

THE HINDU TEMPLE OF CANTON
BYLAWS

January 30, 2022

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Preamble

These Bylaws are an integral part of the Constitution and Bylaws that were approved by the Temple voting members (in-person and absentee ballots) at a special general membership meeting held at the Hindu Temple of Canton on January 30, 2022 as per the guidelines stated in the previous Bylaws document dated August 4, 2019, Article X.

These Bylaws are intended to be the operational rules and regulations of the Temple. These Bylaws have been developed to serve all aspects of the constitution. These Bylaws supplement the Temple Constitution and should be read and interpreted accordingly.

Article I

Membership

Section 1. Annual “Membership Dues” for an individual member or a family member shall be one hundred dollars (\$100), or such other amount as is determined by the Board and approved by the Voting Members at the Annual General Body Meeting. The Membership Dues shall be payable each year by September 15th. Unless otherwise designated at the time of donation, the first one hundred dollars (\$100) of any donation made to the Temple in any given calendar year shall be first applied toward such donor’s Membership Dues. Honorary Members are not required to pay Membership Dues.

Member Category	Annual Membership Dues	Required Cumulative Donation	Right to Vote, see Constitution Article III Section 3(a)	Eligible to Serve as a Trustee see Constitution Article III Section 3(b)	Right to Serve on Standing/ Special Committees
Associate Member	\$100	--	No	No	Yes
Member	\$100	\$1,000	Yes	No	Yes
Donor Member	\$100	\$2,500	Yes	Yes	Yes
Life Member	\$0	\$10,000	Yes	Yes	Yes
Honorary member	None	--	No	No	No
Non-living entity/Corp. or its members	None	--	No	No	No

Section 2. A Member who does not pay the Membership Dues by September 15 of any calendar year shall lose the right to vote, for the duration of such calendar year.

Section 3. Any amount donated by the member shall be added to the amount of his/her cumulative donations to make a necessary upgrade in his or her member category to a Member, a Donor Member or a Life Member.

Section 4. In addition to Membership Dues, the Board may authorize a special

assessment for the Temple's Members with minimum ten (10) Trustees voting in favor of such assessment at the Board meeting. The Board shall obtain approval for such special assessment per Constitution Article III, Section 6.4(f).

Article II

Committees

As described in the Constitution, the formations and functions of the Standing and Special Committees are described below:

(A) Standing Committees:

Section 1. Operating Committee (OC)

The Board of Trustees shall establish this committee led by the President and consisting of the Vice President, Assistant Secretary, Assistant Treasurer and other trustees as needed by the president to lead various Committees like Religious, Membership, Food/Kitchen, Health Care, Hall Rental, Library, Cash Collections, Volunteers/youth affairs, Temple Classes, etc. to handle day to day operations, programs and activities. This committee shall meet at least once a month or more frequently if necessary to conduct its business. This committee, under the oversight of the Executive Committee, and by resolution of the Board of Trustees, shall have the authority of the Board of Trustees to manage the business and affairs of the Temple between meetings of the Board. This committee shall have the following specific functions:

- (a) Keep the Temple's financial and membership records, in full cooperation with the Treasurer.
 - 1. All unbudgeted expenses by the Temple exceeding one thousand dollars (\$1,000) shall require approval from the Board.
 - 2. All of the Temple's checks and legal documents including contracts must be signed by any two of the following officers: Chairman, President, Treasurer, and Secretary. One of the signatories must be either the Chairman or the President. All four officers, in their absence, shall delegate such authority for a specified time period by written notice to their respective assistants.
 - 3. All cash collection and deposits activities shall be closely supervised by a designated Trustee/s or a committee.

4. Cash receipts issued for in-kind donations shall be verifiable for their value.
- (b) Send notices and collect dues/receivables/pledges, prepare monthly reports regarding the operation of the Temple, and post these on the website every quarter.
- (c) Create subcommittees as required, led by Trustees to assist in the day-to-day operations of the Temple.
- (d) Function as a liaison between the Board and the Members for all operational functions.
- (e) Recommend actions to the Executive Committee(EC) regarding the management and administration of the Temple.
- (f) Keep the Executive Committee informed of any decisions made by it or any subcommittee created by it.
- (g) Initiate disciplinary proceedings against a disruptive Committee Member. Any member may be removed from the Operating Committee with a cause, by the affirmative vote of minimum ten (10) trustees at the Board meeting. Such a member shall have the right to appeal the Board's decision to the General Membership by following the provisions of the Constitution document Article VI, Section 3(b).

