



BRAHMIN SAMAJ OF GEORGIA, INC.

Constitution and By-Laws

Amended & Approved by BSOGA Members

GBM Date: _____

Table of Contents

ARTICLE: 1	NAME AND LOCATION	3
ARTICLE: 2	OBJECTIVES	3
ARTICLE: 3	MEMBERSHIPS	4
ARTICLE: 4	MEMBERSHP DUES	5
ARTICLE 5:	BOARD OF TRUSTEES	5
ARTICLE 6:	EXECUTIVE COMMITTEE AND its RESPONSIBILITES	8
ARTICLE: 7	ELECTION PROCESS	13
ARTICLE: 8	FINANCIALS	14
ARTICLE: 9	CONSTITUTION & BY-LAWS and its INTERPRETATION	16
ARTICLE:10	AMENDMENTS	16
ARTICLE: 11	LIABILITIES	16

ARTICLE: 1 NAME AND LOCATION

Section 1.1:

The name of the non-profit Organization/Corporation shall be Brahmin Samaj of Georgia Inc. Hence forth also be called BSOGA.

Section 1.2:

Permanent address of the Organization shall be: 5028, Wickford Drive, Duluth GA 30096, Registration of the Certificate of Incorporation with above permanent address should be filed annually with the State of GA by either Managing Trustee or President.

ARTICLE: 2 OBJECTIVES

Section 2.1:

BSOGA Corporation will be operated exclusively for religious, charitable, and educational purposes within the meaning of Section 501(C) (3) of the Internal Revenue Code.

BSOGA's Primary objectives are:

(A) To hold religious, spiritual, cultural, and educational activities to benefit the Brahmin Samaj of Georgia Inc. (BSOGA) members and the greater BSOGA community

(B) To promote and foster goodwill and friendship between BSOGA members, Brahmins, and Hindus all over the world.

(C) To provide scholarships for educational and socio-medical needs of the needy and deserving students of the community via secured means such as a separate educational fund from BSOGA members and other resources.

(D) To cultivate the younger Brahmin generation a spirit of self-respect and better understanding of Indian culture and its heritage in the American Society.

(E) To encourage the spirit of mutual help through voluntary services among members particularly in cases of emergencies to enhance unity.

(F) To encourage spirit of philanthropy amongst its members individually and collectively to help the Brahmin and the larger Indian community in education, cultural awareness, and natural calamities. The objective is to support projects of similar organizations (like BSOGA) in the United States and India.

Section 2.2:

BSOGA Organization is established as a non-profit and shall not make or declare dividends.

ARTICLE: 3 MEMBERSHIPS

Section 3.1:

Membership of the association shall be open to all those who subscribe to its objectives listed in Article 2 section 2.1. Membership is open to all Brahmins by birth or a family in which either spouse is a Brahmin by birth or someone who believes in the Brahmin & Hindu way of life. Such members shall constitute the general body of the association.

Section 3.2:

A family unit consisting of husband and/or wife together with their unmarried children, and parents of either spouse living at the same residential address shall be eligible under one family membership.

Section 3.3:

Notwithstanding anything contained in Section 3.2 of Article 3 above, any single individual of age 21 or older and without a family is also eligible for an individual membership.

Section 3.4:

Prospective members must fill out the Membership Application form (Exhibit: A) and either mail/email the signed form or submit it to a current Executive Committee member or any current Board of Trustee.

Section 3.6:

The membership is subject to approval upon verification by the Executive committee and Board of Trustees

Section 3.7:

No members shall be admitted into the organization, who acts in a way which brings discredit upon the association or who violates the objectives of the organization. The Board of Trustees and the Executive Committee reserves the right to censure, suspend, and expel such member(s).

ARTICLE: 4 MEMBERSHIP DUES

Section 4.1:

All annual membership fees are due on the basis of a calendar year: Jan 1st to Dec 31st. Payment deadline for dues is on or before 31st of January each year. If membership is not paid by the due date members can potentially lose all membership rights including voting rights.

