for a period of 30 days shall be ineligible to vote at any meeting until such arrears have been fully paid.
3. Contributions and/ or donations may be accepted by the Corporation, to be used by the Corporation for its basic policies.

4. Contributions once received from the donor will not be refunded at any time except when required by the law.
5. Corporation at its discretion may allocate funds into different sub-ledgers and may transfer funds within sub-ledgers with the approval of the Board of Directors.

**Article V: FISCAL YEAR**

The fiscal year of the corporation shall commence on January 1st and end on December 31st.

**Article VI: MEETINGS OF MEMBERS**

1. The annual meeting for the election of Directors (minimum of three) of this corporation shall be set by the Board of Directors within 90 days of the end of the fiscal year.
2. The President or the Board of Directors can schedule periodic meetings of the general membership. Once such a schedule has been set, no new notices shall be required.
3. The voting at all general meetings will be based on the simple majority vote by members who are present.

**Article VII: ELECTIONS**

1. The Board of Directors shall appoint a nomination committee 45 days prior to the election. It shall consist of two Board Members and one other member who is in good standing. They shall be charged with presenting a slate of Board of Directors at the general meeting.
2. A general member on the nominating committee shall not be eligible for a position as a Board of Director (unless nominated from the floor).
3. Only Life Members shall hold the Board of Director office. For avoidance of doubt, Annual Members shall not hold Board of Director office.
4. A slate of Board of Directors shall be presented to the membership, in writing, at the annual general meeting. The chairperson of the nominating committee shall conduct the election.
5. Any position shall be opened to nominations from the membership prior to or at the annual general meeting as addition to the nominating committee's selection. Any nomination from the general membership will be allowed as long as (A) It has the approval of the nominee and (B) The President is given 5 days written notice.
6. Written or Electronic ballots shall be used for the election of the Board of Directors in case of contest.
7. The Officers of the Corporation shall be elected annually from the Board of Directors at the regular meeting of the Board of Directors. If the election of Officers shall not be held at such meeting, such election be held as soon thereafter as convenient. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold offices until his/her successor shall have been duly elected and shall have qualified. No officer shall hold office for a term exceeding three (3) years unless reelected again.
8. The Board of Directors should make every attempt to maintain continuity in the Board administrative tasks, while maintaining an influx of new talent as Directors. Board should inject new members via fresh election / nomination every year.

**Article VIII: TRUSTEES**

1. The Board of Directors will appoint one to five Trustees at their discretion to provide the long-term direction to the Corporation for a duration of three years.
2. Trustee's shall have no official or unofficial power over the Corporation but will act as mentors and guides to the Board of Directors.

**Article IX: ADVISORY PATRONS**

1. The Board of Directors shall appoint one to fifteen Advisory Patrons at their discretion to provide the mentorship to the Corporation for a maximum duration of three years.
2. The Board of Directors may terminate the position of any Advisory Patron with a simple majority at any time without notification.
3. Advisory Patrons shall have no official or unofficial power over the Corporation but will act as mentors and guides to the Board of Directors.
4. The Board of Directors and Trustees cannot hold Advisory Patron positions.

**Article X: DIRECTORS**

1. The affairs and business of this corporation shall be managed by the Board of Directors. The number of Directors shall be nine ~~eleven~~ (9). The Board of Directors may increase or decrease the number of Directors from time to time but at no time shall the number of Directors be less than three (3).
2. In the event of a midterm vacancy occurring on the Board of Directors, a replacement shall serve for the remainder of the unexpired term. The appointment must be approved by two-thirds vote of the Board Members present at any regular meeting of the Board.
3. Any Director, who downgrades the ethical value of the Corporation or isn't able to perform his/her duties or doesn't attend 50% of the Board Meetings in continuous six months or fails to perform in the interest of the Corporation can be removed by two-thirds (2/3) vote (excluding the Director for whom the vote is taken) of the Board of Directors.
4. The Board of Directors shall always work in a voluntary role and shall be never paid for their duties.
5. The Board of Directors shall automatically become a signatory to the *Corporation Oath* to demonstrate commitment towards the mission/vision of the Corporation (in Appendix 1).

