**ARYA SAMAJ OF NEW JERSEY, INC.**

**Place of Prayer: Glen Rock Jewish Center Building**

**682 Harristown Road, Glen Rock, NJ 07452**

**Mailing Address: P.O. Box 1115 Glen Rock, NJ 07452**

**Website: www.aryasamajofnj.com**

***Registered Tax Exempt Non-Profit Religious Organization - IRS ID# 22-2537355***

 **By-Laws (Revised December 8, 2013)**

**An Invitation to Participate**

Arya Samaj is a voluntary organization. We hope for your

Commitment to its mission, ideals and programs.

We believe that active involvement brings gratification

and fulfillment in many ways.

**WE WELCOME YOU, WE VALUE YOU. WE NEED YOU.**

**TABLE OF CONTENTS**

 **Section Description Page**

 1.0 Arya Samaj By-Laws 3

 1.1 The Ten Principles of Arya Samaj 14

 1.2 Membership Application Form 15

 2.0Guidelines for Arya Samaj Activities 16

 2.1 Hosting of Havan / Satsang 16

 2.2 Havan Setup & Cleanup 17

 2.3 Use of Community Resources 18

 2.4 Donations to Charitable Institutions by Arya Samaj 18

 Appendix

 A Universal Prayer 19

 B Arya Samaj Mission 20

 C History of Arya Samaj 21

 DSatsang Location and Directions 22

**1.0 ARYA SAMAJ OF NEW JERSEY BY-LAWS**

 (Revised December 8, 2013)

**ARTICLE I**

**Name**

Arya Samaj of New Jersey is a non-profit religious organization incorporated in the State of New Jersey. The current address of the Organization is: P.O. Box 1115 Glen Rock, NJ 07452

**ARTICLE II**

 **Mission**

The Mission of the Arya Samaj of New Jersey is as follows:

1. To promote goodwill and harmony among its members and society at large by advocating universal Vedic teachings
2. To educate adults and children about the basic principles of Hinduism and perform the Havan/Yajna ceremony on a regular and ongoing basis.
3. To teach Sanskrit and Hindi languages to adults and children (as secondary languages) that will enable them to read, write and speak these languages and help them understand the proper pronunciation and meanings of Vedic Mantras. .
4. To provide a platform for members to exchange views about Vedic/Hindu Dharma and matters affecting their social life.
5. To develop pride in ethnic identity by participation in the celebration of religious festivals and cultural programs
6. To establish and maintain permanent place of worship as Arya Samaj Temple, community center and a library
7. To serve the community at large for humanitarian needs.
8. To participate in intra and Interfaith activities and provide information to other Faith Communities about Hindu Religion.

**ARTICLE III**

**A. Membership of the Arya Samaj of New Jersey**

 There shall be four types of membership:

1. **BENEFACTOR:** an individual who makes a minimum one-time donation of $10,000.00 will be recognized as a benefactor
2. **LIFE MEMBER**: pays membership dues for life, which will be 10 times of annual dues...
3. **ACTIVE MEMBER**: pays membership dues yearly by end of January of each year.
4. **HONORARY MEMBER**: The Chair of the Board of Trustees of Arya Samaj of New Jersey with the approval of majority of board members may award an honorary membership to a learned or a qualified person in Hinduism. The honorary member will have no vote.

All members in good standing shall constitute a “General Body” for the purpose stated in Article III Section D below.

**B. Eligibility for Membership**

1. An individual or a family (husband, wife and children under the age of 18 years) who believes in the Ten Principles of Arya Samaj (Section 1.1) may become a member of Arya Samaj of New Jersey Inc. The Individual must be eighteen years or older.

**C. Procedure for Membership**

1. A prospective individual or family (husband, wife and children under the age of 18 years) will file an application on prescribed form (Section 1.2), along with the dues to the President.
2. The application must be endorsed by an Active or Life Member.
3. The President will present the application to the Executive Committee and inform the Executive Committee's decision to the applicant.
4. If accepted, the new member will be oriented regarding the activities of the Organization and will be provided a copy of current By-Laws by the President.

**D. Duties of Members**

1. Each member shall participate actively in all facets of the Organization.
2. For a member to be in good standing (see below) a member shall attend a minimum of four Havan/Satsang ceremonies during the calendar year.
3. All members shall prepare Prashad at minimum once every year and co-host the Havan/Satsang ceremonies. Also, the host families will share the donation to the purohit.
4. All Active Members / families shall be required to renew membership at the beginning of each calendar year and pay the annual membership dues at the time of renewal. The annual membership dues shall be determined, as deemed necessary, jointly by the Board of Trustees and the Executive Committee. Any member or family can become Life Member by paying ten times the regular annual membership dues.
5. For the purpose of participating in nominations/elections, all adult members of the family (husband, wife, unmarried children 18 years and above, and parents living permanently with them) will be eligible to vote provided their names appear in the membership form filed by the family. It is the duty of the family to keep updating the specified membership form in Section 1.2.
6. The Secretary of Executive Committee shall prepare a list of those members/families that have paid their dues by March 1st of every year. This list will be available at Havan/Satsangs for review of all members by March 31st. Individuals or families who have not paid their outstanding dues, will have until April 30th to pay their dues and become Members in Good Standing, provided they have fulfilled their other duties. The list of the Members in Good Standing will be published by June 30th of that year. Only those listed in this list will be eligible to vote in the elections of the Organization.

