

As the current, duly elected President of Guru Nanak Sikh Gurdwara Sahib Fairfield, I hereby certify that the attached 17 pages are the current Bylaws as approved by voters in the special election held on March 24, 2024.



Jaspreet Singh Khinda
President

March 25, 2024
Date

**AMENDED AND RESTATED BYLAWS OF
GURU NANAK SIKH TEMPLE (GURUDWARA) SOLANO COUNTY**

These Amended and Restated Bylaws (these "Bylaws of 2024") hereby amend and restate any and all prior versions of the Bylaws for the Guru Nanak Sikh Temple (Gurdwara) Solano County, a California nonprofit religious corporation.

ARTICLE I, NAME AND PRINCIPAL OFFICE

The name of this nonprofit religious corporation shall be Guru Nanak Sikh Gurdwara Sahib Fairfield, hereinafter called the "Fairfield Gurdwara Sahib"

Principal Office of the nonprofit corporation shall be at 2948 Rockville Road, Fairfield, CA 94534, hereinafter called "the premises."

ARTICLE II, PURPOSE

The Fairfield Gurdwara Sahib is organized exclusively for religious, spiritual, educational, charitable, cultural preservation, and community outreach needs of the Sikh community. Within the context and framework of these Bylaws, Fairfield Gurdwara Sahib shall comply with section 501(c)(3) of the Internal Revenue Code to conduct its business.

ARTICLE III, CODE OF CONDUCT

1. The religious affairs of the Fairfield Gurdwara Sahib shall be per Sikh religious code of conduct "Rehat Maryada" with utmost respect and reverence for eternal Guru Sri Guru Granth Sahib Ji. All religious activities shall only consider Sri Guru Granth Sahib as the guiding principle.
2. Fairfield Gurdwara Sahib shall remain place for quiet and peaceful atmosphere for congregants to participate in worship, praying, listening to Gurbani, and to do Sewa (selfless service).
3. Inspiration of equality, selfless service, charity, and humility as provided by the Gurbani shall be guiding principle of Fairfield Gurudwara Sahib.
4. Except for the traditional consideration and due respect for temporal seat of Sikhism vested in Sri Akal Takhat Sahib Amritsar, no other single individual,

institution and/or organization can claim to control or provide direction to the affairs at Fairfield Gurdwara Sahib. Ultimate arbitrator of all affairs related to the Fairfield Gurdwara Sahib shall be decided by duly elected "Management Committee" by the Sikh community residing in Solano and Napa counties.

5. The Fairfield Gurdwara Sahib shall remain open and welcoming place for anyone to visit, worship, pray, and eat meals without bias to race, religious affiliation, and ethnicity. All visitors shall be required to comply with expected code of conduct on campus for religious and traditional reverence. All visitors are required to wear modest dress; to remove shoes and cover their heads inside the Darbar Hall.
6. Possession and consumption of alcohol, tobacco, and cannabis shall be prohibited within the premises.
7. Except by the official law enforcement personnel on official duty, no other person shall be allowed to carry fire arms inside the premises.
8. Any individual or group of individuals who engage in willful conduct in disturbing the peace of Fairfield Gurdwara Sahib with abusive language, acts of aggression against others, engage in physical violence, or engage in threats of physical violence against others; shall be reported to local law enforcement and subject to immediate removal from the premises.
9. Without the express & written consent of the Management Committee, no business, organization, individual, group, business, political party and institution shall be allowed to use the premises for promotion, annual festivals, sports competitions, commercial benefit, religious campaigns, and political campaigns. Management committee reserves right to require proof of liability insurance prior to granting permission.
10. No voting member, management committee member, or employee shall engage in unethical conduct to benefit financially from the operations of the Fairfield Gurdwara Sahib.
11. No photos, statues, or paintings of any kind shall be put up in Darbar, Lobby, Kitchen, and Langar halls.

ARTICLE IV, BOARD OF DIRECTORS and EXECUTIVE Committee

The Fairfield Gurdwara Sahib governing authority, henceforth called the "Management Committee", shall be elected by voting members per Article V. Management Committee shall be comprised of eleven (11) directors, elected for two (2) year term by voting members. Directors shall only serve two consecutive terms. After a gap of two years, duly elected director can resume another period of two terms in the Management Committee. Henceforth elected Director(s) shall be called "Members of the Management Committee." All members of management committee shall remain volunteers and shall not be compensated for their services or time. Each member of the management committee must volunteer a minimum of 12 hours per week to perform

expected assignments and duties related to their obligation as part of the management committee.