**Article XI: OFFICERS**

1. The Officers of this corporation shall be: One President, One of more Vice Presidents (the number thereof to be determined by the Board of Directors), a Secretary and Treasurer. Any two or more Offices may be held by the same person except the offices of The President and The Secretary shall not be held by the same person.
2. The President shall have a veto to break the tie in any Board of Directors meeting.
3. The Board of Directors can determine to change the titles of Officers (for example the President can be changed to the Managing Director) from time to time but a minimum of two Officers must be selected in the Board of Directors.
4. The Board of Directors at their discretion can add more Officers to the Corporation.
5. The Board of Directors at their discretion can add paid employees for administrative tasks of the Corporation. Such employees of the Corporation will be given titles (such as Accountant, Clerk, and Fundraiser etc.).
6. The role of Officers can evolve from time to time at the discretion of the Board of Directors. Expectations from the existing roles are provided in Appendix 2.

**Article XII: COMMITTEES**

1. The Board of Directors shall create such committees and appoint such committee chairpersons as required from time to time for special projects. The Board of Directors shall define the purpose of

- such a committee created, specify their tenure and receive periodic progress reports from the committee chairperson at the periodic Board meetings.
2. The Board of Directors has created the JSS Community Center Committee (JCCC) for development and maintenance of JSS Community Center (JCC). JCCC shall not be governed by the Board of Directors and shall always uphold JCC interests. JCCC will be directly answerable to the Members and shall have full authority over strategy and execution of JCC based on vision set during initialization of JCCC. JCCC shall use Development Funds of the Corporation to meet its objectives. This fund shall be maintained by the Board of Directors of the Corporation.
  3. All Committee Members shall automatically become a signatory to the *Corporation Oath* to demonstrate commitment towards the mission/vision of the Corporation (in Appendix 1).

#### **Article XIII: GUIDING PRINCIPLES for JCC**

1. JCC shall equally promote three pillars of the Corporation i.e. religious, cultural, and charitable.
2. JCC shall be inclusive to primarily follow Jain traditions - Digamber, Shwetamber, Sthanakvasi. The Religious Committee teams shall balance multiple perspectives within their traditions. As a JWOL follower, Corporation expects everyone to follow "Anekantvaad" and align in the best interest of the Community.
3. In JCC "practicality" of living in the USA will be prioritized over blindly following a specific "kriya (act)", while core Jain principles shall always be adhered such as "Anekantvaad", "Aparigrah", "Ahinsa". To avoid debate on practicality, following requirements are considered mandatory and non-negotiable:
  - a. There will be a place of worship for primary Jain traditions.
  - b. No one should ever walk above "garbha grah / vedi" if the temple is multi-story.
  - c. In *ranmandap* ("vedi / garbha grah"), Acharya/Upadhyay/Sadhu photo or idol shall not be established.
  - d. Acharya/Upadhyay/Sadhu photo shall be established in "guru bhawan" (a separate hall in JCC).
4. Number of committed followers in the region will drive operations and maintenance decisions of JCC.
5. Conflicting views will be escalated in the following order: Sect specific team within Design / Architecture Team → JCC Design Team → JCC Committee → JSS Board of Directors → JSS General Body Meeting.

#### **Article XIV: BANK ACCOUNTS AND PETTY CASH FUND**

1. The Corporation shall keep its funds in an authorized bank, except a sum of one thousand dollars (\$1,000) petty cash to pay minor expenses. The actual amount of the petty cash will be determined by the Directors from time to time. The petty cash will be in the custody of the Treasurer or any other person designated by the Board of Directors.
2. All checks above Two thousand five hundred (\$2,500) shall require two authorized signatures. Authorized signatories shall be the post holders (for example the President, the Vice President, the Secretary and the Treasurer). The JSS Board must approve any payment over one thousand (\$1,000).
3. All the funds (revenue/profit) of the Corporation shall be solely used to promote the objectives of the Corporation.
4. Upon dissolution of the Corporation, the assets of the Corporation shall be donated to organization(s) with similar objectives as Corporation, subject to the approval of the General Body.
5. Corporation Finance Policy is available in Appendix 3.