**ARTICLE IV**

 **Structure of the Organization**

Theoperation of Arya Samaj of New Jersey, Inc. will be managed by the Executive Committee. The Board of Trustees will be the Apex body responsible for managing the assets of the organization and preserving the Vedic sanctity of the Organization.

 Executive Committee. The responsibilities and functions of the Board of Trustees and the

 Executive Committee are defined below in Articles V and VI.

**ARTICLE V**

 **Board of Trustees (BOT)**

**A. Function and Responsibilities**

 The Function and Responsibilities of the Board of Trustees shall be as follows:

1. Define goal and policies of the Organization
2. Raise funds in cooperation with Executive Committee for the Temple Building
3. Manage financial assets of the Temple Building
4. Buy/build/maintain Temple Building
5. Find and negotiate rental/lease agreement for place of prayer till such time Arya Samaj had its own Temple Building.
6. Establish organization guidelines for, but not limited to:
	1. Effective cooperation, coordination and two way communications between the Board of Trustees and the Executive Committee.
	2. Nomination/Election of office bearers of the Executive Committee and Board of Trustees members

A decision by the Board of Trustees in the above matters will be final and binding.

The Board of Trustees will not interfere in the day-to-day functioning of the Executive Committee, except when there are compelling reasons as decided by the Board of Trustees for such an intervention.

**B. Membership of Board of Trustees**

The Board of Trustees (BOT) shall consist of seven (7) members. The current President of the organization shall be a standing member of the Board of Trustees. The remaining six (6) members will be nominated/elected on the basis of qualifications as defined below. In addition BOT by a unanimous agreement can appoint an individual as a BOT member for one term.

**C. Qualifications**

 1, In order to be nominated/elected as a Trustee, a candidate must pledge to uphold the mission of the organization as set forth in Article II above.

2. A member will not be nominated as a Trustee if his/her spouse, parent or child is presently serving as a Trustee or a member of the Executive Committee

3. A Trustee must be a life member in good standing for at least the last three years preceding the election.

4. A BOT member must donate to the Samaj annually at least $ 2,000.00 or the amount determined by the BOT

5. A member to be nominated as a trustee must have served as a member of the executive committee or a subcommittee.

6 A Benefactor may be nominated as a BOT member with unanimous agreement of BOT members.

**D. Term and Election Process**

 1. The term of Trustees shall be four years and limited to a maximum of two terms.

 2. Three Trustees shall be elected every election year. New Trustees elected every election year will equal the number of vacancies created by outgoing Trustees.

1. The Nominating/Election Committee constituted as per Article VIII shall nominate the Trustees. In case of elections, the Nominating Committee shall act as the Election Committee and conduct the election for the Board of Trustees.
2. Board of Trustees will elect a Chairperson, Vice Chairperson and a Secretary/Treasurer from among themselves after the nomination/election of Board of Trustees. The term of the Chairperson, Vice Chairperson and Secretary/Treasurer will be for two years.

**E. Meetings, Quorum and Vote**

 1. The Board of Trustees shall hold regular meetings at least six times a year and a special meeting on one week’s notice. The meetings may be held at a place acceptable to a majority of Trustees.

 2. To maintain Trusteeship in good standing a Board member must attend four out of six meetings unless unable to attend due to compelling reasons provided in advance to the secretary.

 3. A majority of the entire Board shall constitute a quorum for the transaction of business of any meeting.

 4. Each Trustee shall have one vote on all matters requiring a vote. All such matters shall be decided by a majority vote.

 5. Telecommunication media may be used for BOT meetings. Such participation shall be considered as presence in the meeting for the purpose of establishing a quorum. A majority of members attending the meeting shall constitute a quorum.

 6. From time to time The Board of Trustees (BOT) can appoint an Advisory Committee, comprising of volunteers from within or outside the Organization to provide advice to BOT.

 7. The Chairperson of BOT and the President of the Executive Committee will have signature authority on the financial assets.

 8. The Chairperson will facilitate and support the work of any sub-committee appointed by the Board of Trustees.

**F. Special Meetings**

The Chairperson in consultation with the BOT members may call a special meeting at any time and set agenda for the meeting.

**G. Compensation**

 No Trustee shall receive a fee, salary or remuneration of any kind for his/her services as a Trustee.

**H. Mid Term Vacancy**

 If a trustee leaves the Board before expiration of his/her term, the Board of Trustees, shall fill the vacancy with a qualified person at their discretion to serve the unexpired term of the Trustee.

**ARTICLE VI**

**Executive Committee**

**A. Function and Responsibilities**

The function and responsibilities of the Executive Committee shall be as follows:

* Manage the day-to-day business of the organization.
* Implement policies and decisions taken by the Board of Trustees.
* Organize special events such as festivals and religious celebrations.
* Raise and spend funds in executing programs approved by the Executive Committee.
* Conduct Havans/Satsangs programs on a regular basis.

