

হরে কৃষ্ণ হরে কৃষ্ণ, কৃষ্ণ কৃষ্ণ হরে হরে।
হরে রাম হরে রাম, রাম রাম হরে হরে।।

যদা যদা হি ধর্মস্য গ্লানির্ভবতি ভারত।
অভ্যুত্থানমধর্মস্য তদাত্মনং সৃজাম্যহম্।।



পরিত্রাণায় সাধুনাং বিনাশায় চ দুষ্কৃতাম্।
ধর্মসংস্থাপনার্থায় সন্তুভ্যামি যুগে যুগে।।

CONSTITUTION & BYLAWS

ALBANY SANATANI MANDIR



WRITTEN BY:

Dr. Nirupam Biswas
Dr. Promod Roy Chowdhury
Dr. Priyanka Das

May 9th, 2026



ALBANY SANATANI MANDIR, INC., ALBANY, NY.
(ESTABLISHED IN 2025)

**The Constitution
And
By-Laws**

Preamble

We, the members of the Albany Sanatani Mandir, unite in faith and dedication to establish this sacred place of worship and community. We strive to promote spiritual growth, celebrate our cultural heritage, and build social harmony among all devotees and community members, guided by the principles of dharma, unity, and service. The Albany Sanatani Mandir was officially established on August 12th, 2025, with the vision of being a center for spiritual practice, cultural preservation, and community development. Our mission is to encourage religious understanding, learning, and charitable activities in line with Sanatani values and traditions. In May 2026, the members ratified and adopted the first Constitution and By-laws to ensure the temple's smooth operation and long-term sustainability.

We give special thanks and heartfelt acknowledgment to our founders, Sonjoy Kumar Sikder and Ratan Kumar Biswas, whose vision, dedication, and leadership made this temple possible. We also sincerely thank all our devoted community members, whose hard work, support, and active involvement are essential for managing and running the temple. Every member who contributed their time, effort, or ideas plays an important role in making this dream a reality.

This document is drafted by Dr. Nirupam Biswas and carefully reviewed by Dr. Promod Roy Chowdhury and Dr. Priyanka Das. The final version is also reviewed by our active members on May 9th, 2026, and their valuable feedback and constructive comments are included to make the bylaws even stronger. We gratefully acknowledge everyone who helps shape and strengthen our temple community.

FIRST AMENDMENT

In this amendment, only the dissolution clause has been revised to meet the requirements of IRC Section 501(c)(3), in response to the information request to amend our organizing document to include an adequate dissolution clause. This amendment has been communicated to the members of Albany Sanatani Mandir as of June 3, 2026.

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Glossary of Terms:

ASM: The Albany Sanatani Mandir, Inc., Albany, NY.

TTB: Temple Trustee Board

TAB: Temple Advisory Board

TAC: Temple Admin Committee

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TEMPLE ORGANIZATIONAL CHART:

		Position	Number of Members
Temple Boards	Trustee Board		5-11
	Advisory Board		13
Admin Committee		President	1
		Vice-President	2
		General Secretary	1
		Treasurer	1
		Cultural & Education	2
		Facility Management	2
		Community Outreach	2

ARTICLE-I: NAME, NATURE, SCOPE, AND DEFINITIONS

§1. **Name:** The name of the organization is **Albany Sanatani Mandir, Inc., Albany NY**, referred to as “ASM”.

§2. **Nature:**

- a) ASM is a non-profit religious organization duly registered with the Department of State of New York, holding a Certificate of Incorporation under Article 10 of the Religious Corporation Law, dated September 25, 2025.
- b) ASM is recognized as an organization exempt from Federal Income Tax under Section 501(a) of the Internal Revenue Code, classified under Section 501(c)(3).

§3. **Scope:** ASM’s primary focus is Albany and surrounding counties, including Columbia, Dutchess, Greene, Saratoga, Rensselaer, and Schenectady. Membership may be extended to individuals outside this region with approval from the Admin Board by majority vote.

§4. **Definitions:**

“**Albany Sanatani Mandir**” is a religious and cultural organization dedicated to the practice and promotion of Sanatani (Hindu) traditions and spirituality in Albany, NY.

“**Founder**” refers to the individual or group who initiated and established ASM.