Section 2. Long Range Planning Committee

- (a) The Board shall appoint three (3) Members to the Long-Range Planning Committee for a term of three years. One appointee shall retire and be replaced each year for a three-year term following the first year. To maintain continuity, at the start, the term of the committee member shall be staggered such that for the first year, one of the three members shall be appointed for a one (1) year term only, second for a two (2) year term, third for three (3) year term.
- (b) The name/s of the potential appointees may be proposed by the Board collectively or individually by the trustees. Each selected appointee shall need ten(10) votes of board members.

(c) The Chairperson of the Committee must be a Trustee and shall be responsible for record keeping.

(d) The proposed appointee/s to this committee must meet the following requirements:

1. He/She shall not be an employee of the Temple receiving compensation for his/her full time, part time, or contract based services. He/She shall not be an employer/consultant or immediate family member of the current Trustee/s of the Board.
2. He/She shall not be a current Board member. He shall be a current Voting Member of the Temple, preferably a Life Member or former Trustee/Officeholder familiar with strategic planning, preferably experienced in real estate, building, construction trends and also be cognizant of congregation needs and growth in the vicinity.
3. The Board shall have the authority to reappoint on an exceptional basis, retiring or former Long Range Planning Committee members in the event it cannot find qualified Voting members to fill the vacancy.

(e) The Committee shall have the following responsibilities and duties:

1. Observe and Study the current and future needs of the membership and congregation. Discuss and Develop plans as needed for capital improvement with the Board forecast funding for planned renovation, expansion or relocation of the facility and then assist the Fundraising Committee to set its goals for yearly donations.
2. Seek mutually beneficial alliances with similar non-profit organizations to meet expansion needs. To ensure total and lasting independence of the temple, seek Voting Members' approval at the Annual General Body Meeting per the Constitution document, Article III, Section 6.4(d) prior to making any decision or commitment for such alliances.

Section 3. Audit Committee

(a) The Board shall appoint three Members to this Committee for a term of three (3) years in the first year. One appointee shall retire and be replaced each year

for a three (3) year term following the first year. To maintain continuity, at the start, the terms shall be staggered such that one of the three members shall be appointed for a one (1) year term, second for a two-year term and third for a three-year term.

(b) The Chairman of the Board shall convene the first meeting of all the appointed members of the committee before February 15th. At this meeting, the Board shall commit to provide the committee administrative support and necessary resources including budgeted funds to carry out its functions

(c) The names of the potential appointee/s may be proposed by the Board collectively or individually by the trustees. Each selected appointee shall need to have ten (10) trustees of the board voting in his/her favor.

(d) The proposed appointee to this Committee must meet the following requirements.

1. He/She shall not be a member of the current board of Trustees or an honorary member of the temple.
2. He/She shall not be an employee of the temple receiving compensation for his/her full time, part time or contract-based services.
3. He/She shall not be an employee/consultant or immediate family member of the current trustee/s of the Board.
4. He/She shall be a current Member of the temple, preferably a Life Member or former trustee/office holder of the temple with a working knowledge of finance and accounting.

(e) The Committee shall have the following responsibilities and duties:

1. Elect a Chairperson of the Committee to lead and direct the Committee's activities. He/She shall coordinate the affairs of the committee with the Chairman of the Board and the Treasurer. The Chairman and Treasurer will provide resources and personnel required to perform auditing functions. The Treasurer shall be responsible for the record keeping for this committee.
2. Discuss with the Treasurer and the Chairman of the Board, financial, accounting, and banking policies, practices and procedures established and followed by the Temple. Discuss and suggest changes required in them, if any, with the Chairman of the Board

3. Work with the Treasurer and Chairman to set up a quarterly Audit Committee meeting to Review quarterly financial statements presented by the Treasurer. Also discuss with the Treasurer the status of internal controls and procedures , progress and plans for external audit and other relevant issues.
4. Enquire and confirm with the Treasurer and Chairman that all required filings including to State, Federal and Local governments, and banks or lending institutions are completed on a timely basis.
5. Assist as required, the Chairman of the board or the Treasurer responsible for directly overseeing the CPA retained by the Board with the general body's approval to perform an independent external audit of Temple's accounts and finances. The frequency of such external audits shall be yearly or as determined by the board in accordance with the guidelines or laws, if any, applicable to nonprofit organizations.
6. Provide the Audit Committee's reports to the Chairman of the Board Quarterly, highlighting issues of concerns and discuss and suggest possible mitigating actions and their implementation.
7. Facilitate and ensure timely completion of the External Audit Report for presentation at the General Body Meeting.
8. Advise the Chairman if there are any audit or financial issues to cover in the quarterly report to the members.