 **B. Membership of Executive Committee**

The Executive Committee shall comprise of 9 Members in Good Standing, as defined in Article III. It consists of four (4) officers and five (5) members:

 President

 Vice-president

 Treasurer

 Secretary

 5 Members

The Executive Committee shall meet at least once a month to discuss its business and shall have the authority to delegate responsibility for programs and events to the best suited individuals. The President shall preside each Executive Committee meeting. Five Members of the Executive Committee shall constitute a quorum for an Executive Committee meeting.

 **C. Eligibility to serve on the Executive Committee**

 In order to be nominated/elected as a member of the Executive Committee, the candidate shall

 fullfill the following requirements.

* Must meet the qualification of a member in good standing as described in Article III
* Must pledge to uphold the Mission of the Organization as set forth in Article II
* A candidate cannot be elected as a member of the Executive Committee if he/she or his/her spouse, parent or child serves as a Member of the Board of Trustee or Member of the Executive Committee.

**D. Duties**

Each member of the Executive Committee shall have an assigned duty. Duty assignment will be discussed by the Executive Committee and duties shall be assigned on willingness to accept the assignment by each member. Duties are stated in Article VII below for guidance

**E. Term**

The term of the Executive Committee member shall be (2) years. The President shall not serve a second consecutive two-year term.

**F. Mid-term Vacancies**

 If an Officer or a Member of the Executive Committee leaves before the term is completed, the vacancy will be filled at the discretion of the Executive Committee after announcing the vacancy in the Organization's Newsletter.

The Executive Committee shall hold regular monthly meetings and any special meeting on one week’s notice. The meetings may be held at a place acceptable to a majority of Executive Committee members. An emergency meeting, if required at a short notice can be held using electronic media. A member should not be absent from meetings for 3 consecutive months without a reasonable cause. A majority of the entire Executive Committee shall constitute a quorum for the transaction of business of any meeting. Each member shall have one vote on all matters which require decision of the Executive Committee. All matters that require a vote shall be decided by a majority vote of the members present during the meeting.

**ARTICLE VII**

**Duties of the Executive Members**

**A. President:**

* Ensures that responsibilities are clearly defined and understood by each member of the Executive Committee.
* Coordinates the activities of the Executive Committee and assists other members in fulfilling their responsibilities.
* Organizes and presides over meetings of the Executive Committee; prepares an agenda for such meetings.
* Schedule Havans/ Satsangs programs
* Represents the Organization in dealing with other Arya Samajs or religious groups.
* Will have the authority to sign bank checks up to $5,000.00. Acts as the co-signatory along with the Treasurer in the management of organization’s fund, for disbursement between $5,000.00.- $ 10,000.00. For disbursements above $ 10,000.00 co-signs checks with the BOT Chairperson.
* Invites speakers from the organization’s membership, other Arya Samajs, Hindu organizations and visiting Sadhus and Vedic scholars on topics pertaining to religion, Vedic culture, and other subjects which are of interest to adult members, young adults, and children.
* Invites/assigns the Purohits for each Havan/Satsang
* Coordinates the publication of Arya Samaj’s brochure for Diwali function
* Informs the area communities about various activities of the Arya Samaj through publication of significant news on the web and in the print media and announcement on the radio and television.
* Coordinates with the Arya Samaj’s website administrator in the publication of Arya Samaj’s monthly newsletter.
* Establishes working relations with: Arya Pratinidhi Sabha, other Arya Samajs, Hindu organizations and Intra and Interfaith Organization in the metropolitan area. Also, participate in other organizations’ programs.
* Ensures that all documents necessary to meet State and Federal Government requirements are submitted on time.
* Ensures that the Organization's By Laws are posted on Arya Samaj of New Jersey’s website.
* Plans the renewal of the lease of the rental place of worship at least six (6) month’s before its expiration, with the help of the Board of Trustees.
* President will support and facilitate the work of sub-committees.
* Ensures safety of persons and property

 **B, Vice-President:**

* Helps the President to fulfill her/his duties as necessary.
* Assumes all the responsibilities of the President in her/his absence.
* Coordinates all activities of children religious education of all age groups.
* Encourages and coordinates members’ participation in activities organized by Intra and Interfaith Groups.

 **C**. **Secretary:**

* Takes minutes of the Executive Committee and General Body meetings and presents the minutes of the last the Executive Committee and General Body meetings..
* Maintains the Havan/Satsang attendance records.
* Maintains the inventory of Organization’s physical assets and Havan supplies.
* Reports at least every six months, the information relating to events, programs and decisions of the Executive Committee to the General Body.
* Maintains and updates membership roster.