“**Two Boards**”- **Temple Trustee Board (TTB)** oversees ASM’s finances and assets; **Temple Advisory Board (TAB)** provides strategic guidance for ASM.

“**Temple Admin Committee**” (TAC) manages daily operations and events.

“**Members**” or “**General Members**” signify all individuals belonging to the Temple community, with rights and responsibilities outlined in Article V.

“**The Advisory Meeting**” creates a friendly advisory board and an admin committee to work together and take care of the temple’s growth and progress.

ARTICLE-II: MISSION and PURPOSES

§1. Mission-

“To promote and preserve Sanatani (Hindu) spirituality, cultural, and traditions within the community”.

§2. Purposes-

- a. **Worship and Rituals:** Provide a sacred space for religious ceremonies and spiritual growth.
- b. **Cultural Heritage:** Organize cultural programs to preserve Sanatani traditions.
- c. **Community Unity:** Promote harmony and social service among members.
- d. **Education:** Offer religious, cultural, and educational programs to inspire individuals.
- e. **Charity:** Support charitable activities and community development.
- f. **Interfaith Dialogue:** Encourage understanding and collaboration between diverse communities.
- g. **Bengali Culture:** Promote Bengali traditions and religious practices globally.
- h. **Non-Political Environment:** Ensure that no political discussions, teachings, or activities take place within the organization
- i. **Voluntary Service:** All members, including board and committee members, serve voluntarily.

ARTICLE-III: RELIGIOUS AND CULTURAL MATTERS

§1. Religious Ceremonies: Religious practices at ASM must align with the temple's mission to promote spirituality and community harmony. To maintain the sanctity of the space, the consumption or presence of non-vegetarian food, alcohol, smoking, or drugs is strictly prohibited on all ASM premises, including outdoor areas such as the parking lot. Only those who respect and follow Sanatani (Hindu) values may take part in temple cultural programs, design stages, and participate in other activities inside the Temple.

§2. Religious Beliefs: Members must respect and adhere to ASM’s core religious principles, ensuring a unified spiritual atmosphere.

§3. Religious Committee: A Religious Committee may be created with members experienced in religious matters. They help plan religious events and ensure the community’s spiritual needs are met.

§4. Cultural Mission: The Temple aims to keep the community’s traditions alive by organizing cultural programs and activities to help everyone learn and celebrate culture, especially children. The main goal is to teach and learn about culture together.

§5. Cultural Activities: The Temple holds cultural events like festivals, dance, music, and art shows. All cultural events must be approved by the Temple committee. Core members, dedicated volunteers, and families with memberships, including their children, have the opportunity to join and participate in these activities.

§6. Universal Access: The Temple is open to everyone who respects the Santani faith, regardless of age, background, or abilities. It aims to be a friendly and welcoming place for all community members.

§7. Summary in English: The religious committee ensures a clear summary in English that explains the meaning and importance of religious events, ceremonies, and talks. This helps visitors and devotees understand and stay interested in religious activities.

ARTICLE-IV: ORGANIZATIONAL AND GOVERNANCE

§1 Founder: The Temple is founded by Sonjoy Kumar Sikder and Ratan Kumar Biswas, whose ideas and values form the foundation of the Temple’s mission. Their vision guides the Temple’s purpose and activities.

In the absence of a founder, their legacy is carried forward by their heritage, ensuring that the spirit and principles of the founders are preserved and passed on to future generations with respect and dedication.

§2 Trustee Board: The Trustee Board consists of five (5) to eleven (11) respected members. The Trustee Board oversees Temple's finances and assets, ensures good governance, and supports major projects or initiatives. The board helps safeguard the Temple's long-term interests and works closely with other committees to fulfill its mission. To qualify as a Trustee, members must have donated at least \$10,000 in the past two years and have been active, dedicated members who regularly participate in meetings for at least two years. The Trustee Board must also meet the requirements outlined in **Article-XV §10**.

§3 Advisory Board: Thirteen (13) active members make up the Advisory Board. They provide advice, share wisdom, and help the Temple solve problems and make important decisions. To become a member of the Advisory Board, individuals must have contributed at least \$5,000 in the past two years and been active members for a minimum of two years.