An Executive Committee of six (6) members of the management committee shall be elected by the Management Committee with following designations:

1. President
2. Vice President
3. General Secretary
4. Vice Secretary
5. Treasurer
6. Vice Treasurer.

Duties of the Executive Committee: To conduct, manage, and control the affairs and business of the Fairfield Gurdwara Sahib, and to make such rules and regulations in compliance with the Articles of Incorporation, and as deemed necessary for the benefit and advancement of the objectives of the Fairfield Gurdwara Sahib.

President: Subject to the control of the Management Committee, the President shall exercise supervision, direction, and control of the business and affairs of the Fairfield Gurdwara Sahib. The President shall preside at all meetings of the Management Committee, and shall have such other power and duties as may be prescribed from time to time by the Managing Committee. President has the veto power to stop any resolution passed by the Management Committee. Presidential veto can be overturned by a vote of seven (7) members of the management committee.

Vice President: In the absence or disability of the President, the Vice President shall perform all the duties of the President, and in so acting shall have the power of the President. The Vice President shall have such other powers and perform duties as may be prescribed from time to time by the Managing Committee.

General Secretary: The General Secretary, henceforth called the "Secretary," shall keep a full and complete record of the proceedings of the Executive and Managing Committee meetings, shall keep the Seal of the Corporation, and affix the same to such papers and instruments as may be required in the regular course of business, shall make services of such notices as may be necessary and proper. Secretary shall keep the record of all meetings. He shall be responsible for all administrative functions of the corporation as directed from time to time by the Managing Committee.

Secretary shall have the primary responsibility to communicate, on behalf of Fairfield Gurdwara Sahib, with the general congregation of the Fairfield Gurdwara Sahib. Additionally, as approved by the Managing Committee, the Secretary shall also

communicate with Government and public agencies; and organizations/institutions associated with Sikh faith. The Secretary shall have such other powers and perform such other duties as may be prescribed from time to time by the Managing Committee.

Vice Secretary: In the absence or disability of the Secretary, the Vice Secretary shall perform all the duties of the Secretary, and in so acting shall have the power of the Secretary. The Vice Secretary shall have such other powers and perform duties as may be prescribed from time to time by the Managing Committee.

Treasurer: Primary responsibility of the Treasurer is to manage financial matters for the Fairfield Gurdwara Sahib. Treasurer shall make payments and receive income on behalf of the Fairfield Gurdwara Sahib. Treasurer shall maintain an adequate and detailed system to record income and expense related accounts.

Treasurer shall have financial records of the Fairfield Gurdwara Sahib audited annually for the year ending December 31, by January 31st of the following year.

Treasurer shall maintain and control Bank accounts of the Fairfield Gurdwara Sahib. In addition to Treasurer, President and Secretary shall have access and signing authority for Bank accounts.

Vice Treasurer: In the absence or disability of the Treasurer, the Vice Treasurer shall perform all the duties of the Treasurer, and in so acting shall have the power of the Treasurer. The Vice Treasurer shall have such other powers and perform duties as may be prescribed from time to time by the Managing Committee.

ARTICLE IV(a), Monthly Meetings:

1. Minimum of eight (8) board members shall constitute a Quorum for the transaction of official business.
2. Management committee shall have mandatory meeting on last Sunday of each month.
3. Secretary shall take meeting minutes and keep these at the principal office. Meeting minutes shall specify the place, date, time, attendees, discussions, and decisions made in the meeting.
4. Monthly meeting shall be at the principal office of the Fairfield Gurdwara Sahib.

ARTICLE IV(b) Special Meetings:

1. Special meeting of the management committee for any purpose can be called at any time by the President or Secretary or any six (6) members of the management committee.