 **D**. **Treasurer:**

* Collects membership dues and donations to the Organization.
* Maintains the Organization's operational bank accounts in consultation with the President.
* Prepares a yearly budget and monitors cash flow and expenses on a periodic basis
* Maintains adequate detailed documentation of the operating funds received and expenses incurred.
* Prepares the financial statements and presents them on a quarterly basis to the Executive Committee and yearly basis to the General Body.
* Arranges for a professional accountant to review/audit/compile the Organization's financial statements and accounts every year.
* Authorized to sign all expense checks up to $5,000.00. For expense between $ 5,000.00 - $10,000.00 signature of both Treasurer and President will be required.
* Maintains adequate insurance for the Organization including members of Executive Committee and Board of Trustees.
* Send receipts to the donors, when requested, for donations received during the calendar year, in compliance with Federal and State Governments requirements.
* Manage the funds in compliance with the Federal and State Governments taxation and audit requirements.
* Ensures compliance with rules and procedures necessary for financial stability, good accounting practice and for maintaining tax exempt status of the organization.

 **E. Five (5) Members of Executive Committee.**

The Members will be assigned responsibilities for various Standing Committees by the President in consultation with the Executive Committee. The operating rules of these committees will be formulated by the Chair of each Committee and approved by the Executive Committee.

 The following Standing Committees are suggested for conducting the activities of the Samaj

* Newsletter/website
* Prasad
* Cultural and Music Programs
* Fund Raising and Public Relations
* Religion and Hindi education of all children
* Community Affairs
* Youth Group.

The Youth Group will include children from grades eight through twelve. The youth group will function under the guidance of a member of the Executive Committed who will act as Youth Group Coordinator. The President of the youth group may be a non-voting member of the executive committee.

It is expected that a member of Youth group will be thoroughly familiar with the following topics by the time the member finishes the high school.

* Sandhya
* Havan
* Essentials of Vedic Teachings
* Arya Samaj Principles and Teachings
* Life of Swami Dayanand Saraswati
* Comparative study of different religions
* Hindu Sanskars
* Hindu Festivals
* Various Hindu Scriptures
* Other Indian cultural and social aspects

 In addition the Youth Group member should have

* Performed Social and Charitable Services
* Carried out fundraisers for the Arya Samaj and the youth group
* Helped the Officers of the Executive Committee on regular Havan Satsangs to set up and help clean up after the services.

 **F.** ***Ad hoc Committees*:**

 The President in consultation with the Executive Committee can appoint an ad hoc committee to carry out any business not covered by the Standing Committees as stated above in Article VII Section E.

**ARTICLE VIII**

**Election Process for the Board of Trustees and the Executive Committee**

 **A.** **Board of Trustees and Executive Committee**

The election of the Board of Trustees and the Executive Committee members shall be held every two years. The election meeting shall be held on the first Havan Sunday of December of the election year. The new leadership shall assume the office on January first of the following year.

 **B. Nominating Committee and Election**

The BOT and the Executive Committee will appoint a three (3) member Nominating Committee 60 days prior to election, preferably by first Havan Sunday of October in the election year. The Nominating Committee shall be constituted as follows:

* One member of the current Executive Committee nominated by the Executive Committee.
* One member from the General Body nominated by the BOT
* One outgoing member from the BOT nominated by the BOT

The current President of the Executive Committee and the Chairperson of the BOT who are members of the BOT cannot be member of the nominating committee.

The members of this Nominating Committee shall select a Chair-person among themselves. The Nominating Committee will present by the first Havan Sunday of November a slate of individuals most suitable for: officer and members of the Executive Committee (President, Vice-president, Secretary and Treasurer and five Members) and for members of Board of Trustees whose term will be expiring. The Nominating Committee will obtain consent from the nominees before presenting their names. The Nominating Committee shall announce the slate and date of election in writing to all members of Arya Samaj of New Jersey who are in good standing and are eligible to vote 30 days prior to the election date. The election should be completed on first Havan Sunday In December.

 The members of the Nominating Committee shall not nominate themselves or their spouses, parents or children to serve in any capacity for any position in the Executive Committee or in the Board of Trustees.

 Additional nominations for a position in Board of Trustee or Executive Committee may be submitted to the Nominating Committee by a written petition signed by twenty five members in good standing entitled to vote at the General Body meeting, two weeks before the scheduled election meeting (2nd Havan in November). No member of BOT will be accepted as signatory to the written petition.

. In the event there are nominations by a written petition, the Nominating Committee shall assume the role of an Election Committee for those positions and will conduct the election in a fair and smooth manner. All members in good standing will be eligible to vote in the election, Absentee ballots will not be allowed.

**ARTICLE IX Youth Group**

Youth Group members will elect the following Office Bearers during June of each year

 President

 Vice President

 Secretary

 Treasurer

 Webmaster

**A. Responsibilities of Office Bearers of the Youth Group**

**President:** Work with the President of the organization in organizing Youth Group meeting and help in clerical work including e-mail transmittals

**Vice President:** Fill in the duties of the Youth Group President

**Secretary:** Prepare notes of class room discussions

**Treasure:** Maintain account of funds raised by Youth Group

**Webmaster:**  Help maintain Arya Samaj website and other computer related matters

 **B. Eligibility**

In order to contest for any position, the Youth Group member must have at least 50% attendance in Youth Group classes and havan/satsang in the year preceding the election

1. **Nomination and Conduct of Election**

In order to stand for election for any position, a Youth Group member will require an endorsement from at least two Youth Group members

Every year the date of election in June will be announced by the outgoing Youth Group President at least four (4) weeks prior to election date. Nominations must be submitted to Youth Group Coordinator at least two weeks prior to the election. The youths contesting the election may be required to give a two to three minutes speech on the day of election in the Havan Hall.