§4 President: The President leads meetings, organizes activities, and represents the Temple with respect and dignity, ensuring smooth operations and unity in the community. The president must meet the criteria outlined in **Article-IV §11 (a)-(g)**, possess visionary leadership and strategic planning skills, temple's growth and development, and ensure collective agreement by the Admin Committee for all decisions. The President does not simultaneously hold the same position in multiple organizations, and is responsible for approving and signing official documents to ensure proper authorization and accountability.

§5 Vice-President: The Vice President helps the President, supports Temple activities, and takes over if the President is absent. Candidates must have community involvement and relevant organizational experience. The Vice President must meet the criteria outlined in **Article-IV §11 (a)-(e)**.

§6 General Secretary: The General Secretary manages records, communication, and administration, working closely with all committees. The secretary is experienced, dedicated, and possesses strong organizational and interpersonal skills. The role will be vital for transparency, teamwork, and upholding the Temple's values. The candidate must meet the criteria outlined in **Article-IV §11 (a)-(e)**.

§7 Treasurer: The Treasurer manages Temple's finances, keeps accurate records, oversees budgets with transparency. This role requires financial experience, trustworthiness, proficient in accounting and Excel, and committed to the Temple's values. The candidate must meet the criteria in **Article-IV §11 (a)-(e)**.

§8 Cultural & Education: This committee organizes cultural events, festivals, and educational programs to foster spiritual growth and community involvement. Members must be creative, dedicated, and have a strong cultural background, with experience in event planning or teaching. Candidates must meet the criteria in **Article-IV §11 (a)-(e)**.

§9 Facility Management: The Facility Management team oversees the maintenance, safety, and cleanliness of the Temple premises. They ensure that all facilities are well-maintained, address repairs promptly, and coordinate logistics for events. Members must be reliable, attentive to detail, and experienced in facility operations or management, and have a strong sense of responsibility toward the Temple's environment and community needs. Candidates must meet the criteria in **Article-IV §11 (d)**.

§10 Community Outreach: The Community Outreach committee connects the Temple with the wider community through service projects and events. Members must be approachable, compassionate, and experienced in community engagement. Candidates must meet the criteria in **Article-IV §11 (d)**.

§11 Eligibility for Admin Committee Members: a) Qualified professional (appropriate education background and qualifying experience) or equivalent experience, b) Age at least 25 years old, c) Valid permanent residence status, d) At least 2 years of temple membership, e) Good oral and written communication skills, f) Leaderships experience, g) Organizational and management skills.

ARTICLE-V: MEMBERSHIP

§1 Significance of Membership: Membership at Albany Sanatani Mandir connects with their spiritual and cultural roots, offering participation in rituals and events, priority registration for special programs, access to children's activities, and regular updates under the guidance of the Committee Members.

§2 Eligibility: To qualify for membership, individuals must meet these criteria: a) Be over 21 years old, b) Support the Temple's goals, c) Applicants must have no history of propaganda or campaigning against the Temple; any such actions since the Temple's establishment will result in permanent ineligibility, d) All eligible applicants must complete an application and pay applicable fee. Completed applications must be reviewed and approved by a majority vote during the Advisory Meeting.

§3 Approval and Renewal: Membership requires a monthly or yearly fee. The Admin Board decides the amount and deadline, and membership must be renewed every year.

§4 Residency Requirements: Anyone who is a Sanatani believer may become a member of the Temple, regardless of where they live.

§5 Classes of Membership: Albany Sanatani Mandir offers one class of membership-Regular membership, which may be Individual or Family. Applications must be approved by the Admin Committee, and memberships fees are determined by the Committee. Membership becomes valid upon approval of the application and payment of the required fees.

§6 Voting Member: Voting members are active, approved members with at least two years of continuous membership who meet the temple's eligibility criteria. These include fulfilling financial or participation requirements, attending all regular general meetings (without missing three consecutive meetings), and actively participating in temple maintenance work. They have the right to contribute to decision-making and help shape the future of the temple.

§7 Rights and Benefits: Members may join religious activities, vote, approve bylaws, serve on boards, and receive discounts on events.

§8 Termination: Membership may be revoked if a member violates temple rules or values, misuses temple assets, spreads false propaganda against ASM, or harms the reputation or operations of ASM.

ARTICLE-VI: MEETINGS OF MEMBERS

§1 General Body Meetings: An Annual General Meeting is held each year. Special meetings may be called by the Admin Committee if 25% of members request one.

§2 Notice of Meetings: Members receive notice at least one week before a meeting by email, message, or phone.