The Membership fee schedule is as follows:

- Family: Annual membership (as in Section 3.2 of Article 3) **\$100 per year**
- Family Life Membership (as in Section 3.2 of Article 3) **\$300**
- Individual Annual Membership (as in Section 3.3 of Article 3) **\$100 per year.**
- Individual Life Membership (as in Section 3.3 of Article 3) **\$300**

Section 4.2:

The Board of Trustees in conjunction with the Executive Committee has a right to change/amend the membership due schedule within their executive power to determine the membership dues schedule as needed. A majority of both committees must agree to a new membership dues schedule for it to be approved and enacted. Any new dues schedule will go into effect at the beginning of the next calendar cycle.

Section 4.3:

Membership Fees (Annual and Life) are non-refundable.

Section 4.4:

Any waiver of the outstanding membership dues from existing or discontinued members shall be approved solely by the Board of Trustees.

ARTICLE 5: BOARD OF TRUSTEES

Section 5.1:

Eligibility to become a Board of Trustee

- He/She should be a Life Member of BSOGA for a minimum of 5 years
- He/She should be a Brahmin by birth, or be a spouse of a Brahmin
- He/She should be in good standing in the community
- He/She should be nominated by a Life Member

Section 5.2:

Minimum Board of Trustees:

The board of Trustees shall consist of Five (5) members, whom each shall be nominated by a Life Member and elected with a majority at the Annual General Body Meeting or Election meeting.

Section 5.3:

Term of Board of Trustees:

An operating term of a Board of Trustee member shall be for 4 Years. Trustees can only serve two consecutive terms, however after a four year gap, Trustee can re-apply.

Section 5.4:

Board of Trustee's Vacancies

(A) Board of Trustee Voluntary Vacancies:

In the event a Board of trustee vacancy occurs due to resignation, sickness, or any unforeseen and inevitable reason, he/she should submit their resignation request in writing to the Managing Trustee of the Board. The vacancy will be filled by an election at the next Annual General Body meeting.

In the event a Board of Trustee member vacancy occurs due to death or incapacitation in which the trustee is unable to submit their resignation in writing, then it will be understood that the individual will not be able to retain and continue his/her services as a trustee, and thus the position will be deemed vacant by the Board of Trustees, and the vacancy will be filled by an election at the next Annual General Body Meeting.

(B) Removal due to Non-participation:

Any member of the Board of Trustees who remains absent from five consecutive meetings and/or BSOGA events without a reasonable cause and advance notice to all the board of trustees, shall be deemed to have vacated his/her duties and position. Such vacancy shall be filled by election at the next Annual General Body meeting.

(C): Removal through non-confidence vote:

The general body of membership shall have the option to exercise a vote of no confidence on any member of the Board of Trustees and thereby terminating his/her tenure of office by voting at its annual or general body meeting with two thirds majority vote of the members present. This vacancy can be filled by an election held at a special meeting called for such purpose within 90 days of the termination.

Section 5.5:

The Managing Trustee:

Trustees shall nominate and elect the Managing Trustee from within the group of Board of Trustees to oversee BSOGA for a 4 year term.

Section 5.6:

Resignation & Vacancies of Managing Trustee:

Resignation of Managing Trustee should result in the election of new Managing Trustee from within the existing members of the board of Trustees. Trustee's vacant position for the remaining term will be filled by an election at the next General Body Meeting

Section 5.7:

Meetings of Board of Trustees:

The Board of Trustees shall hold at a minimum of one trustee meeting once a calendar year to ensure the BSOGA Constitution and By-Laws are being adhered to by the current Executive Committee.

(A): Managing Trustee can call a meeting at any time with ample notice to other trustees. Any trustee can ask for a Board of Trustees meeting by requesting the managing Trustee to hold such a meeting with written justification, who shall review the need for such a meeting and arrange it accordingly if necessary. However, if a majority of the Board of Trustees requests a meeting, the meeting must be scheduled and take place.