 Only youth present on the day of election will be able to cast their votes.

 The election will be conducted by the Youth Group Coordinator. The President of the Organization may appoint an observer, preferably a parent whose child is not contesting the election. The Youth Group Coordinator will announce the election results to the youth group members after the election.

**ARTICLE X Miscellaneous**

**A. Amendment of By-Laws**

 When necessary the Board of Trustees (BOT) will appoint an Ad-hoc Committee to review the

 existing By Laws and propose amendments, if required. This Ad-hoc Committee will consist

 of a total of three (3) members. The BOT Chairperson will support and facilitate the work of the

 Committee...

Any amendment to the By Laws shall be first approved by a majority of Board of Trustees. Next amendment to the By Laws shall also be approved by at least five out of nine members of the Executive Committee with at least three out of four office bearers present. In addition, any amendment to the By Laws shall be submitted for voting by members of the General Body.

A copy of the By Laws highlighting the recommended changes shall be sent to all voting members for information and comments. A thirty days written notice shall be given to all members for a special General Body meeting wherein the proposed amendments shall be presented and ratification by at least fifty-one percent of the members present at the meeting shall be obtained. The General Body meeting will be presided by the Chairperson of the Board of Trustees.

**B. General Body Meetings**

A special General Body meeting may be called by the Executive Committee any time for a specific purpose with 30 days written notice to all members outlying the agenda of the meeting.

Any 20 members in good standing may request in writing to the President for a General Body meeting for any specified purpose. The President must call the meeting in 45 days.

 The President shall preside over the annual General Body meeting on last Havan Sunday in the month of December. All Office Bearers and Chairpersons of the Standing Committees, stated in Article VII.E, shall present their annual reports.

 To call a General Body meeting other than the annual meeting, the President shall give one month’s written notice to all members outlining the agenda to be discussed.

**C. Disciplinary Action**

The Executive Committee will have the authority, with the approval of the Board of Trustees, to take disciplinary action including dismissal from the membership of the Organization against any member who is found involved in an activity which is considered in violation of the By-Laws of the Organization. Such action shall require the approval of five (5) out of nine (9) members of the Executive Committee and the majority of the Board.

**D. Finances and Accounting**

* Accounting shall be done according to the requirements of the Internal Revenue Service and shall be audited/reviewed/consolidated by a CPA at the end of each calendar year.
* This organization is organized exclusively for religious purposes, under Section 501(C) of the Internal Revenue Code (or the corresponding section of any future Federal Tax Code.)
* No part of the net earnings of the Organization shall incur to the benefit of, or be distributed to its members, trustees, directors, officers, or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of Section 501(C)(3) purposes. No substantial part of the activities of the Organization shall be the carrying on of propaganda, or otherwise influencing legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.
* Not withstanding any other provision of these articles, the Organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under Section 501(C)(3) of the Internal Revenue Code (or corresponding section of any future Federal Tax Code), or (b) by an Organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or corresponding section of any future Federal Tax Code.)

**E**. **Guidelines for Charitable Donations by Arya Samaj**

* Donations from Arya Samaj of New Jersey funds to domestic and foreign Charitable Organizations will require approval from Board of Trustees. Donations to charitable organizations will be disbursed only to organizations which are approved and registered bodies with their Government.

* The charitable organization receiving donation must provide a receipt for the donated amount as required by the rules for the non-profit organization.

* Members pledging donation to any other organization, domestic or foreign must be active and current members of the Arya Samaj of New Jersey for a period of at least one year.

* Donation given to a guest purohit, teacher or speaker will be as determined by the Executive Committee.

**F. Resignation or Dismissal from the Executive Committee**

The Chairperson of BOT will submit his/her resignation from the Board to the Secretary of the BOT.

The President of Executive Committee will submit his/her resignation letter to the Chairman of the Board of Trustees.

A member of Board of Trustees will submit his/her resignation letter to the Chairperson of the BOT.

A member of Executive Committee will submit his/her resignation letter to the President of Executive Committee.

Any member of the Board of Trustees or Executive Committee who is absent from four consecutive meetings without a good cause during any twelve month period, may be asked to resign.

**G. ` Dissolution of the Organization**

* The Board of Trustees will have final authority to initiate dissolution of the Organization. The decision about the dissolution shall be approved by at least five out of seven members of the Board of Trustees.
* The decision about the dissolution, as well as the transfer of assets and the liabilities, shall be approved by at least five out of seven members of the Board of Trustees. This proposal shall be sent to the general body. A majority vote of all voting members of the Organization will be required to approve the dissolution of the Organization.