Section 4. Constitution & Bylaws Committee

- (a) The Board shall appoint five (5) Members to the Bylaws Committee for the term of five years in the first year. One appointee shall retire and be replaced each year for a five-year term following the first year. To maintain continuity at the beginning, the start of the term shall be staggered such that for the first year one of the five members shall be appointed for a one (1) year term only, second for a two (2) year term, third for a three (3) year term, fourth for a four (4) year term and fifth for a five (5) year term.
- (b) The Chairman of the Board shall convene the first meeting of all the appointed members of the committee before February 15th of each year. At this meeting, the Board shall commit to provide the committee administrative support (a member of the board preferably an officer) and necessary resources including budgeted funds to carry out its functions
- (c) The Committee shall function totally independent of the Board. The Board or any individual trustee shall not have any influence over the Committee's

function, its processes, and procedures. All its assignments and activities shall be coordinated via the Chairman of the Board. However, the Bylaws committee cannot override or supersede the authority of the duly elected BOT to manage and conduct the operations and affairs of the Temple. As per Article VIII of the Constitution document, Section 3 which applies to all Standing Committees including the Bylaws Committee, The committee shall exercise the following powers in consultation with and under the guidance of the BOT. If there is any disagreement between the Bylaws Committee and the BOT on any matter prescribed by the following provisions, then such matter shall be resolved by submitting to a vote of the general membership. While the elected board has ultimate managerial authority and responsibility for conducting the affairs of the Temple, the general membership by approving this Constitution, has provided additional oversight on certain decisions of the BOT as described in items 3 through 10 of Section (f) which follows. Any disagreements between the Bylaws Committee and the Board shall be presented to the general membership for resolution by majority vote.

- (d) The name/s of the potential appointees may be proposed by the Board collectively or individually by the trustees. Each selected appointee shall need to have a minimum Ten(10) trustees voting in his/her favor at the Board meeting.
- (e) The proposed appointee/s to this committee must meet the following requirements:
 1. He/She shall not be a member of the Board of Trustees for the last one(1) year.
 2. He/She shall not be an employee of the Temple receiving compensation for his/her full time, part time, or contract-based services. He/She shall not be an employer/consultant or immediate family member of the current Board of the Trustee/s of the Board.
 3. He/She shall be a current Voting Member of the Temple, preferably a Life Member or former Trustee/Officeholder retired from the Board for at least one(1) year.
 4. The Board shall have the authority to reappoint retiring or former Bylaws Committee members in the event it cannot find qualified Voting members to fill the vacancy.

(f) The Committee shall have the following responsibilities and duties:

1. The Committee shall appoint a Chairperson
2. Draft the ByLaws document and amendments to the original, as and when necessary; submit the draft and the amendments for a review by the Board of Trustees, and approval by the General Membership..
3. Review amendments to bylaws passed by the Board or General Membership to ensure its validity, legality and neutrality before they are incorporated into the constitution/bylaws of the Temple after the approval of the General Membership.
4. Resolve conflicting views about the Bylaws of the Temple when asked by the Board or the General Membership. Its interpretive decision by four votes shall be implemented by the Board and the General Membership to conduct general or specific affairs of the temple.
5. In the event a matter not addressed by the Bylaws arises, it shall be duly deliberated by this committee to arrive at the resolution, when asked by the Board or the General Membership. A resolution thus rendered, shall be accepted by the Board and the General Membership as a one-time resolution.
6. Hear appeal/s from any Member, a Trustee or an officer removed from the membership or trusteeship for a cause by the Board of Trustees. After a thorough investigation and due deliberation of the facts presented by the concerned parties, the Committee shall render its opinion. Unless its decision is appealed following provisions of the Constitution Article VI, Section 3b in writing to the General Membership, it will be binding to the concerned parties.
7. Review and approve the latest version of Nomination and Election Processes, Procedures, and Protocols including standard letters and forms for each year.
8. Upon request from the members or the Board, discourage parties from resorting to litigation in the issues that might have arisen due to the matters related to the Temple.
9. Review a decision taken by the Board to take legal action against any member of the temple for a cause that harms the Temple as an institution.
10. For purposes of clarification, any dispute or resolution of interpretation of bylaws should be first referred to the Bylaws committee before any external counsel is approached.