(B): Board of Trustee and Executive Committee members will meet at least 30 days prior to the General Body meeting to prepare such items such as the agenda and Annual Report items that will be presented during the Annual General Body meeting

Section 5.8:

Roles and Responsibilities of Board of Trustees:

1. The Board of Trustees is authorized and responsible to ensure BSOGA Constitution and By-Laws are properly adhered to by the Executive Committee and the general membership. The Board of Trustees will also play an advisory role to the Executive Committee.

2. The Board of Trustees shall coordinate and communicate with all the Brahmin Samajs of USA and Overseas to establish and expand the Brahmin network for the benefits of our community. This can be done in coordination with the Executive Committee. Both units will work to cultivate, enhance, and strengthen the relationship of BSOGA with other Brahmin organizations.
3. The Board of Trustees will oversee the endowment funds of BSOGA. The Board of Trustees will make available an operating bank account to the Executive Committee with seed/start-up funds of \$7,500 to launch BSOGA programs during its 2 year term. In the event the funds are depleted prior to the end of the two year term, then the executive committee can ask for additional funding upon presenting a financial plan and or budget for future events to the Board of Trustees.
4. The Board of Trustees should lead and participate in fund raising efforts for the general good of the BSOGA and its programs.
5. All Board of Trustees primary principle is to cultivate BSOGA culture and value for the purpose of BSOGA progress and self-sufficiency.
6. Board of Trustee member cannot occupy an Executive Committee position concurrently.
7. Board of Trustees shall provide temporary leadership and management of day to day operations to the organization in case the executive committee becomes inoperative and/or dissolves and is unable to function effectively for any reason. The Board of Trustees shall also function to ensure proper transition of authority between Executive Committee elections.
8. The Board of Trustees & Executive Committee shall appoint Youth Committee, Finance review committee, Nominating & Election committee, By-law committee, Legal advice committee, National Convention Committee and/or Special Events committee, or other committees as needed.

ARTICLE 6: EXECUTIVE COMMITTEE AND its RESPONSIBILITES

Section 6.1:

The daily management of BSOGA shall be vested in the Executive Committee.

Section 6.2:

The Executive Committee shall consist of a maximum of Five (5) members of BSOGA. These members seeking leadership roles in the executive committee shall be elected by the BSOGA members at an Annual General Body/Elections meeting.

Executive Committee shall have following positions:

- President
- Vice President

- Treasurer
- Secretary
- Joint Secretary (Optional)*

Section 6.3:

Eligibility to become a member of the Executive Committee

- He/She must be a Life Member of BSOGA
- He/She must be a Life member of BSOGA for a minimum of 5 years
- He/She should be in good standing in the community
- He/She should have actively participated and/or donated for BSOGA events
- He/She should be nominated by a Life or Annual Member
- He/She cannot be a current Board of Trustee

Section 6.4:

Elections of Executive Committee Members:

- Any Life member of BSOGA in good standing can contest for the above positions upon declaration of Election for the new term.
- Position of Joint Secretary (*) may be filled upon request by nomination by the Executive Committee. The position of Joint Secretary is not an open position for members to contest for as an individual position. It must be part of a collective team seeking election to various executive positions in BSOGA. For example, four people would like to seek nominations for all four executive committee positions as a slate of candidates, and would like to include a joint secretary member, and thus will include a nomination for that position with their slate of candidates.
- Member must meet eligibility requirements as stated in **Section 6.3 of Article 6**.

Section 6.5:

Term of Executive Committee Positions:

The Executive Committee's term shall *be* for two (2) years. Any Executive Committee member can hold a position for a maximum of 2 consecutive terms. Executive Committee member must have a two year gap following two consecutive terms to be eligible to run for another executive position.

Two year term begins upon election of executive committee and will terminate at the end of the two year term following election cycle for the next two year term.