 In the event of the dissolution of the organization, the assets and the liabilities of the organization will be transferred to the Arya Pratinidhi Sabha America or another Arya Samaj or an organization of a comparable nature committed to the principles of the Arya Samaj or a Vedic Hindu foundation, or corporation. The recipient organization must be one which satisfies the requirement of the Section 501(C)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code. However if the above named recipients are not then in existence or are no longer qualified or unwilling or unable to accept the distribution then the assets shall be distributed to the Federal Government or to a State or Local Government, for a public purpose.

**H. Rules of Orders**

 Robert's Rules of order shall govern all meetings of the Organization.

**1.1 THE TEN PRINCIPLES OF THE ARYA SAMAJ**

1. God, His Characteristics: The Primordial Root - the Eternal Unseen Sustainer - of all true knowledge and of objects made known by true knowledge - any of all these - is the-Supreme God.

2. His Attributes and Worship: God is Personification of Existence, Intelligence and Bliss. He is Eternal, Formless, Almighty, Just, Benevolent, Unborn, Endless and Infinite, Unchangeable, Incomparable, Support of All, Lord of All, All-pervading, Omniscient and Controller of all from within, Fearless, Holy and Creator of the Universe. To Him alone is worship due.

3. His word, the Vedas: The Vedas are the books of true knowledge. It is the paramount duty of every Arya to learn and teach the Vedas.

4 Truth: We should be ever ready to embrace truth and to forsake untruth.

5. Righteousness: All acts should be done in accordance with Dharma after deliberating what is right and wrong.

6. Benevolence: The prime object of the Arya Samaj is to do good to the world, that is, to promote physical, spiritual and social good of every sentient being.

7. Love and Justice: Our conduct towards all should be guided by love, righteousness and justice.

8. Nescience and Science: We should dispel "avidya" - nescience, and promote "vidya" - science, spiritual and physical.

9 .Individualism and Altruism: No one should be content with promoting his good only; on the contrary, he should look for his good in promoting the good of all.

10. Subordination and Liberty: All men should subordinate themselves to the laws of society calculated to promote the well-being of all; they should be free in regard to the laws promoting individual well-being

**1.2 Membership Application Form Template**

|  |
| --- |
| **ARYA SAMAJ OF NEW JERSEY****682 Harristown Road, Glen Rock, NJ 07452** **(Glen Rock Jewish Center Building)** **Mailing Address: Arya Samaj of New Jersey, P.O. Box Glen Rock, NJ 07452****Website: www.aryasamajofnj.com*****Registered Tax Exempt Non-Profit Religious Organization - IRS ID# 22-2537355*** |
| Applicant name (s), profession  |  |
| Address |  |
| Children names and age | 1.2.3... |
| Other adults living with the family |  |
| How did you hear about us? |  |
| Annual fee | General membership: As determined by the Executive CommitteeLife membership: Ten Times the annual general membership fee |
| ASNJ Members sponsoring the family | 1.2. |
| Applicant signatures and date |  |
| Membership Approval | ASNJ Secretary (signature)President (signature)Date: |

**2.0 GUIDELINES FOR SAMAJ ACTIVITIES**

**2.1 Guidelines for Hosting of Havan / Satsang**

**2.1.1 Havan / Satsang - Day and Time:**

Minimum of two Sundays each month, 3.00 PM to 6.00 PM

**2.1.2 Program Outlines:**

 Sandhya and Havan

 Mantras for Special Occasions

 Religious Readings by Children

 Discourse on Religious / Cultural Subjects

 Devotional Bhajans

 Yoga & Pranayam

 Aarti

 Community Announcements

 Prashad and Social Hour

 Cleanup

**2.1.3 Satsang Host (Yajman) Families**

 The member families will be solicited for hosting the Satsang and providing the Prashad. The Yajman families will be encouraged to select Satsang dates near birthdays of their family members, wedding anniversary or any other solemn occasion they may like to celebrate with their relatives and friends. The Prashad Committee shall maintain the list of the host families. If a change in the already committed date of Satsang is required by the host family, it shall be coordinated with this Committee.

**2.1.4 Purohit**

 The Purohit or the person conducting the Havan should be planned weeks in advance of the actual date of satsang by the President. Requests for specific persons for conducting the Havan will be honored provided they are suggested at the time of sign-up for hosting the satsang.

**2.1.5 Donation**

 Adequate dakshina should be paid to the Purohit specially invited by the host family for the occasion. The host families should donate adequate amount to the Arya Samaj to offset the running expenses of the organization, which are about $1,200 per month at this time.

**2.1.6 Prashad**

 The menu for the prashad is left at the discretion of the host families.

**2.1.7 Special Satsang**

 Arya Samaj will provide full assistance to a member family who wishes to host a Satsang on a non-Havan Sunday due to special circumstances.

**2.2 Havan Setup and Cleanup**

 “Havan set up and clean up list” should be sent to the host families prior to the Havan satsangs.

The host families are expected to arrive at the Satsang place at 2:30 PM to help in setting up the place for the satsang. They shall cleanup the place after the prashad. Executive committee members shall be present to provide any required assistance.