ARTICLE IV(c), Removal of a director of the board

1. A member of the management committee may be removed from the management committee for engaging in conduct unbecoming of a committee member. Eight (8) members must vote in favor of the removal. Committee decision to remove a committee member must be ratified by a vote of current voting members. President and Secretary must call a meeting of voting members with a minimum of two-week notice. At least 2/3rds of voting members present in the meeting must vote to confirm the removal. Removal process shall be open and transparent. Conduct unbecoming means to violate the code of conduct in Article III and elsewhere in these bylaws and missing two consecutive monthly meetings without prior authorization from the executive committee.
2. If a current committee member gets convicted of a felony crime during his or her term, individual shall be automatically removed from the management committee. No vote shall be necessary.
3. A removed board member shall not be eligible to participate in next general election.

ARTICLE IV(d), Filling the Vacancy in Management Committee

Should a vacancy occur for any reason, the management committee may choose to fill the vacancy and choose a new member from current voting membership of the Fairfield Gurdwara Sahib for the remaining term of the management committee. The selected member must fulfill requirements of Article V(b), fill out the candidate application, pay the required fee and consent to background check. A majority of eight (8) out of eleven (11) management committee members must vote in affirmative to approve the new director of the board. The newly added board management committee member cannot be part of the executive committee.

ARTICLE IV(e), Bylaw Amendments

1. Bylaw amendments shall be initiated by a management committee approval from eight (8) members. Amendments must be approved by voting members of Fairfield Gurdwara Sahib during the regular scheduled general election or in a special election called by the management committee.
2. A written notice shall be sent to all voting members for the special election at least 30-days prior to the election.
3. Amendment(s) must receive a 2/3rd majority of votes cast by voting members for approval.

4. President and Secretary shall keep a signed and certified copy the latest and updated copy of Bylaws at the Fairfield Gurdwara Sahib main office. Copy of the same shall be uploaded to the Fairfield Gurdwara Sahib website for the benefit all voting members. Upon request from a voting member, a free electronic copy of the current bylaws shall be provided within 5 days.

ARTICLE IV(f), Financial Management:

1. Fairfield Gurdwara Sahib income and expenses shall be organized using computer software. All the donation receipts shall be recorded under the donor's name. All other forms of income shall be recorded weekly. All expenses shall be consolidated monthly into the accounting file.
2. Weekly deposits shall be made of all income to the designated bank accounts.
3. At the beginning of its term, the Management committee shall set rules for maximum disbursements that can be made by the Treasurer without prior approval of the management committee.
4. For expenses exceeding \$25,000.00, Management Committee shall inform the Fairfield Gurdwara Sahib members details of incurred expenses within two weeks.
5. Treasurer shall provide to the Management Committee and voting members of the Fairfield Gurdwara Sahib a monthly financial report including Profit and Loss statement and Balance Sheet.
6. Treasurer shall get the financial record audited annually by a certified public accountant (CPA).
7. No personal and/or business checks shall be exchanged for cash.
8. Golak and cash counting shall be under the surveillance cameras of Fairfield Gurdwara Sahib. All cash and checks shall be stored safely at the premises prior to be taken to deposit to the bank.
9. Hard copies of financial paperwork and documents shall be kept at the premises.

ARTICLE IV(g), WORKING COMMITTEES:

The management committee shall designate five working committees to help manage the affairs of Fairfield Gurdwara Sahib with direction from the Management Committee. Any working committees can be reorganized at by management committee anytime, which includes removal of any member and/or chairman. A vote of six (6) management committee members shall be required to make changes to working committees.

Working committee are instituted to help implement policies and procedures approved in advance by the Management Committee. All members of the working committees shall be approved by the Management Committee. Each working committee shall have

a chairman selected from the current Management Committee Members. Each committee shall have five members, including the chairman, one other member of the management committee, and three current voting members of the Fairfield Gurdwara Sahib. One member of each working committee must be in the age group of 18 to 24 years old.

Following working committees shall be instituted:

Kitchen/Langar Committee:

Maintenance and Repairs Committee:

Information Technology Committee:

Education and School Committee:

Religious Affairs and Celebrations Committee:

ARTICLE IV(h), General Body Meeting

Management Committee may call the meeting of the general body of the voting members with minimum of six (6) members voting in favor. A 30-day notice shall be given to voting members. The purpose of General Body Meeting shall be only to inform and seek input about issues of interest to Sikh congregation concerning Fairfield Gurdwara Sahib. All binding and final official decisions shall be made by Management Committee in regular monthly meetings or special meetings.

