

### **President**

1. Shall be the Chief Executive Officer of the Hindu Society and in that capacity be responsible for proper functioning of the Hindu Society and ensuring that the Constitution and the By-Laws are adhered to.
2. Shall preside over all HSGC membership and Executive Council meetings.
3. Shall lead and guide the Hindu Society towards its stated objectives and in that capacity shall have the power to delegate responsibilities to any or all members of the Executive Council.

### **Vice President**

1. Shall perform all the duties of the President in case of absence or disability of the latter.
2. Shall accept any other responsibility assigned by the Executive Council or the President.

### **Secretary**

1. Shall keep minutes of all meetings, events, and activities of the Hindu Society and make them available as per Articles VI & VII of the Constitution.
2. Shall maintain a current membership register complete with address and telephone numbers.
3. Shall be responsible for calling the HSGC membership and the Executive Council meetings and shall present an agenda for all such meetings.
4. Shall be responsible for renewal and updating of the Record of Incorporation and miscellaneous filing with Secretary of State of Ohio and similar filings with Federal Government agencies, if necessary.
5. Shall act as president pro tempore in case both President and Vice President are not available to perform their duties.
6. Shall accept any other responsibility assigned by the Executive Council.

### **Treasurer**

1. Shall receive and be in charge of all the money and the securities belonging to the Hindu Society and shall disburse or otherwise deal with the same as may be authorized by the Executive council,
2. Shall have the authority to disburse funds for all the recurring expenses. These will include utility payments, authorized salary, taxes, insurances, newsletter publishing, etc. In addition, it shall also include payments requested by the Chairpersons having the authority to do so by the Constitution.
3. Shall keep an accurate written account of all the money received and disbursed. Upon expiration of the term of office, shall turn over all financial documents including real estate, insurance, etc. to the successor.
4. Shall prepares budget forecast for the following year before the term of office expires. This forecast will be based on the expenses for the current year and is to be handed over to the incoming President.
5. Shall prepare a monthly balance sheet for the Executive Council meetings.
6. Shall perform all other duties described in Article IX of the Constitution.
7. Shall assume the responsibility of Secretary in the absence of the latter
8. Shall accept any other responsibility assigned by the Executive council.

**Chairpersons (common duties)**

The common duties, responsibilities and authority of all chairpersons are as follows:

1. Shall nominate HSGC members in good standing, as needed, for membership in the committee. These nominations must then be submitted to the Executive Council for review.
2. Shall preside over the committee meetings and assign responsibilities to the committee members so that the committee's function as defined in Section III of the By-Laws is carried out.
3. Shall serve as a liaison between this committee and the Executive Council in order to get Committee's programs/decisions approved.

4. Shall accept any other responsibility assigned by the Executive Council.

**Chairpersons (specific duties)**

The specific duties, responsibilities and authority of the chairpersons are as follows:

**Religious Education and Youth Activities Committee Chairperson**

1. Shall coordinate classes for Sanskrit and regional languages of India and all youth activities be conducted on the temple premises.
2. Shall coordinate the usage of the temple classroom(s) to avoid any conflict in the schedules.
3. Shall have the authority to approve payment for guest speakers, field trips, camps, prizes, etc. The total amount shall not exceed \$50.00 per 71 event. All amounts exceeding \$50.00 have to be approved by the Executive Council.
4. Shall be responsible for conducting Sunday religious classes every week. The purpose of these classes will be to teach youth the Hindu Religion. This will include Arti, mantras, names of Hindu Gods & Goddesses and their importance, proper pronunciation of Sanskrit words, teachings from Ramayana, Mahabharata, Gita, Puran and other Hindu scriptures.
5. The Youth Member of the Executive Council shall be a member of this Committee.
6. Shall encourage youth participation in the religious programs and activities such as summer camp, field trips, etc.
7. Shall coordinate with Puja and Religious Activities Committee if Puja is to be performed during youth activities or if youth participation is planned during religious activities.
8. Shall encourage youth participation in the cultural programs conducted by the Hindu Society. Shall prepare the youth and coordinate their participation with the Cultural Committee.