§3 Quorum: Meetings may make decisions only if two-thirds of the members are present.

§4 Voting Policy: Decisions are made by a simple majority vote in person. Voting members must be physically present on election day to cast their vote. Online or phone voting is not allowed.

ARTICLE-VII: FOUNDERS

§1 Founders: As explained in **Article IV §1**, the founders established the Temple through coordination of dedicated community members, both financially and mentally, who helped build and guide its overall direction. Their commitment and coordination are vital in shaping the Temple's purpose and future.

§2 Rights and Privileges: Should the Admin Committee face challenges in effectively managing the Temple, the Founders retain the gracious right to offer guidance and, if necessary, participate in forming a new Admin Committee. Their involvement aims to ensure the continued harmony and success of the temple. The Founders' role and rights are protected and cannot be removed at any time, recognizing and honoring their vital contribution to the founding and ongoing guidance of the temple.

ARTICLE-VIII: ADVISORY AND TRUSTEE BOARD

§1 Size, Role, and Benefit: The Advisory Board mainly includes senior community members and dedicated individuals who maintain regular membership with the temple. They provide advice, help solve problems, and support the temple's mission, but do not handle daily operations. The Trustee Board consists of respected members who oversee the Temple's finances and assets. Trustee Board members safeguard the Temple's long-term interests and work closely with other committees to fulfill its mission.

§2 Nomination and Qualification: Advisory Board members and Trustees are selected collaboratively by the founders and the Admin Committee, based on their experience, dedication, and ongoing commitment to the temple's mission and activities.

§3 Terms: Advisory Board members serve until the committee decides to change or add members, based on their regular membership and loyalty to the temple. Trustee Board members serve for life, unless they choose to resign or are otherwise unable to continue their responsibilities.

§4 Meetings and Notice: Advisory and Trustee Board meetings are held every three months, with at least one week's notice provided to all members. These meetings may be held in person or online, whichever is most convenient. Advisory and Trustee Boards are encouraged to meet jointly with the Admin Committee, as a unified team to work effectively towards the temple's goals.

§5 Resignation and Termination: Advisory and Trustee Board members may resign or be removed in writing. Vacancies are filled according to the temple's rules and procedures.

ARTICLE-IX: ADMIN COMMITTEE

§1 Committee structure and roles: The Admin Committee has eleven members serving in seven positions: President, Vice President, General Secretary, Treasurer, Cultural & Education, Facility Management, and Community Outreach, as outlined in the temple organization chart. They manage daily operations and organize events. Decisions are made by a majority vote. Members serve on a voluntary basis.

§2 Terms: Admin Committee members serve for two years. The President's term limit is a maximum of two consecutive terms. Other members' terms may have varying term lengths.

§3 Meetings and Notice: Meetings are held monthly or as needed. Admin Committee Members receive notice at least three days in advance. Decisions are made by majority vote.

§4 Quorum/Minimum Number: Quorum/Minimum Number: At least seven (7) members out of the eleven (11) Admin Committee members must be present to make decisions. If only six (6) members are present (which is fewer than the required seven), the founders' valuable opinions and decisions may be respectfully considered to achieve the necessary majority.

§5 Nomination: Admin Committee members are nominated and elected through a voting process by the voting members.

§6 Duties: Each admin committee member has specific duties, like leading meetings, managing finances, planning events, or promoting the temple.

§7 Resignation and Termination: Resignations must be submitted in writing. Admin Committee members who are absent for three consecutive meetings may be subject to removal. Vacancies are filled through re-election or appointment. Members involved in propaganda or unethical behavior may have their positions terminated with proper notification. Any termination of an Admin Committee member must be approved by the Advisory Meeting.

ARTICLE-X: FORMATION OF COMMITTEES

§1 Election Commission: Three fair, trusted, and dedicated members with at least two years of valid membership, including experienced and senior members, are selected to oversee the temple elections. The Temple President, General Secretary, Founders, or Advisory Members participate in selecting experienced election commissioners.

§2 General Election: The temple conducts regular, transparent, and fair elections for key positions, overseen by the Election Commission to ensure integrity and participation by voting members.

§3 Election for Admin Committee: As outlined in **Article IX, §1**, members of the admin committee are elected by voting members of the temple. Elections for the new admin committee must be conducted by March 15.