ARTICLE V, GENERAL ELECTION

General election to elect new management committee shall be held every two years on 3rd Sunday of June, from 7am to 6pm at the premises. New management committee shall take charge on July 1st of the election year. If number of candidates for the management committee is 11 or less and there is no other amendment or issue for approval by the voters on the ballot, then the pending general election shall be called off and declared candidates shall be seated as new management committee.

1,037 voters registered for the general election held on June 25th, 2023 shall be made permanent voting members. New voting members shall be allowed to register during each election cycle and shall be moved to permanent status. Permanent voters shall not need to register again. Each permanent voting member shall be assigned a unique number. All voting members are required to present a state of California valid identification (ID) showing the address in Napa or Solano County. Address on the ID must match official voter database of the Fairfield Gurdwara Sahib. Should a voting member change address, its voter's responsibility to get address changed during regular voter registration period. To remain a voting member, one must continue to be

permanent resident of Solano or Napa counties.

President and General Secretary shall have the primary responsibility to oversee and organize election process, including accepting voting membership registration and management committee candidate applications. President and General Secretary can delegate authority to other management committee members to help in the election process. By April 30th of election year, a neutral and independent election company must be selected to conduct a fair and transparent process on Election Day.

Final voter identification and cross check with official database shall be done by personnel from the independent election company. President and Secretary may appoint up to two current voting members to assist the election company personnel to expedite matching identification with names in official database.

Secretary shall announce the results to public after the votes are tallied by the election company. Secretary shall post results on notice board immediately after the announcement.

ARTICLE V(a), Voting Members

1. Only residents of Solano or Napa counties shall be allowed to become voting members.
2. For registration, voting members must fill out Voting Member Application form included in Appendix A. Voting member must submit a copy of a valid state of California issued identification with the completed application form.
3. Voting members must be at least 18 years old by election day.
4. Voting member shall confirm his or her belief in Sikh religion including the teachings of Ten Gurus and Sri Guru Granth Sahib.
5. Each new voting member shall have donated at least \$50 to Fairfield Gurudwara Sahib within the year (January 1 thru December 31) prior to the election year. It's the responsibility of the individual to save the donation receipt to show as proof. Donation by a family exceeding \$50 for any program shall be counted towards only one individual's donation whose name appears on the official receipt of the donation. Each prospective voting member shall present donation receipt showing his or her name.
6. Each voting member must submit his or her own membership application in person.
7. Applicant shall receive confirmation of approval of voting membership application via email within 5-days from the day application was officially submitted.
8. Only accepted form of identification during registration and voting shall be state of California issued driver's license or state of California issued identification card. Identification must show current address to be either in Solano or Napa

counties. Applicant must submit a copy of the valid ID with completed voting membership application form.

9. Voting member registration fee shall be \$10 per vote.
10. New Voting member registration shall be limited to the month of April in the election year. Voting member registration shall be from 10am to 2pm each Sunday and 5pm to 7pm on Wednesdays. Last Saturday and Sunday of April, registration shall be from 10am to 5pm.

ARTICLE V(b), Management Committee Member Candidates:

1. Candidate for the management committee membership, henceforth called "the candidate," shall be a voting member for two consecutive general elections immediately prior to the current election year.
2. The candidate must fill out the Candidate Application form included in Appendix B. Candidate must submit a copy of a valid state of California issued identification with the completed candidate application form.
3. The candidate for the management shall be at least 25 years old by the election day.
4. The candidate must not an active member, office holder, consultant, or advisor of another gurdwara sahib.
5. Candidate for management committee must have donated at least \$1,100 to Fairfield Gurdwara Sahib within the year (January thru December) prior to election year. It's the responsibility of the individual to save the donation receipt to show as proof. This amount does not count toward the candidate fee.
6. Candidate for management must submit his or her own application in person to President or Secretary.
7. Candidate for management shall submit a non-refundable candidate fee of \$1,100. This fee will not be refunded even if the candidate withdraws his or her application.
8. Candidate for management must not be convicted of a felony crime. He or she must consent to criminal background check.
9. Applications for management committee members shall be accepted first two Sundays of May from 10am to 2pm. Last day to withdraw candidate application shall be 3rd Sunday of May before 2pm.

ARTICLE V(c), Transition Period

From Monday after the election day and June 30th of the election year is the transition period between outgoing management committee and incoming management committee. Within the transition period, incoming management committee shall elect officers of the executive committee and appoint working committees.