11. The Chairman of the Bylaws Committee shall administer the Oath of the office to all newly elected Trustees, as prescribed in Appendix IV

(B) Special Committee

Nomination and Election Committee (N & E Committee):

Section 1. The Nomination and Election Committee shall be appointed on or before September 15 of each year as described below.

(a) Five (5) Members shall be appointed by the Board. The names of the potential appointees may be proposed by the Board collectively or individually by the trustees. Each selected appointee shall need to have ten (10) trustees of the board voting in his /her favor

(b) One (1) additional member to be appointed as a backup member who will assume membership in the N & E Committee only if and when one of the original five (5) members is unable to fulfill his/her responsibility. This member is also to be proposed by the Board collectively or individually by the trustees. The selected additional appointee shall need to have ten (10) trustees of the board voting in his/her favor.

Section 2. The Board should make every effort to ensure that the members appointed to the N & E Committee are unbiased and have no particular alignment or real or perceived conflict of interest with any member or group of members.

Section 3. This N & E Committee shall function independently of the Board. The Board or any individual trustee shall not have any input or influence over the Committee's nomination and election guidelines, and the processes duly reviewed and approved by the Constitution and Bylaws Committee.

Section 4. The proposed appointee to this Committee must meet the following requirements:

- (a) He/She shall not be a member of the current board of Trustees or an honorary member of the temple.
- (b) He/She shall not be an employee of the temple receiving compensation

for his/her full time, part time or contract-based services.

- (c) He/She shall not be an employer/employee/consultant or immediate family member of the current trustee/s of the Board or of a Nominee for the forthcoming election.
- (d) He/She must be a current Voting Member of the temple, preferably a Life Member or former trustee/office holder of the temple or a veteran who has served on the temple's standing committees over the years.
- (e) He/She should not be a candidate for Trustee at the forthcoming election. Prior disclosure to the Board is required if another member of his/her extended family per the Constitution document, Article VI, Section 2(e), intends to be a trustee candidate in the forthcoming election.
- (f) He/She should not be currently serving as a member of the Bylaws Committee

Section 5. The primary function of the N & E Committee shall be to invite nominations from eligible voting members of the temple to fill the positions of seven (7) trustees, retiring at the end of each year. Normally, four (4) positions for a three (3) year term and three (3) positions for a one (1) year term will become available. The Board shall inform the N & E Committee with an explanation if the number of available vacancies is different from these numbers.

In this regard, the main consideration for the Board should be the appointment of N & E members who are best equipped to advance the objectives of the Temple as stated in the Constitution and to serve the needs of its membership. Consistent with that overall objective they should actively promote a good mix of diversity.

Section 6. Only the Chairman of the Board will be the liaison between the Board and the N & E Committee.

Section 7. Any questions or disagreements regarding election procedures, guidelines and processes should be referred to and will be decided by the Constitution and Bylaws Committee and not by the Board.

N & E Committee Operations and Responsibilities

Section 1.The Chairman of the Board shall convene the first meeting of all the appointed members of the committee on or before September 18th of each year. At this meeting, the Board shall commit to provide the committee administrative support and necessary resources including budgeted funds to carry out its functions. He/she shall provide each committee member the latest list of the eligible voting members for the current year.

Section 2.The N & E Committee shall have the following responsibilities and duties:

- (a) Elect a Chairperson of the Committee to lead and direct the Committee's activities. He/She shall coordinate the affairs of the committee with the Chairman of the Board, Chairperson of the Bylaws Committee and nominees for the Trustees. He/She shall provide a bi-weekly progress report of the Committee's activities to the Chairman of the board in writing for information. He/she shall coordinate and consult with the Bylaws committee for required review and approval of the Nomination and Election guidelines, processes, procedures and other matters related to the nomination and election of the trustees, if these should deviate from the processes outlined here and in appendices.
- (b) Elect a Secretary of the Committee. He/She shall be responsible for all administrative matters related to the meetings, agendas, minutes of meetings, correspondence etc. He/She shall follow the temple's recordkeeping procedures to document the Committee's proceedings and decisions.
- (c) Have each committee member read the bylaws of the temple in its entirety and be familiar with it.
- (d) Develop a standard nomination form (See Appendix II), and
 1. Obtain from each nominee a signed and dated statement that includes his/her address, phone number, email address, and a brief biodata with a recent photograph. The nominee should confirm that he/she is a duly paid current Donor Member or a Life Member and fully understands that his/her spouse and also certain family unit members per the Constitution document, Article VI, Section 2(e) cannot serve on the board as a trustee during his/her tenure. The nominee should include any prior experience as a board member of a non-profit organization including the Hindu temple of

Canton.