Section 6.6:

Executive Committee voluntary Vacancies:

In the event a vacancy occurs due to resignation, sickness, or any unforeseen and inevitable reason, he/she should submit their resignation request in writing to the Managing Trustee of the Board. The Board of Trustees will then meet with the current Executive Committee and discuss the options available for the continuation in managing the Samaj.

Available Options:

- A. If the vacancy is in the position of President, then the Executive Committee's Vice President can assume the President's role and continue the management of the samaj until the conclusion of the committee's term.
- B. If the vacancy occurs in the Vice President, Treasurer, or Secretary, the Executive Committee can continue to function as the executive committee and the role of the vacant position can be assumed by one or more members of the executive committee, as long as roles and responsibilities in section **6.9** are followed.
- C. The Executive Committee can make a request for a special election at the next General Body Meeting to fill the vacant executive committee position.

Section 6.7:

Removal due to Non-participation:

Any member of the executive Committee who remains absent for five consecutive Executive committee meetings or BSOGA events without a reasonable cause, and advance notice to all the executive committee members, shall be deemed to have vacated his/her position duty. Such vacancy shall be filled by following the guidelines stated in Article 6 Section 6 for filing a vacancy.

Section 6.8:

Removal through non-confidence Motion:

The general body of the Samaj shall have the option to exercise a vote of no Confidence on any member of the executive committee and thereby terminate his/her tenure of office by two third majority vote of the members present at its Annual or General Body Meeting or at a Special Meeting convened by the Board of Trustees.

Upon removal, such vacancy can be filled by following the procedures outlined in Article 6 Section 6.

Section 6.9

Roles and Responsibilities of Executive Committee Members:

1. The Executive Committee shall conduct the day to day operations of BSOGA. All Executive Committee members will collectively plan and execute any/all events for the betterment of BSOGA.
2. The entire Executive Committee is collectively responsible in maintaining proper records of planning, accounting, and financial documentations of each BSOGA events & undertakings.
3. The executive committee shall manage and support activities undertaken by any Ad hoc committees created for special events.
4. The executive committee members must meet on a regular basis to plan and create a strong membership base, a strong membership network, and successful operation/celebration of religious festivals and/or events of BSOGA.
5. The executive committee shall promote friendship and encourage all BSOGA members to work with other Brahmin Samaj's nationwide and worldwide to expand the Brahmin network and make BSOGA community stronger.
6. The executive committee is responsible for ethical operation of BSOGA events as per the guidelines as stated in the BSOGA Constitution and By-laws.
7. An Executive Committee member cannot concurrently be a Board of Trustee member

President: The President shall:

- (a) Chair Executive Committee meetings
- (b) Coordinate & conduct all events of BSOGA
- (c) Provide updates to the Board of Trustees from time to time on BSOGA's activities and financial health.
- (e) Form Ad hoc Committees & appoint chairperson of the same as necessary

(f) Ensure that all checks are signed by two of the following: President, Vice President, Treasurer, or Secretary.

(g) President will guard & share with Managing Trustee of the Board the BSOGA Website, BSOGA E-mails & Social Media Passwords, and any other electronic or other passwords for BSOGA purposes.

(f) President shall share & pass on all the Passwords to the in-coming President

(g) President shall ensure that the transition from one executive committee to the next is processed smoothly and seamlessly.

Treasurer shall:

(a) Carry out the financial responsibilities of BSOGA including making bank deposits and writing all checks per guidance and approval from President.

(b) Maintain detailed financial accounting of Receipts and Payments of all BSOGA events and BSOGA funds

(c) Provide itemized financial report in writing for the meetings of the Executive Committee and for the Board of Trustees

(d) Present Treasurer's report during BSOGA's Annual General Body meeting

(e) Keep copies and proper record of Membership forms, dues received and issue receipts for membership dues & donations.

Vice President shall: Perform such duties as delegated by the President and will have such other authority and powers as the President in the President's absence.