Outgoing management committee shall cooperate with incoming management committee to hand over the management of the Fairfield Gurdwara Sahib and provide the following to incoming management committee:

1. Control and access to all bank and/or financial institution accounts related to Fairfield Gurdwara Sahib, including usernames and passwords for online access to accounts.
2. Passwords and usernames and control of social media page(s) and website.
3. Keys and/or combination codes for all locks for golak, safe, and all doors.
4. Documentation and paper work related to any ongoing legal matters and/or immigration sponsorship.

ARTICLE V(d), Special Election

A special election shall be called by a vote of eight (8) management committee members. Only one special election shall be allowed per each term of the management committee. Only voting members eligible to participate in special election shall be who were eligible in the general election immediately prior to the proposed special election.

No new voting members shall be registered for the special election. Special election shall be conducted by an independent election company with same rules prescribed for a General Election.

ARTICLE VI, RELIGIOUS SERVICES

Fairfield Gurdwara Sahib shall provide religious services for the benefit of Sikh congregation as per Sikh religious code of conduct "Rehat Maryada." Religious employees "Granthis" of the Fairfield Gurdwara Sahib shall perform Anand Karaj for weddings, Sehaj Path, Akhand Path, Sukhmani Sahib Path, Antim Ardas, or special services as requested by local congregation. All bookings for religious services shall be confirmed by President and General Secretary.

1. Religious employees shall conduct daily schedule of Parkash, Rehras, and Sughasan. Regular service (diwan) shall be held twice a week: Wednesday evening and Sunday during morning/day time. All services shall be per Rehat Maryada.
2. Anand Karaj shall be only performed at the premises.
3. Except for the private homes of the Sikh congregation, Sri Guru Granth Sahib shall not be transferred to other venues such as hotels, travel destinations, wineries, business locations, parks for any service or ceremony.
4. Management committee shall set fees for each service to be collected from sponsoring congregation member.
5. Most important days of Sikh religion and history shall be commemorated and

- celebrated at Fairfield Gurudwara Sahib, including Gurburabs and Vaisakhi.
6. Granthi singh on duty must register name and address of the person taking Guru Granth Sahib Bir sahib or Sanchi Sahib to a private home.

ARTICLE VII, RELIGIOUS EMPLOYEES

Management committee shall adequately staff number of religious employees "Granthis" to serve the needs of Fairfield Gurdwara Sahib Sikh congregation.

1. Hiring of a new employee must be approved by at least eight (8) members of the management committee.
2. Granthis shall be Amritdhari and minimum age of 25 years old.
3. Granthi(s) shall be qualified with 5-year minimum experience in performing Kirtan, reciting/reading Gurbani, proficient use of musical instruments used in singing of hymns. It is acceptable to hire Granthis who possess different skills, but complete staff must be able to provide all services for the congregation.
4. Management committee may designate one person as the Head Granthi based on seniority and level of experience and skill. He or she may be compensated at higher level than other employees.
5. Granthis may be assigned duties other than religious as deemed appropriate by the management committee.
6. Granthi(s) shall be salaried employees of Fairfield Gurdwara Sahib. Management committee shall set compensation levels for each employee based on their qualifications and value to Fairfield Gurdwara Sahib Sikh congregation.
7. Management committee has the right to terminate employment of any religious employee. Termination of a religious employee shall be approved by a minimum of six (6) members of the management committee. Terminated employee shall not be eligible for rehire.
8. Current employees of Fairfield Gurdwara Sahib shall not be eligible to become voting members and/or management committee members. Upon end of employment with Fairfield Gurdwara Sahib, employees are eligible to become voting members but shall not be eligible to become management committee members.
9. Immigration sponsorship of any religious employee must be approved by President, Secretary, and Treasurer and three (3) other members of the management committee. Prior to approval of sponsorship, entire management committee shall be able to review the resume of the individual being sponsored. Within two weeks of approval from management committee of a sponsorship, Secretary shall inform the congregation of the decision.

ARTICLE VIII, Membership Database, Communication and Technology

Management committee shall keep an accurate and complete database of current voting members in a computerized system.