#### **Article XV: DONATIONS TO OTHER ORGANIZATIONS**

1. The Corporation shall limit giving grants or cash donations to other organizations.
2. With Board of Directors approval, the Corporation may decide to give grants to other organizations that have similar objectives. In all such cases: a. The Corporation shall prefer local organizations having positive impact in Washington followed by National organizations in the USA b. Corporation shall follow Office of Foreign Assets Control (OFAC) procedure that involves looking up the individuals and / or organizations (including their staff and Board Members on website) and cross referencing them against the Specially Designated Nationals (SDN) List published by OFAC. The full SDN lists are available at: <http://www.treasury.gov/resource-center/sanctions/SDNList/Pages/default.asp> c. Corporation shall retain a copy of all such donations.
3. The above clause doesn't apply to competing organizations in the Greater Seattle area. For the avoidance of doubt, the Corporation shall never make cash donations to home Jain temples, commercial entities, non-public trusts, non-public nonprofits, Hindu Temples, or any other non-Jain temples.

## **Article XV: SCHOLAR VISITS and DISCOURSE GUIDELINES**

### **Guidelines for Scholars**

The Corporation respects all Jain traditions and beliefs. Corporation believes in "Anekantvaad" and doesn't judge teachings and "kriyas" of any sect. It's Corporation's endeavor to provide a safe and inclusive place where everyone can practice JWOL in the Greater Seattle area. Based on our learning from previous events, scholars are advised to avoid the divisive topics in public discourses where all Community is present. Select examples include but are not limited to:

1. Was *Mahavir Bhagwan* child celibate (bal brahmachari) or married?
2. Was *Mallinath Bhagwan* a boy or a girl?
3. Can women attain salvation (*Moksha*) in their current birth as a woman?
4. Should we avoid lighting lamps (*Deepak / Dhoop*) during prayer (*Aarti*)?
5. Can *Bhagwan Abhishek* be performed only with water or five-nectar (*panchamrit*)?
6. Why is "pokhana" (a religious ceremony in Digamber 20-panthi) not allowed in Digamber 13 panthi?
7. Why should "Shantidhara" be performed?

Scholars are advised to use high judgement and help spread JWOL in the Greater Seattle area and help in driving unity of the Community. Wherever unavoidable, Scholars are advised to speak about divisive topics in one on one settings rather than public discourse using Corporation's platform.

### **Guideline for JSS Member Inviting Scholar**

1. Review Corporation *Scholar Discourse Guideline* with the scholar and get his / her support for Corporation's mission / vision
2. Check Scholar background and ensure scholar will be able to uphold Jain traditions and impart knowledge based on JWOL
3. Scholar should be open to deliver discourse for all sects
4. Scholar should be able to adapt the discourse to the US culture and drive learnings for wider audience including kids
5. Review scholar fees / expenses / logistics:
  1. Get Corporation Board approval for fees / *dakshina* and all expenses in advance

2. Corporation Board doesn't sponsor visa for the scholar
3. Get volunteers sign-off on fulfilling special scholar needs around house, travel, food, water etc.

#### **Article XVI: AMENDMENTS**

The Bylaws of this Corporation may be amended or revised by a three-fourths vote of all members present at any annual, general, regular, or special meeting, provided 5 days' notice of the proposed amendment is given to all members.

#### **Article XVII: MISCELLANEOUS**

1. No alcoholic beverages and/or non-vegetarian food shall be allowed in any program of the Corporation.
2. Equipment, property or utensils of the Corporation may be rented to a member of the Corporation or to other organizations for a fee set by the Board of Directors.
3. The Corporation will never proselytize anyone to follow Jainism.
4. The Corporation will not discriminate or harass anyone with regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

#### **Appendix 1: Oath for the Corporation Director & Executive Committee Member**

"I hereby declare, on oath, that

1. I shall support and defend the Constitution of JSS;
2. I shall bear true faith and allegiance to the Jain Principles (Jain Way of Life);
3. I shall respect all Jain traditions including but not limited to Digamber, Shwetabmer and Sthanakwasi;
4. I shall not conduct any activity that will divide the Jain community;
5. I shall always be inclusive and try to find a solution where Jain traditions contradict with each other;
6. I even after leaving JSS Executive Committee or JSS Board (Director) will not associate with any activity that will compete with the events of the Corporation;
7. I take this obligation freely, without any mental reservation or purpose of evasion; so help me God."