Secretary shall:

(a) Call combined Board of Trustee and Executive Committee meetings in consultation with the Managing Trustee of the Board

(b) Call Executive Committee meetings in consultation with the President

(c) Prepare and maintain minutes of all the meetings

(e) Maintain proper records of non-financial documents of BSOGA

(f) Perform such other duties as the president may from time to time delegate

ARTICLE: 7 ELECTION PROCESS

Section 7.1:

Upon adoption of this amended Constitution & By-laws, fresh Elections will be held on _____ for the new Executive committee members & new Board of Trustees. Thereafter election for The Board of Trustees and Executive Committee members are to be conducted every Four (4) and every Two (2) years respectively.

Section 7.2:

The Board of Trustees shall nominate a minimum of three members of BSOGA of good standing as the Nominating and Elections Committee for the Nomination and Election process.

Section 7.3:

The Nomination and Elections Committee shall be responsible for planning, conducting and completing the election for new Board of Trustees and the new Executive committee as identified in the BSOGA Constitution and By-Laws.

Section 7.4:

Once appointed, it will be the Nominating and Elections Committee's responsibility to send out Nomination form identifying venue, date and time for the election. (Exhibit D) at least 4 weeks in advance to every member of BSOGA by US Postal mail and/or electronic communication that is generally accepted and practiced mode of communication.

Section 7.5:

BSOGA Members interested in contesting for any vacant positions of Board of Trustees or the Executive Committee should file their nomination on the prescribed Nomination form (Exhibit E) and mail their application/nominations form to the Nominating and Elections Committee at the identified address in a sealed envelope. Applications should be post marked by the dead line date. Applications postmarked after the stipulated deadline will be disqualified.

Section 7.6:

The Nominating and Elections committee shall complete the evaluation of the nomination forms received from members at least seven (7) days prior to the election date and they shall notify all the applicants about their qualification or disqualification.

Section 7.7:

The Nominating and Elections Committee shall conduct and manage the elections process through secret ballots for all positions at the General Body/election meeting.

Section 7.8:

All votes must be cast in person at the General Body Meeting/Election meeting.

Section 7.8.1: Votes per Level of Membership

(A) A family with a Life Membership shall have a maximum of two votes per family. Two members of the family must be present to cast votes. Each voting member must be 18 years or older (Article 3 Section 3.3).

(B) A family with annual membership shall have one vote per family. One adult member of the family must be present to vote (Article 3 Section 3.3).

(C) Individual life and annual members shall have one vote, and must be present to cast vote. Individual member must be 18 years or older to vote (Article 3 Section 3.3).

(D) No proxy voting shall be allowed.

Section 7.9:

Nominations from the floor will be invited only if no nominations are received through the normal nomination process.

Section 7.10:

The Nominating and Elections committee officers will announce the results of the elections after tabulating and verifying the election results at the General Body/Election meeting.

Section 7.11:

Example of an Election Notice (Exhibit B) and Ballot form (Exhibit-D) is attached.

ARTICLE: 8 FINANCIALS

Section 8.1

(A): BSOGA is a non-profit 501-C-3 organization and is not involved in generating profits or declaring dividends as stated in Article 2. BSOGA has evolved over the years and patronage of its members and their contributions have resulted into a reasonable savings over years. The funds are solely to be used for the BSOGA events and other objectives listed under Article 2. It is the responsibility of the prevailing Board of Trustees and the Executive Committee to maintain the financial health of BSOGA.

(B): The Board of Trustee will maintain the endowment funds of BSOGA.

(C): EC shall receive an operating budget of \$7500 to carry out all BSOGA events' within its power. They should leverage the operating funds to fund raise and get sponsorships for each event, resulting in a positive cash flow at the end of their elected term.

(D): In the event the Executive Committee requires special funds for a larger event e.g. matrimonial convention, they must create a budget and business plan, and present it to the Board of Trustees for review and action.

Section 8.2:

(A): Signing Authority for Operating Funds account: The check signing authority should be vested in a minimum two officers from the executive committee, one of them must be the treasurer and the other one is an alternate, preferably President when the treasurer is not available.