1. Database shall include exact name, mailing address, mobile phone number, registration date, receipt number, and email address for each voting member.
2. Database shall assign a unique Voter ID to each voting member. Unique ID shall consist of 2-digit registration year and 5-digit serial number with the following format: YY-xxxxx.
3. Database shall be updated accordingly as new voting members register.
4. Information in database shall not be shared with any organization or business or individual, except with the election company. A masked version of the list shall be available on Fairfield Gurdwara Sahib website.
5. Notices regarding general election and special election meetings shall be mailed to physical address of each member 30-days in advance. All other communication, including for the General Body Meetings, may be done electronically via email, social media, and/or website. Only one notice shall be mailed to an individual mailing address, which may be shared by more than one voting member.
6. Chairman of Information and Technology Committee shall maintain a list of all Fairfield Gurdwara Sahib related accounts and passwords for website, social media, information technology and shall only share with authorized individuals. Access information for Bank Accounts shall be only controlled by Treasurer, President, and Secretary. Passwords shall be changed at least once a year or as needed. This list of passwords shall be passed to incoming management committee as per Article V(c).
7. Security camera recording shall only be reviewed by management committee members and can be shared with law enforcement personals. Security camera footage shall not be used for personal use or shared on social media unless required by law enforcement.
8. No videotaping, videography, or photography shall be allowed within the premises of Fairfield Gurdwara Sahib for commercial use without the express and written consent of the management committee.

ARTICLE IX, Building Repairs and Maintenance

Management committee shall keep the physical building and all systems in good working condition with regular maintenance and repairs as required. Management committee may hire professional companies to perform such services.

1. Restrooms for public use must be cleaned thoroughly weekly. All supplies must be replenished.
2. Kitchen shall be cleaned weekly. Cooking appliances, storage shelves, washing sinks, serving counters, floors, drains under sinks, and walls shall be all thoroughly cleaned and sanitized once a week.
3. Darbar Hall and the surroundings shall be cleaned weekly.
4. Licensed professional vendors shall perform annual, bi-annual, and/or quarterly required tests, inspections, and maintenance of Fire Alarm System, Fire Protection Systems, and Kitchen Hood System.
5. Licensed professional vendor shall perform bi-annual maintenance and inspection of the HVAC system.
6. Licensed professional vendor shall perform recommended maintenance and cleaning of the septic system.
7. Darbar hall sound system and lighting control system shall be kept in good working conditions. Provide regular inspection and maintenance as recommended.
8. Exterior building shall be kept clean, organized and free of clutter.
9. Time to time, management committee shall call volunteers from local community "sewadars" to help perform "Karsewa" including cleaning and organizing tasks at the premises.

APPENDIX A

APPLICATION FOR THE VOTING MEMBERSHIP



GURU NANAK SIKH GURDWARA SAHIB FAIRFIELD
2948 ROCKVILLE RD, FAIRFIELD, CA 94534

VOTER INFORMATION

[Text boxes for Voter First Name, Middle, Last]

Voter First Name

Middle

Last

[Text boxes for Cell Phone #, Email]

Cell Phone #

Email

[Text boxes for Address: Street, City, Zip]

Address: Street

City

Zip

Check List:

- Copy of State of California Driver's License or Identification Card attached?
- At least 18 years old on election day?
- Is address on ID either in Solano or Napa county?
- Voter fee of \$10 paid?
- Voter have donated at least \$50 during the last calendar year?

I certify that I am not an active member of any other Sikh temple and I agree to comply with by-laws of Guru Nanak Sikh Gurdwara Sahib (GNSGSF). I believe in the principles and precepts of Sikh religion. I authorize GNSGSF to use my State of California DL or ID card for voter eligibility verification during application and on election day.

[Text boxes for Voter Signature, Date]

Voter Signature

Date

FOR OFFICIAL USE ONLY

RECEIPT #: [N][N][N][N][N]

VOTER #: [Y][Y][][-][][N][N][N][N][N]

VERIFYING OFFICIALS

[Text box for Official 1 Signature/Date]

OFFICIAL 1 (SIGNATURE/DATE)

[Text box for Official 2 Signature/Date]

OFFICIAL 2 (SIGNATURE/DATE)

NAME: _____

EXECUTIVE MEMBER

MEMBER

NAME: _____

EXECUTIVE MEMBER

MEMBER

APPENDIX B