§4 Oath Ceremony: The oath ceremony must be conducted within two weeks of the election formation and may be administered by the founders, previous or current temple presidents, senior advisory members, or the temple priest.

ARTICLE-XI: FINANCIAL MANAGEMENT

§1 Funds: The Temple's funds are received through donations, offerings, and grants. All money collected is used to support the goals and activities of the Temple. Any expenses must be approved in advance by the Admin Committee to ensure proper management.

§2 Accounts: The Temple's finances are managed by the Treasurer. Financial reports are shared openly with all members at the General Member Meeting to ensure transparency and proper oversight.

§3 Auditing: Accounts are checked each year by an independent internal auditor who must have experience in accounting or organizational management, and at least two years of valid membership.

ARTICLE-XII: AMENDMENTS OF BYLAWS

The bylaws may be amended with the approval of two-thirds of the members present at a physical meeting and a simple majority vote. All proposed changes must align with the temple's mission. Members are encouraged to suggest improvements, and the bylaws are reviewed and updated as needed. Final amendments must be jointly ratified by the Founders and a majority of the admin committee.

ARTICLE-XIII: INDEMNIFICATION

The temple protects its leaders and members from legal problems that occur because of their work for the temple, as long as they act honestly and responsibly.

ARTICLE-XIV: DISSOLUTION

Upon dissolution of Albany Sanatani Mandir, and after all debts are paid, the net assets shall be distributed, as determined by the Trustee Board, to one or more exempt organizations, preferably within New York, for the specific purposes described in Article-II, §2.

ARTICLE-XV: MISCELLANEOUS

§1 Code of Conduct or Behavior policy: Everyone behaves with respect and kindness. There are rules for responding to bad or hurtful behavior. If anyone continues to be unkind, unprofessional, or uses hurtful words during meetings, the temple leaders may ask them to miss the next four meetings. This rule keeps the temple friendly and respectful for everyone.

§2 Legal Compliance: The temple follows all state and federal laws, and committee members smoothly and politely transfer their tasks to the next person when they resign or finish their term to protect privacy and ensure legal safety.

§3 Punctuality: Members must arrive on time for meetings. If someone is more than 15 minutes late, they may need to catch up on what they missed later.

§4 Meeting Agenda and Minutes: The agenda for each meeting is shared at least one day (24 hours) before the meeting and should be accurate. Disagreements are discussed calmly. All meetings, including board, committee, and general meetings, are recorded with audio or video for safety and transparency. Minutes are shared within two days after the meeting.

§5 Fiscal Year: The temple's financial year is from January to December.

§6 Conflict of Interest: A policy prevents unfair benefit to leaders or members.

§7 Non-Discrimination: Everyone at the temple is treated equally and fairly, no matter their color, race, gender, or nationality.

§8 Organizational Privacy: Member information is protected and kept private.

§9 Correspondence Policy: Official messages are sent by the Temple President or their substitute. Routine messages are sent by responsible members. All communication must be secure and protect the Temple's privacy.

§10 Ethical Leadership and Integrity Policy for ASM: Leaders are chosen based on their good character, positive reputation, relevant experience, education, and strong commitment to the temple's mission- not based on donation amount. Leaders must have a clean legal record, with no criminal cases or imprisonment by federal or state courts. All leaders are expected to act with honesty, integrity, and high ethical standards. If anyone spreads false information or harmful rumors about the temple, their eligibility is reviewed jointly by the Admin Committee and Advisory Board. Depending on the situation, they may be asked to step down from their position.

§11 Compensation: All members of the Trustee Board, Advisory Board, Admin Committee, and other temple committees serve voluntarily and do not receive any financial compensation or salary. Only reasonable, pre-approved expenses for official temple duties are reimbursed.

ARTICLE-XVI: SIGNATURE

We, the undersigned, warmly confirm our agreement with this Constitution and Bylaws. By signing below, we officially show our support and acceptance of these rules for our temple.

Founder 1:  Date: 5/9/26
(Sonjoy K. Sikder)

Founder 2:  Date: 5/9/26
(Ratan K. Biswas)

Advisory Board:  Date: 05/09/2026
(Ashim Das)

President:  Date: 5/9/26
(Dr. Nirupam Biswas)

General Secretary:  Date: 5/9/2026
(Sumon C. Naha)