#### **Appendix 2A: Role of Officers**

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|------------------|--|
| <b>President</b> | <ul style="list-style-type: none"> <li>• Default Chair for all JSS Executive Committees (Lead all Strategy)</li> <li>• Lead JSS Board for working together on JSS vision</li> <li>• Lead Jain community towards following Jain principles / JSS vision</li> <li>• Represent Jain Society of Seattle at different platforms / external forums</li> <li>• Create opportunities for Jain community to contribute and help each other</li> <li>• Contribute to yearly plan and sign-off the plan</li> <li>• Resolve conflict as they occur in the Board</li> </ul> |
|------------------|--|

- Vice President**
- Perform President's role in absence of the President
  - Default Chair for all JSS Events (Lead all Operations)
  - Define Board ethics and make sure Board Members follow it
  - Own all-important JSS documents such as JSS By-Laws, Insurance Papers, Contracts with 3rd parties etc.
  - Amend Board by-laws from time to time for General Body approval
- Secretary**
- Take notes during Board Meetings and publish them to the community
  - Work with all Executive Committee members and own JSS Yearly calendar
  - Align on the Agenda for Board Meetings with all Board Members and set Meetings with the Board and Trustees
  - Conduct retrospective and survey after every major JSS event to learn and improve continuously
  - Manage paper trails of all JSS activities for future reference and audit
  - Communicate and work with other organizations for all Jain community \ JSS ask
  - Manage content of JSS communication in public forums such as WhatsApp
- Treasurer**
- Manage JSS budget - monthly, yearly, and special events
  - Prepare and manage JSS Balance Sheet and Profit & Loss statements
  - Perform all Accounting and Book-keeping activities
  - Timely reimburse members & volunteers for their expenses towards JSS activities
  - Manage all banking relationships
  - Oversee investment and funding activities of JSS funds
  - File yearly taxes

#### **Appendix 2B: Role of Executive Committees**

The Board of Directors can add or delete Executive Committees at their discretion and the roles can evolve with time. Below is a sample list of committees and their role on the date by-laws were last updated.

- Religious committee (one for each tradition)**
- Create annual calendar for all religious activities
  - Facilitate Pooja/ aarti / other religious events for the community
  - Launch initiatives to increase the participation of community in JSS events
  - Respect all Jain traditions and make reasonable accommodations in your RC to support other Jain traditions
  - Manage a list of volunteers and coordinators for religious events
  - Coordinate / manage all festivals schedule (Paryushan \ Dashlakshan \ Mahavir Jayanti)
  - Organize religious events where the entire Sangh can participate (such as Bhaktambar Stotra recitation, Bhakti etc.)
  - Work with the Corporation Board of Directors for financial approvals
  - Support Jain Jinalaya in the Greater Seattle area for religious activities

**Cultural**

- Set guidelines for cultural events in Seattle that “*Event Leads*” will conform
- Explore opportunities for JSS to participate in other cultural events (such as lectures on JWOL, inter-faith events)
- Review Event plans and guide Event Leads as necessary for various activities
- Act as custodian of all events checklist
- Promote kids events (such as Kids posters, one lecture by kid on Vegan vs Vegetarian etc.) in all JSS events
- Form Jain groups in corporates to invite people (Amazon, Microsoft, Nordstrom, Boeing etc.) to practice JWOL
- Work with the Corporation Board of Directors for financial approvals

**Give-Back**

- Organize activities around 4 type of Daan (Ahara, Abhaya, Aushadha, Gyana)
- Organize activities around “give time”, “give money”, “give things”
- Promote healthy habits in the community following JWOL principles
- Partner with other charity organizations to spread JWOL and support humanitarian causes
- Launch charitable events / lecture in corporate (Amazon, Microsoft, Nordstrom, Boeing etc.) to practice JWOL
- Support Jain community in need and launch donation drives for them (personnel /GoFundMe)
- Launch campaigns to encourage community to volunteer / donate
- Launch campaigns for kids to promote veganism / vegetarianism / donation
- Launch a platform where professionals (attorneys, doctors, engineers, executives, businessman etc.) can provide their services for free to the community
- Work with the Corporation Board of Directors for financial approvals