 The following items are required for the Havan. The host families are requested to bring these items from home.

* One packet of Havan Samigri
* Camphor
* Dry wood pieces
* One half pound of ghee
* One dried coconut
* One roll of aluminum foil
* Paper napkins, paper towels, garbage bags and dish washing detergent

**2.2.1 Satsang Hall Setup**

* Spread the white sheets over carpet
* Arrange rows of chairs
* Set a table with Havan books and attendance book

**2.2.2 Havan Setup**

* Cover Havan vedi with aluminum foil and place the Havan kund in the vedi.
* Fill water containers. Keep melted ghee into the two bowls.
* Keep wood pieces in a tray
* Place camphor, matches, tongs etc. on a plate. Keep samigri and ghee bowls with spoons in oval plates.
* Keep sweet prashad in a plate.
* Keep some paper napkins.

**2.2.3 Amplifier System Setup**

**Set amplifier system.**

**2.2.4 Kitchen Setup**

**2.2.5 At the End of Havan**

* Take out the Havan kund and place it in the kitchen to cool off,
* Setup tables and chairs near the kitchen area.

**2.2.6 Cleanup**

* . Fold sheets and put them in the suitcase.
* Collect all books and keep them in the bag.
* Scrape off the cool ashes from the Havan kund and fold them in the aluminum foil. Rinse and dry Havan kund and stand and keep them in the bag.
* Clean Havan utensils, dry them and keep them in the plastic box along with all Havan supplies.
* Keep all Satsang/ Havan supplies in the storage room
* Put back tables and chairs and store them at the proper place.
* Check class rooms and bathroom for cups and plates.
* Sweep and mop hall and kitchen floors. Check for trash outside the building. Turn off stove and oven.
* Clean range tops, counter tops and sinks. Empty the water in the coffee pots and set them in place. Dry the sink.
* Put all garbage into garbage bags and place them neatly in the proper place.
* Shut off lights and lock all doors.

**2.3 Use of Community Resources**

1. Members are requested to contact the President of Arya Samaj when they hear tragic news related to any member or member of their immediate family. The President will relay the message through the Executive Committee to all members.
2. In the event of tragedies like death, sickness and hospitalization, serious automobile accident, a gift of flowers or fruit basket up to and not exceeding $50 will be sent if the member involved in the tragedy is a current member of the Samaj. The gift will be sent by Community Affairs Committee or the President. All members of the Board of Trustees and the Executive Committee are encouraged to offer support to the family and visit the sick member or make a telephone call to the family.
3. In case of specific requests for life saving gift/donation e.g. bone marrow, organ transplant or blood donation etc., all members will be provided with detailed information and volunteers from adult and youth members will be sought for these noble causes.
4. List of donor volunteers will be maintained by the Community Affairs Committee.
5. Community resources will be fully utilized on requests for information or consultation on specific issues such as domestic violence, child abuse, elderly abuse, etc. by the President or the Community Affairs Committee. Any discussion on these sensitive issues will be kept completely confidential.

**2.4 Donations to Charitable Institutions By Arya Samaj**

* Donations to charitable organizations will be given only to organizations which are registered bodies with the Government.
* The charitable organization receiving donation must provide a receipt for the donated amount as required by the rules for the non-profit organization.
* Members pledging donation to any other organization, domestic or foreign must be active and current members of the Arya Samaj of New Jersey for a period of at least one year.
* Donations given to an individual person will be in the form of a grant or fellowship.
* Donation given to a guest purohit or speaker will be not more than $151.

**Appendix**

**A. UNIVERSAL PRAYER**

***Om bhur bhuvah swah,tatsavitur***

***varenyam bhargo devasya dhimahi***

***dhiyo yo nah prachodayat***

O God, the Giver of life, Remover of pains and sorrows, Bestower of happiness, and

Creator of the Universe, You are most luminous, pure and adorable. We meditate on You. May You inspire and guide our intellect in the path of righteousness.

***Om vishwani deva savitar duritani parasuva***

***Yad bhadram tanna asuva***

O Lord, The Creator of the Universe, remove all forms of vice and sorrow from us.

Give us those qualities that are ennobling**.**

***Om agne naya supatha raye asman viswani deva vayunani vidwan.***

***Yuyo dhasma jjuhurana meno bhuyishthante nama uktim vidhema.***

O luminous God! Lead us to the noble path of thy devotion and grace.

Lord! You know all our deeds. Remove all vices and sins from us.

We offer in every way our homage and salutations to You.

***Om asato ma sad gamaya,***

***Tamaso ma jyotir gamaya,***

***Mrityorma ‘mritam gamaya.***

O Lord, Lead us from untruth to truth.

Lead us from darkness to light

Lead us from death to immortality.

***Sarve bhavantu sukhinah,***

***Sarve santu niramayah.***

***Sarve bhadrani pashyantu,***

***Ma kashchit dukha bhavayt.***

O Lord, In You may all be happy. May all be free from misery.

May all realize goodness, and may no one suffer pain.

