

PROPOSED
POLICIES & PROCEDURES
OF JAIN SOCIETY OF GREATER CLEVELAND
A NONPROFIT CORPORATION

8-23-2015



Contents

1. INTRODUCTION	3
2. SECURITY & INSURANCE	3
3. FINANCE.....	3
4. USAGE OF JAIN CENTER FACILITY	3
5. EVENT CELEBRATION	4
6. SCHOLAR / VIDHIKAR VISITS	4
7. PATHSHALA.....	4
8. NOMINATION	5
9. ADDITIONS/DELETIONS/MODIFICATIONS.....	5

1. INTRODUCTION

These Policies and Procedures supplement the Code of Regulations and the By-Laws of Jain Society of Greater Cleveland and are intended to bring greater uniformity and consistency in its operation. It is expected that these Policies and Procedures will evolve over time to include and accommodate JSGC's needs as they are identified.

2. SECURITY & INSURANCE

1. JSGC Property must be secured at all times. All monitoring equipment should be kept functional. EC to provide update to the community on the security status at the annual General Body meeting.
2. All JSGC assets must be adequately insured.
 - A. BOT/EC must review every year if JSGC assets are adequately insured.
 - B. EC to provide update to the community details of insurance coverage at the annual General Body meeting and pass the details on to the incoming governing bodies.

3. FINANCE

1. Outgoing Treasurer should submit income and expense statement to next Treasurer by end of January of the following year, signed by both Treasurers.
2. All bhandars should be emptied on a regular basis, at least thrice a year, in presence of the EC Treasurer and at least 3 independent (Non-BOT/EC) community members. The EC Treasurer and the participating community members to certify the amounts collected.
3. Encouraging Members to pay Pledges on time
 - A. Scholars and Senior members encourage members to pay their pledges in a timely manner.
 - B. Fund raising (dollar-a-day or similar programs) should be started in the earlier part of the year rather than wait till later for better budget planning.
 - C. Commitment Form should have options for "commitment year". The EC Treasurer would need to keep amount separate by year so he/she and BOT/EC know the commitments for current year as well as next year.

4. USAGE OF JAIN CENTER FACILITY

1. We should only allow activities that promote Jain Religion. Any other activities should not be allowed.
2. Singing of Happy Birthday Songs, Cutting cakes and accepting Gifts at the Jain Center should not be permitted.

5. EVENT CELEBRATION

For major events like Dhawaja Aarohan, communication about the dates and plans should be sent out well in advance, for example 45 days from the event. Specific information about Nakras and all should be sent out at least 30 days from the event.

4.01 ANNIVERSARY / DHWAJA AROHAN EVENT

1. Dhawaka Arohan Event should consist of:
 - A. Atleast one Pooja (eg. Panch kalyanak Pooja/Siddhchakra Poojan)
 - B. 18 Abhishek Anushthan
 - C. Atleast one Digamber Anushthan
 - D. Sattarbhedhi Pooja and Dhawaja Arohan ceremony.
2. Provision should be made for Sangh to be allowed to bring their own Pratimaji from home for 18 Abhishek Anushthan for a nominal Nakra (to make pooja Swa-Dravya).
3. Provision must be made for Sangh to be able to perform chandan pooja on Bhamati Pratimaji after the 18 Abhishek anushthan (on the same day or the following day).

4.02 SPONSERED POOJA

1. A Sponsored event is one where the Sponsoring family will have a lead on all the significant parts of the event such as preparation, pooja, Aarti, Mangal Divo, Shanti Kalash etc.
2. In Jain Tradition, it is considered auspicious if Pooja is performed by Sva-Dravya (by one's own materials). As Sangh provides some of the Pooja Samagri, a minimum donation of \$51 is suggested toward Dev Dravya. If hall is used, a minimum donation of \$101 is suggested toward Sadharan Funds for Paper Products and use of kitchen etc.
3. Once a member commits to sponsoring a pooja, knowing what the minimum suggested donations are, they are responsible for those minimum amounts and the amounts would count towards outstanding pledges.

6. SCHOLAR / VIDHIKAR VISITS

1. EC should seek input from more knowledgeable members when inviting scholars / vidhikars.
2. In case a member is sponsoring a scholar who is teaching a Jain religion related topic, he/she should be allowed to use Jain Center facilities, as long as it doesn't conflict with pre-scheduled Jain Center events.

7. PATHSHALA

In case someone wishes to teach Jainism related materials in a pathshala different than current pathshala, the following is recommended:

- A. It would not be a JSGC sponsored event, would not be run at the same time as the current pathshala.

- B. Individuals concerned would have to handle all the related activities such as recruiting teachers, inviting students, providing snacks (following all Jain Center food rules), cleaning up etc.

8. NOMINATION

It is recommended that Nominations Team communicate with the nominated candidates in a group setting like email or Conference call or formal meeting as a group inviting all candidates rather than one-on-one phone call or meeting.

9. ADDITIONS/DELETIONS/MODIFICATIONS

The Governing Bodies of JSGC may add/delete/modify the policies and procedures as needed indicating the date on which changes were made. All changes will be reported to the General Body at the next scheduled GBM, indicating reasons for the changes implemented.