(B): Signing Authority for Endowment Funds Account: The Check signing authority should be vested in a minimum of three trustees of the Board. One of them must be the managing trustee. Two signatures are required for any funds to be withdrawn.

Section 8.3:

A Record of Incomes and Expenditures should be maintained as per standard accounting principals. The record must be updated at least every three months (every quarter).

Section 8 4:

All income should be supported with a Receipt/acknowledgement of funds and all expenditures should be supported with an expense invoice.

Section 8 5:

Treasurer should submit Income & Expenditure report on annual basis to the Executive Committee & Board of Trustees prior to the annual general body meeting.

Section 8 6:

BSOGA shall maintain Liability Insurance covering all office bearers of BSOGA. All BSOGA events and its Venue & Locations shall be insured also.

Section 8.7:

BSOGA's annual financial report shall be presented at the Annual General Body Meeting.

ARTICLE: 9 CONSTITUTION & BY-LAWS INTERPRETATION

The Board of Trustees shall be the final authority in interpreting the BSOGA's Constitution and By-Laws.

ARTICLE: 10 AMENDMENTS

Section 10.1:

Any member of BSOGA in good standing may propose an amendment to this Constitution by submitting the proposed amendment in writing to the Board of Trustees. If the amendment is approved by the Board of Trustees, the proposed amendment shall be presented for adoption at the next Annual General Body Meeting. A two third majority of the vote of the members present in person, at such meeting shall be required for adoption of the proposed amendment.

Section 10.2:

In the event, a proposed amendment is not approved by the Board of Trustees , it may be submitted for a referendum at Annual General Body Meeting by means of petition bearing the signature of at least 25% of members in good standing at that time. The proposed amendment will be adopted if the two-third (2/3) of the members present in person votes by ballot in favor of such an amendment.

Section: 10.3:

All members in good standing will be notified in writing of the proposed amendment along with an announcement of an Annual General Body Meeting of BSOGA.

Section 10.4:

Any member, who requests in writing a copy of Constitution and Bye-Laws, will be able to down load from BSOGA's current website: www.bsoga.org or obtain from BSOGA Secretary by sending a check of \$25 in favor of BSOGA for the printing cost and services.

ARTICLE: 11 LIABILITIES

The members and their families and their guests who attend any meeting, event or function of BSOGA shall do so at their own risk and are required to take care of and protect themselves and their personal belongings from any personal injury and /or loss to them or their personal belongings.

- 1. Exhibit A: Membership form**
- 2. Exhibit B Election & GBM Notice**
- 3. Exhibit C Nomination Form**
- 4. Exhibit D Ballot Form**

Exhibit A: Membership form



Brahmin Samaj of Georgia Inc.

(A Registered tax exempt 501-C-3 Organization. Ein# 582180725)

Post Office Box 80162, Atlanta, Georgia 30366

Website: www.bsoga.org

MEMBERSHIP FORM

I / We wish to apply for membership in Brahmin Samaj of Georgia Inc. Enclosed herewith, please find required information and fees.

Life Membership: \$ 300.00

Annual Membership: \$ 50.00 *(Membership period is a calendar year: Jan. 1 to Dec. 31)*

Applicant's Name

_____ *Last* _____ *First* _____ *Middle*
 Occupation _____ Education _____

Spouse's Name

_____ *Last* _____ *First* _____ *Middle*
 Spouse's Occupation _____ Spouse's Education _____

Residential Address

City/State/Zip

Telephone Nu. (R) _____ (C) _____

Telephone Nu. (W) _____ Email _____

Family members residing in the same household (Parents and children under 21 years only)

Name	Relation	Age	Education	Occupation

I / We understand that I / We have supplied the above information voluntarily. I/We also agree that above information may be used for the benefit of the Brahmin Samaj of Georgia Inc. and its members anytime.

