



MID SOUTH SIKH SABHA (MSSS)



CONSTITUTION AND BY LAWS

OF

MID SOUTH SIKH SABHA, INC.

P. O. Box 381022, Germantown, TN 38183-1033
2753 S. Mendenhall, Suite 20, Memphis, TN 38115
Tax ID # 62-1775854

TABLE OF CONTENTS

Article I Preamble.....	03
Article II Name & Objectives.....	03
Article III Membership.....	04
Article IV Membership Application.....	05
Article V Meetings.....	05
Article VI Organizational Structure.....	05
Article VII Budget and Finance.....	06
Article VIII Religious Matters and Religious Authority.....	06
Article IX Election Process and Recall of Officers.....	06
Article X Finance.....	07
Article XI Communication.....	07
Article XIII Inurement of Income.....	08
Article XIV Operational Limitations.....	08
Article XV Dissolution Clause.....	08

Attachments:

Pledge / Contribution Agreement
Contribution Form
Annual Membership Form

ARTICLE 1: PREAMBLE

It is resolved to constitute a cultural, educational, religious and charitable organization, with the objective of promoting welfare, growth and progress of Sikh community in particular and humanity in general.

ARTICLE II: NAME & OBJECTIVES

The Association shall be known as Mid South Sikh Sabha, Tax ID# 62-1775854, hereinafter referred to as "Mid South Sikh Sabha", also known as MSSS or Association. Present mailing address is P.O. Box 381022, Germantown, TN 38183-1022, present assemble place address is 2753 S. Mendenhall, Suite 20, Memphis, TN 38115.

The Mid South Sikh Sabha is organized exclusively for charitable, educational, religious or cultural purposes within the meaning of section 501 (1) © (3) of Internal Revenue Service Code.

AIMS AND OBJECTIVES

The aims and objectives of the Association shall be:

1. To organize and establish a non-profit association of Sikhs in greater Memphis, Western Tennessee, Northern Mississippi, and Eastern Arkansas area with a particular focus in the Mid South, as defined above, to enhance individual and collective well being of the Sikhs in the Mid South and in the world.
2. To establish a Sikh Gurudawara Sahib in the Greater Memphis area and provide a place of worship.
3. To maintain the Sikh Gurudawara Sahib in the Greater Memphis, Tennessee as the permanent place for holding religious congregations and other related activities.
4. To provide a forum to conduct activities to improve the religious, educational, physical, moral, social and cultural conditions of Sikh community.
5. To channel collective talents of the Sikh community and harness them for the furtherance of Sikh well being and interests.
6. To support worthwhile charitable causes in the spirit of Sikh teachings and beliefs.
7. To unite the members of the Sikh community in the bonds of universal brotherhood and friendship.

ARTICLE III: MEMBERSHIP

Membership is open to all Sikhs who:

- a) Believe in Sikh religion, ten (10) Sikh Gurus, the Sri Guru Granth Sahib and its teachings
- b) Are 18 years or older
- c) Pay the annual dues as established upon acceptance as member of MSSS

Membership Categories

The Mid south Sikh Sabha shall have the following classes of membership.

- 1. General Member (Sadh Sangat)**
- 2. Eligible Member**
- 3. Trustee or Life Long Voting Member**

1. General Member (Sadh Sangat).

Any person can be a member of Sadh Sangat that forms part of congregation as long as:

- a) He or she believes in Sikh religion, teachings of the 10 Gurus, and in the Holy Sri Guru Granth Sahib.
- b) A general member has to qualify to be an eligible member before he can exercise his right to vote.

2. Voting Member

An eligible member is an individual who has a right to vote in the election process of the office of the Mid South Sikh Sabha with the following qualifications.

- a) The candidate must meet the membership requirements as outlined in Article III to qualify for a voting member.

3. Trustee or Life Long Voting Member.

This category is available to all significant financial contributors who contribute a minimum of \$10,000 in lump sum or make a binding pledge to donate \$20,000 over a maximum period of ten years.

If a Trustee is unable to meet his / her financial contribution requirement for two consecutive years, he or she no longer remain Trustee after 24 months of initial financial pledge to the Mid South Sikh Sabha

ARTICLE IV: MEMBERSHIP APPLICATION

1. Application for Membership

- a) Application form for the Membership shall be available from the office of the association as outlined in Article II above, upon request.
- b) No membership application shall be processed without the payment of necessary membership dues for the requested membership.