**B. The Mission of Arya Samaj**

***Krinvanto Vishvam Aryam***

**Make the Universe Noble**

**Thus spoke** **Maharishi**

*I have not come to preach any new dogma or religion nor to establish a new religious order nor to be proclaimed a new (Messiah or Pontiff).*

*I have only brought before my people the light of Vedic Wisdom which had*

*been hidden during the centuries of India’s servitude.*

*I am not anxious about my (salvation). I am particularly anxious of those millions of people who are poor, weak and suffering. I do not mind if I have to take birth again and again. I will attain (salvation) when these people attain it.*

*The world is fettered by the chain forged by superstition and ignorance.*

*I have come to snap into parts that chain and set slaves at liberty.*

*It is contrary to my mission to have people deprived of their freedom.*

*Purification of the mind is of greater importance than purification of the body*

*for taking one towards the path of God realization.*

*Therefore, it behooves us to sing the glories of God and to pray and meditate on Him.*

*Impartial justice, acceptance of truth, total abandonment of untruth;*

*such conduct is* ***Dharma***

**C. HISTORY OF ARYA SAMAJ**

Among all the movements that have taken place in India to reform Hinduism, Arya Samaj is one of the most successful movement. It has over 5000 branches all over India and in many countries around the world.

Arya Samaj was founded on 10th of April,1875 at Bombay, by Swami Dayanand Saraswati, one of the greatest Hindu religious reformer of all times. Its mission was to revive and propagate the teachings of Vedas, the four (4) most ancient books of revealed knowledge.

Swami Dayanand Saraswati was born in 1824, in the small village of Tankara, in Gujarat, India. At the age of fourteen, he lost faith in religious worship followed by his family during a Shivratri festival. Some years later, he left home in search of truth and God. For the next fifteen years, he searched for a guru who would teach him the ultimate truth. Finally, in Mathura, he met Swami Virjanand, who revealed to Dayanand the truth contained in the Vedas. After completing his studies, Swami Dayanand devoted his life preaching Vedic knowledge to people throughout India.

To combat the poverty, misery and hypocrisy he saw in the Hindu society, Swamiji started a strong movement of religious, social and political reforms. A brave and fearless leader, and a great orator, he attracted large gatherings at his lectures and discourses. His powerful speeches and writings, which preached the authority of the Vedas and criticized the meaningless religious customs and social injustices, won him both friends and enemies. He survived several attempts on his life, but finally succumbed to a lethal poison. He died on the night of Deepawali, October 30, 1883. Through their dedicated efforts, Swami Dayanand’s followers continued his work, under the banner of Arya Samaj.

This great organization has been largely responsible for the many reforms that have taken place in recent history. It tried to unite the diverse forms of worship by stressing the authority of the Vedas which are the basis of Hinduism. It taught the Vedic truth of one all-pervading, omniscient, eternal and formless God. It condemned blind faith and superstitious beliefs. It revived the Vedic samskaras (sacraments) and the yajna (havan) ceremonies. The Arya Samaj fought against social injustices and discriminations based on birth, race, sex, color or creed. It fought to end to the prevalent custom of child marriage and encouraged the remarriage of widows. In the political arena, the Arya Samaj was foremost in India’s struggle for independence from foreign rule.

**ARYA SAMAJ IN NORTH AMERICA**

In North America, a number of Arya Samaj organizations have been formed since the nineteen-seventies. In the year 1991, they came together to form the Arya Pratinidhi Sabha America, a congress of Arya Samajs in North America. They have become an essential part of the Hindu Community and serve as houses of worship as well as community centers.

Arya Samaj of New Jersey (formerly known as Arya Samaj of Bergen County) was formed in August, 1982. It has grown into a large religious and cultural congregation with members from various counties in New Jersey and New York. It is committed to promote the mission and principles of Arya Samaj. It teaches Vedic religion, conducts yoga classes to adults and children. It conducts weekly havan/satsangs and religion and Hindi classes for children. It also participates in various social and humanitarian activities including active participation in the Interfaith Brotherhood/Sisterhood Committee.

**D. SATSANG LOCATIONS AND DIRECTIONS**

 **Bergen County Location:**

 Arya Samaj of New Jersey, Inc.

 Glen Rock Jewish Center Building

 682 Harristown Road, Glen Rock, NJ 07452

**Directions:**

**From Garden State Parkway (GSP) North Bound:**

Take Exit 165 for Oradell/Ridgewood and follow directions for Ridgewood. You will be on East Ridgewood Avenue. On East Ridgewood Avenue make left on to Paramus Road. Then right on Grove Street, left on Prospect Street and Right on Harristown Road. 682 Harristown Rd. in on your left.

**From Garden State Parkway (GSP) South Bound:**

Take Exit for Oradell/Ridgewood and make right on to East Ridgewood Avenue and follow the directions from above.

**From Rt. 17 North Bound:**

Take exit for Ridgewood Avenue and follow the directions from above.

**From Rt. 17 South Bound:**

On Linwood Avenue follow directions for Ridgewood. On Linwood Avenue make left on to Paramus Road. Once on Paramus Road follow directions from above