2. Require two separate signed and dated statements of recommendation from two sponsor members who are either duly paid current Donor Members or Life Members. Each sponsor shall print his/her name, address, phone number and email address on the form. Each Life Member or Donor Member is authorized to sponsor only one (1) nominee.
3. Additional statement by the Nominee in regards to his/her experience and enthusiasm about volunteering for social, cultural and religious organizations (recommended but optional). The candidate may attach an additional page to add information deemed necessary by him/her.
4. A nominee may be disqualified due to non-payment of overdue pledges without a due cause.

(e) Invite nominations from the Voting members by sending the nomination form and a cover letter by US mail or email on or before September 23rd each year requesting the return of duly completed nomination form (see Appendix II) to the committee mailed or emailed on or before October 12 of each year. All election mailing envelopes from the Temple must be clearly identified with the sender as the "Hindu Temple with address" and have a note alerting members that the "Election Material is Enclosed."

(f). Follow N & E Committee guidelines, procedures and schedule of meetings with nominees in full detail (see Appendix I) as required for the following:

1. Soliciting additional nominees when Nominations received are fewer than the required number.
2. Encouraging without undue influence or pressure in the spirit of understanding and compromise among the nominees for voluntary withdrawal of a certain number of nominations to avoid election when nominations received are more than the required number.
3. Conducting the Election with full transparency and neutrality (see Appendix I) in the event good faith efforts of arbitration fail to avoid an election. The N & E Committee shall mail out a cover letter and ballots (see Appendix III) by regular and/or electronic mail on or before October 26 of each year requesting its return as instructed on or before November 15

of each year. The paper ballot counting shall be conducted on or before November 21 of each year at the temple. Nominees getting the highest numbers of votes for three (3) year term and one (1) year term shall be declared as elected trustees.

4. The results of the election should be communicated to all the candidates and the Board prior to the annual general meeting (AGM). At the AGM, The Chairperson of N & E committee shall report results and confirm that all the Bylaws and prescribed procedures were followed.
 5. The Chairman and Secretary of N & E should handover records of Committee meetings and minutes to the Chairman of The Board for record keeping purposes.
7. The Committee is automatically dissolved at the end of the annual general meeting (AGM), after the Chairman of the N & E Committee has reported the results of the election to the Membership and the new Trustees take the Oath of Office.

Article III

Responsibilities of Officers

The responsibilities of the officers are listed below:

Section 1 The Chairman:

- (a) The Chairman shall preside over all Board meetings. As the Chairman of the Executive Committee, he/she shall work closely with the President to oversee the functions of the Operating Committee and will perform other duties prescribed by the Board. The Chairman shall ensure that the Board, all committees, and officers fulfill their responsibilities in a timely manner, as prescribed in the Constitution and the ByLaws and ensure that the positive image of the temple is preserved.
- (b) He/she shall be an ex officio, non-voting member of all committees except the Bylaws, Audit, Nomination & Election Committee. Additionally, he/she may lead or participate actively in other committees created by the Board.
- (c) The Chairman shall publish quarterly and annually a report about the affairs of the Temple to keep the general membership informed in a transparent manner.
- (d) The Chairman shall see that all orders and resolutions of the Board are carried

into effect.

- (e) The Chairman shall possess the authority to sign all certificates, contracts, instruments, papers, and all documents in the name of and on behalf of the Temple which may be authorized by the Board.

Section 2. The Vice Chairman:

The Vice Chairman shall perform any duties assigned by the Chairman or the Board. In the absence or disability of the Chairman, the Vice Chairman shall perform the duties and exercise the powers of the Chairman.

Section 3. The President:

- (a) The President shall act as the administrative officer for all operations of the temple.
- (b) The President shall execute all authorized conveyances, contracts or other obligations in the name of the temple except where required by law to be otherwise signed and executed by the Treasurer.
- (c) The President shall conduct the meetings of the Operating Committee as the presiding officer.