ARTICLE V: MEETINGS

1. General Body Meeting

- a) The general body meeting of eligible membership shall be held at least annually.
- b) The meeting time and place will be announced in the Gurdwara Sahib and by e-mail at least 4 weeks before the meeting date.

ARTICLE VI: ORGANIZATIONAL STRUCTURE

The Mid South Sikh Sabha will have the following organizational structure:

3. Executive Committee

- a. The Executive Committee will have at least Five office bearers. These are:

1. President
2. Vice-President
3. Executive Secretary
4. Joint Secretary
5. Finance Secretary

The President in consultation with the executive Committee may appoint members for the following sewa.

- i. Religious Affairs Secretary
- ii. Communication Secretary
- iii. Educational Affairs Secretary
- iv. Langer Secretary

- b. Any person with minimum of one year of service in the committee can qualify to run for the position of President, Executive Secretary, and treasurer.
- c. A minimum of 75% attendance is required to be qualified for any executive committee position during a year prior to election and during the term after election.

- d. Four members of the executive committee will form a quorum. Written Proxies are acceptable.
- e. Executive Committee decisions require a simple voting majority approval unless otherwise noted. Proxies are accepted for absent members.
- f. The Executive Committee will reconstitute new office bearers within two weeks of the election.
- g. The term for the Executive Committee members is ONE years. Each member can serve up to two continuous terms and more two year terms with at least a two year break between the each two terms.
- h. All executive functions of the Mid South Sikh Sabha will rest with the Executive Committee.
- i. The Executive Committee shall be responsible for the following:
 - a. General day-to-day operation of the MSSS
 - b. Promote the aims and objectives of the MSSS
 - c. Faithfully execute the Constitution and the By-laws of the MSSS
 - d. Make sure Gurdwara finances are in good standing
 - e. Develop and implement programs for the benefits of the community
 - f. Establish and review the annual membership dues.

ARTICLE VII: BUDGET AND FINANCE

1. The President and Treasurer shall operate the bank account. Any one of the two may sign the checks. Treasurer and the President must sign checks for payments amounting more than \$2,500. Any loans or debts to be incurred by the association will have to be approved by the general body meeting
2. Financial year for the Association shall be from January 1st to December 31st.

ARTICLE VIII: RELIGIOUS MATTERS AND SEAT OF RELIGIOUS AUTHORITY

For decisions of religious matters, the following procedures shall be followed:

Guru Maryada has to be observed at all times while in the Gurdwara Sahib Premises. In case of any doubt or serious objections regarding any religious matters, the issue must be referred to the Bhai Sahib of the Gurdwara Sahib

ARTICLE IX: ELECTION PROCESS OF THE OFFICE BEARERS

Nominating Committee

1. Nominating committee will nominate volunteers for the executive committee positions and will hold election to elect or select new member every year for a one year term.
2. The nominating committee will be appointed by the President in consultation with the other executive committee members. The nominating committee will consist of at least two members of MSSS.
3. The nominating committee members will be selected or appointed from the eligible members of Sangat and can not be a member of the executive committee.

ARTICLE X: FINANCE

1. Finance

Mid South Sikh Sabha will be financially supported from the following resources:

- a. Annual membership fees
- b. Donations
- c. Fund raising
- d. Interest income from checking, savings and other accounts
- d. Income from activities sponsored by the MSSS

Monthly financial updates will be provided to all members through notice board posting at the Gurdwara Sahib. It will not be posted on the MSSS website. Any member can request this information by mail.

ARTICLE XI: COMMUNICATIONS

The Executive Secretary or the Joint Secretary will be responsible for communication of MSSS activities to the voting memberships and the Sangat at large. This will include both, internal and external communication. The following vehicles shall be used to communicate the MSSS programs, activities, achievements, announcements, and monthly financial reports:

- a. Announcements at the Diwan
- b. The Gurdwara Sahib bulletin board
- c. E-mail
- d. U.S. Mail (for large activities, membership drive and notices etc.)
- e. MSSS website www.midsouthsikh Sabha.org

1. External Communication

The following information shall be communicated to the voting membership and Sangat at large on monthly basis.

- a. The Kirtan schedule
- b. Monthly financial statement

- c. Special announcements for Gurpurbs, visiting guest etc.
- d. Others – as requested by the Sangat or the Executive Committee

2. Internal Communication:

- a. Meeting schedules
- b. Agenda for meetings
- c. Minutes of the meetings

The above (a, b, & C) will be posted on the Gurdwara Sahib bulletin board and on the web site.