**Education**

- Promote teachings of “Jinvaani” amongst kids and adults
- Provide platform for promoting JWOL for all Jain traditions (Digamber, Shwetamber, Sthanak)
- Organize adult/kids “Adhyatmic shivir”
- Organize Scholar visits / lectures (or partner with other USA / India sangs for the benefit of Seattle community)
- Partner with others (Jain institutes, Gurukul etc.) to develop a curriculum and pave way for credits
- Determine Swadhyaa topics and timings to bring more community members together
- Provide guidance to the community / Board in case of different religious opinion
- Work with the Corporation Board of Directors for financial approvals

**Tech Operations**

- Manage Zoom licenses (cost / number of users / numbers of licenses / admin passwords etc.)
- Manage TEAMS Operations / Administration
- Set and enforce JSS communication guidelines (whatsapp, facebook, mailchimp, googlegroups)
- Guide new Executive Members and set them up for success by making them self-sufficient for “communication”
- Set up a mechanism to keep our google groups current [general community google group, and life members]
- Manage JSS Facebook Page (creation of new page, approving / disapproving members or posts; Advertisement of events etc.)
- Manage YouTube Channel
- Work with the Corporation Board of Directors for financial approvals

**Website & Mobile App**

- Launch basic JSS mobile app and drive all registration via application
- Revamp website based on our core pillars and horizontals
- Set up mechanisms to ensure website is always up and running
- Enhance website features with aim to migrate traffic towards JSS website rather than many other channels
- Keep website updated with the latest information by working with Event & Committee Coordinators
- Work with life member coordinator and develop a mechanism to manage customer data at one place
- Work with the Corporation Board of Directors for financial approvals

**Public Relations**

- Manage all external communications for JSS Community Center
- Lead creation of JCC marketing videos, and brochures
- Distribute press releases to Media
- Work with Post Holders to communicate JSS Board news and information to Members via emails, website, newsletter
- Publish monthly Newsletter to members
- Work with President to publish quarterly Newsletter to life members
- Work with the Corporation Board of Directors for financial approvals

**Finance**

- Set baseline for audit (revenue forecast, receipt submissions, expense approval, allocation to fund category)
- Manage Compliance
- Manage fund operations (set infra to send reminders to donors for payments, augment team with volunteers)
- Develop fundraising strategies beyond pillars
- Increase corporates in our corporate matching program (Zillow, Facebook, TBD)
- Adhere to JSS finance policies (by-laws, corporate matching allocation policy, account management policy)
- Work with the Corporation Board of Directors for financial approvals

**Appendix 3: Finance Policy**

1. Corporation will keep Financial Policy documents that should be made available to Life Members on request.
2. By-laws will supersede Financial Policy in case of any conflict.
3. Corporation Directors will act as the custodian of the donations received by the Corporation.
4. Corporation will support transparency of revenue and expenses and maintain the funds with adequate controls.
5. Only Officers of Corporation and Finance Executive Committee will have access to financial systems of the Corporation.
6. Only Officers of Corporation will be authorized signatories of the Corporation.
7. Corporation shall avoid cash expense (except petty expense as defined in the by-laws) to the extent possible.
8. Corporation will manage donations from multiple channels Accounts including but not limited to Stockbroker, PayPal, Zelle, Bank Accounts.
9. Corporation will use fund accounting software such as Quick Books for financial reporting.
10. Corporation will maintain five sub-ledgers (fund categories) namely Religious (Dev Dravya), Education, Give-back (Jeev Daya), General (Sadharan), Development.
11. Based on the wish of the donor, the Corporation will deposit the donation to a specific fund category. All unspecified donations will go in the General sub-ledger.
12. Volunteers will be reimbursed for their expenses. Volunteers will be required to submit a receipt up-to a certain threshold as per the Finance Policy.