Section 4. The Vice President

The Vice President shall perform any duties assigned by the President or the Board. In the absence or disability of the President, the Vice President shall perform the duties and exercise the powers of the President.

Section 5. The Secretary

- (a) The Secretary shall schedule all the Board and Executive Committee meetings.
- (b) He/She sends notice of all meetings of the Board.
- (c) At least five (5) days prior to any meeting of the Board, he/she shall send via electronic mail, a copy of the previous Board meeting minutes along with an agenda for the upcoming meeting to all currently serving Trustees.
- (d) He/She records minutes of all proceedings.
- (e) All the past and current meeting documents are the properties of the temple and should be kept and made available on the temple premises. Also refer to the Constitution document, Article VI, Section 4(q).
- (f) All books, documentation, electronic data related to his/her office and other property of any kind belonging to the temple, which is in the Secretary's possession or under his/her control will be returned to the temple at the time of his or her death, resignation or removal from office. Furthermore, all such

records are the temple's property and should be kept and made available on the temple premises without any exception.

(g) In concert with other officers, he/she shall ensure that all statutory filings are submitted on a timely basis.

(h) He/she is responsible to transfer all the documents to the next elected Secretary with a token of advice.

Section 6. The Treasurer is responsible for all financial activities of the Temple. He/she shall ensure that all financial transactions are appropriately authorized and recorded following internal controls.

The Treasurer is responsible for preparing the monthly, quarterly and annual financial statements of the Temple (Balance Sheet, Income and Expenditure, Cash Statement) as required by law and in accordance with generally accepted accounting principles.

The Treasurer shall prepare all necessary corporate papers as required by law and maintain proper books and records in accordance with the law and generally accepted accounting principles.

Responsibility of the Treasurer to organize a quarterly audit committee meeting and review with the committee the quarterly financial statements and confirm to the committee that internal controls and procedures are operating as required and discuss any issues of concern. The Treasurer is responsible to prepare minutes and records of audit committee meetings

All books, papers, vouchers, money and other property of any kind belonging to the Temple which is in the Treasurer's possession or under his/her control will be returned to the Temple at the time of his or her death, resignation or removal from office. Furthermore, all such records are a temple's property and should be kept and made available on the temple premises without any exception. (Please see the Constitution document, Article VI, section 4 (q))

Section 7. The Assistant Secretary and the Assistant Treasurer, respectively in the absence of the Secretary and the Treasurer, will perform the duties and exercise the powers of the Secretary or Treasurer and will perform any other duties prescribed by the Board.

Section 8. For all officers of the prior calendar year leaving their positions or retiring, there shall be a transition period of a maximum of 30 days (starting December 15th of the current year and ending January 15 of the following year) to transfer all documents, assets, vouchers, money, computer access/password, etc. to the incoming officer.

Failure to turn over the temple's records in a timely manner or when requested may result in disciplinary action by the Board and/or three(3) year disbarment from seeking election to the BOT. The incoming officer shall be made aware of the roles and responsibilities of the position. They should consult the Chairman for any issues related to security or confidentiality.

Article IV

Procedures and controls over E-voting

1. The temple will exercise adequate controls over E-voting approval of any proposed changes to the constitution or bylaws as and when required.
2. The Nomination & Election Committee (N & E) will exercise adequate controls to ensure privacy for E-voting during the annual BOT election, if necessary, or any special election to fill an unexpected vacancy in BOT.
3. All voting members will receive the appropriate ballot via email using a third party like survey monkey or any other reputable company. The email will provide detailed instructions for E-voting.
4. The temple may conduct a testing phase in order to debug any issues prior to release of official ballot emails.
5. Each voting member will get one (1) ballot. Each married couple staying in the same household will get two (2) ballots.
6. If the temple has the spouse's email on file, then he/she will receive a separate ballot email to be filled in and submitted.
7. If the temple does not have a different email address for the spouse on file, then the primary email address on the file will receive two (2) ballot emails. Each ballot will have to be filled in and submitted separately to account for two (2) votes per family.
8. Upon receipt of all the ballots via email, they will be verified, validated and tabulated. The final results will be first presented to BOT and then to the general membership.

Article V

Amendments to Bylaws

Any amendment to the Bylaws will have to follow the same procedures and guidelines as described in the Constitution document, Article XI.