The Executive Secretary will also be the master of ceremonies for the Gurdwara Sahib Activities and events.

3. Amendments to the Constitution

The constitution can be changed or amended only by:

- a. Simple majority vote of the eligible voting membership, and
- b. 3/4 majority of the Executive Committee

ARTICLE XIII: INUREMENT OF INCOME

No part of the net earnings of the MSSS shall inure to the benefit of, or be distributable to, its members, officers or other private persons.

ARTICLE IV: OPERATIONAL LIMITATIONS

Notwithstanding any other provisions of these articles, the MSSS shall not carry any other activities, not permitted to be carried on:

By a corporation exempt from Federal Income Tax under section 501 (C) (3) of the Internal Revenue Service Code 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Directors shall determine.

ARTICLE V: DISSOLUTION CLAUSE

Upon the dissolution of the MSSS, the Executive Committee working together with eligible members shall, after paying or making provisions for payments of all liabilities of the MSSS, dispose of all the assets of the MSSS exclusively for the purpose of the MSSS in such a manner, or such an organization or organizations.

Organized and operated exclusively for charitable, educational, religious or social purposes as shall at the time qualify as an exempt organization under section 501 © (3) of the Internal Revenue Service Code 1954 (or the corresponding provision of any

future United States Internal Revenue Law) as the Board of Directors shall determine.

End of Document



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Please visit our web at
www.midsouthsikhsabha.org

PLEDGE / CONTRIBUTION AGREEMENT

Whereas, the Mid South Sikh Sabha, also known as MSSS is a 501 (1) (C) (3) not for profit organization,
Whereas MSSS is resolved to building a Gurdwara Sahib building in Shelby County.
Whereas MSSS is currently seeking major donations / contributions towards building the Gurdwara Sahib building

Whereas _____ has agreed to be one of the major donors,
(Name of the donor)

The donation to be made in one of the following manners:

1. A pledge of twenty thousand US dollars (US\$20,000.00) payable in ten (10) equal installments of \$2000.00 over ten (10) years at the beginning of each calendar year,
Or
Forty (40) equal quarterly installments of \$500.00 at the beginning of each new quarter.

Payment to be made within 5 working days of the beginning of the year or the quarter as the case may be. In addition, I agree to sign on a ten-year note with the lender of the mortgage to MSSS.

2. I agree to donate ten thousand US dollars (US\$10,000.00) as a lump sum in cash within 30 days of this agreement.

Mid South Sikh Sabha agrees to provide the following to the donor in consideration of the above:

- a. Lifetime permanent Trusteeship to the MSSS as provided by the constitution
- b. A ten-year paid membership to the MSSS

In addition, in the event the MSSS is unable to build the proposed new Gurdwara Sahib within a reasonable period of time, MSSS agrees to refund the monies minus expenses to the donor or to pay to another non-profit association as requested by the donor

Agreed this days of _____, month of _____, year _____

Donor

Mid South Sikh Sabha

(Donor Signature)

(MSSS Treasurer)

(Mailing Address)

Dated _____

(Receipt Number)



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ANNUAL MEMBERSHIP FORM

Name (Please Print) (First) _____ (M) _____ (Last) _____

Address (Present) _____

City _____ (State) _____ (Zip) _____

Telephone # (H) _____ (O) _____ (M) _____

E-Mail (Private) _____ (O) _____

Profession _____

If Student, field of study _____

Married _____ Single _____ If Married, Name of Spouse:

(First) _____ (MI) _____ (Last) _____

Spouse Profession _____

Number of Children (Please indicated name, age and gender. This information will be very useful while planning programs for the children)

1. (First) _____ (MI) _____ (Gender) _____ (Age) _____

2. (First) _____ (MI) _____ (Gender) _____ (Age) _____

3. (First) _____ (MI) _____ (Gender) _____ (Age) _____

What program would you like to see Mid South Sikh Sabha (MSSS) develop for your child?

 (Please use additional sheet if needed)

I am fully aware of the provisions of the membership to MSSS and shall abide by them. I am enclosing a check for \$21.00 being my membership fee for year 2008.

Would you like to volunteer to serve on the Gurdwara Sahib executive committee for year 2007 - 2008?

Yes _____ No _____ Signature: _____ Date: _____