### **Puja and Religious Activities Committee Chairperson**

1. Shall be responsible for conductance of regular Puja and observance of the religious functions specified in Section III,3 of the By-Laws.
2. Shall have the authority to approve expenses of up to \$50.00 for guest speakers. All amounts, exceeding \$50.00, have to be approved by the Executive Council,
3. Shall establish proper Puja procedures in consultation with Punditji and organize at least the following religious functions:

Shivaratri	Makar Sakranti	Basant Panchmi	Sarasvati Puja
	Holi	Ram Navmi	Gudi Padwa/ Mahavir Jayanti
	Ugadi/Vishu/ Bohag Bihu Vyas Purnima	Hanuman Jayanti	
	Chitragupta Puja	Janmashthmi	Deepawali
	Onam	Guru Nanak Jayanti	Ganesh Chaturthi
	Budha Jayanti	Navaratri	Satyanarayan Katha
	Kalash-Asthapana Vijaya Dashmi	on every purnima	Durga Ashthmi

4. Punditji shall be a member of this Committee.
5. Shall be responsible for arranging religious discourses by inviting knowledgeable speakers on Hindu religion.
6. Shall be responsible for arranging classes and discussions on Hindu religion, meditation, Yoga, etc.
7. Shall be responsible for maintaining a stock of Bhajan & Kirtan books, Gita and Ramayana for the temple use.
8. Shall arrange for Puja and Prasad materials for each Puja without soliciting the same from HSGC membership.
9. Shall maintain a schedule of temple's activities and Punditji's schedule

### **Communication Committee Chairperson**

1. Shall be responsible for publishing the HSGC monthly newsletter which shall be made available to all members and other interested persons. The newsletter shall be mailed by the last week of the month for the following month.
2. Shall serve as a liaison between the Hindu Society and other local Hindu organizations to solicit their participation in the BSGC activities.
3. Shall be responsible for publishing HSGC newsletter, Aradhana and Articles on Hindu religion.
4. This Committee shall have at least two members in addition to the chairperson.
5. Shall solicit financial support for publication of the newsletter through advertisement and sponsorships of mailing and printing coats.
6. Shall be responsible for publishing milestone community news in the newsletter.
7. Shall be responsible for providing information to local newspapers, TV stations, radio stations, etc. for promoting the Hindu community with the approval of the Executive Council.

#### **Property Management and Maintenance Committee Chairperson**

1. Shall be responsible for making sure that all property taxes, assessments and insurances are kept up to date.
2. Shall be responsible for making sure the insurance claims, if any, are filed properly and in a timely manner.
3. Shall have the authority to approve payments of up to \$200.00 per occurrence for repairs of equipment and building. Any amount exceeding \$200.00 must be approved by the Executive Council. All repair bills must be in writing.
4. Shall be responsible for keeping the temple premises in good working order, i.e. heating, air conditioning, plumbing, inside and outside of the building, etc.

5. Shall be responsible for keeping the equipment in working order, i.e. TV, VCR, PA system, range, refrigerator, etc.
6. Shall make sure that no equipment, belonging to the Hindu Society, is taken out of the temple premises for any activity other than Hindu Society's.

#### **Membership and Fund Raising Committee Chairperson**

1. Shall actively solicit and enroll new members to help the Hindu Society grow.
2. Shall make every effort so that new members feel welcome and help their assimilation into the temple society.
3. Shall actively solicit donations from members for day-to-day operation and any special projects,
4. Shall use the HSGC newsletter and other media and resources, including Punditji and the New Temple Construction Committee Chairperson, effectively for the fund raising activities.
5. Shall find new ways for raising funds for the Hindu Society.

#### **Cultural Committee Chairperson**

1. Shall be responsible for arranging cultural programs in conformance with the objectives of the Hindu Society. As a minimum it shall arrange cultural programs in cooperation with Puja and Religious Activities Committee for Holi and Deepawali celebrations.
2. Shall prepare programs for participation on TV, radio stations, etc.
3. Shall work with Religious Education and Youth Activities Committee to seek children's participation.
4. Shall provide timely information regarding HSGC activities and other Hindu religious activities organized by local societies.
5. If participation by local artists is planned, such an announcement shall be made in the HSGC newsletter at least six weeks in advance. The announcement shall include guidelines for the program's contents and its duration.

6. Two programs by one artist shall be permitted only if there are too few participants. No participant shall be left out unless the program is contrary to the Hindu beliefs,
7. Any conflict and complaints shall be resolved through the Executive Council,

**Long Range Planning and Special Projects Committee Chairperson**

1. Shall envision HSGC needs two to five years in the future and perform feasibility studies thereof. The feasibility report shall be submitted to the Executive Council for approval of the project. Projects requiring expenditure over \$10,000 must also be approved by the HSGC membership in accordance with Article V, Section 7.0 of the Constitution.
2. All approved projects requiring total expenditure of \$10,000 or less shall be executed by this Committee and those requiring more than \$10,000 shall be executed by a Special Committee in accordance with Section IV below.