Signature

Date

FOR OFFICE USE ONLY

Received Amount \$ _____ Membership _____ Life _____ Annual _____

Check # _____ Drawn on Bank _____

Treasure _____ Comment _____



Exhibit B: Election & GBM Notice

BRAHMIN SAMAJ OF GEORGIA INC. (BSOGA)

A registered 501-C-3 tax exempt org. with EIN # 58-2180725

P O Box 80162, Atlanta GA 30366

GENERAL BODY MEETING (GBM) Notice 20XX-20XX Exe Committee ELECTION Notice

A general body meeting of BSOGA will be held on <date>_____ <time>_____ at
_____ Tel # _____

AGENDA FOR THE GENERAL BODY MEETING:

- 2:00 PMOpening welcome address by the BSOGA Chairman
- 2:15 PM..... Summary of 20XX-20XX events by the BSOGA President
- 2:30 PM..... Presentation of BSOGA TREASURER financial report
- 3:00 PM..... **Election of the 20XX-20XX Executive Committee members**
- 4:30 PM..... Vote of thanks and Introductions of new office bearers

Per State Law if there is no quorum at this GBM, a second GBM meeting will be called. The second GBM meeting will be held on <day>, <date> with same agenda as this GBM. Please check BSOGA website www.bsoga.org for meeting information & election results. The Venue for the <#> GBM will be announced via email.

Election of the 20XX-20XX Executive Committee Members:

- (1) President ; (2) President Elect (3) Secretary, and (4) Treasurer**

The Nominating & Election Committee members are:

- (1) Mr/Mrs A (Committee Chairman)
- (2) Mr/Mrs B (Committee Member)
- (3) Mr/Mrs C (Committee Member)

To be eligible, completed nomination form must be **postmarked & received on or before** <day>, <date> and must meet the qualifications as described in the BSOGA by-laws. Nomination forms may be submitted by one person for one position only. All nominees must be life member and in good standing as of <day>, <date> . Nominations from the floor will be invited by Chairman and President only if no valid nominations have been received.

Completed Nomination form should be mailed to the below address:

**Mr <name here>, Chairman, BSOGA Nomination & Election Committee,
Post Office Box 80162, Atlanta, GA 30366**

Any nominee candidate who wants to withdraw must send written communication to the Nominating Committee and must be received by <day>, <date>. All Life Members & current (20XX) annual members as of <day>, <date> & in good standing will be eligible to vote. As per BSOGA constitution, 2 votes per family unit member & 1 vote per individual member will be allowed. **Only members in physical presence will be eligible to vote.** No proxy or absentee voting permitted per by-laws.

Please bring picture ID and other supporting documents to vote or run for any positions. If proper documentation as required by the BSOGA constitution is not provided, you may not be able to vote. If you need more information or have any questions please contact: Mr/Mrs A at <Tel # of Mr/Mrs. A>

Sincerely,

Chittaranjan Jyotishi,
Chairman BSOGA Board



BRAHMIN SAMAJ OF GEORGIA Inc. (BSOGA)
A registered 501-C-3 tax exempt org. with EIN # 58-2180725
PO BOX 80162, Atlanta GA 30366

20XX–20XX Executive Committee/ Trustees’ Election
NOMINATION FORM

Position applying for:

PRESIDENT: _____ PRESIDENT ELECT _____ SECRETARY _____ TREASURER _____

TRUSTEE #1 _____ #2 _____ #3 _____ #4 _____ #5 _____

Name of Nominee: _____ Position _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Date: _____ Signature of Nominee: _____

PROPOSED BY: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Date: _____ Signature: _____

SECONDED BY: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Date: _____ Signature _____

Only Life members in a good standing as of <date> qualify to be a Nominee, Nominate or second a Nominee. **Only one person from member’s family is allowed to nominate or second a nominee.**

More nomination and Membership form may be downloaded from www.BSOGA.org

Please mail completed original Nomination form to:

Mr <Name Here>, Chairman
BSOGA Nomination & Election Committee
Post Office Box 80162 Atlanta, GA 30366

Please Note:

1. **This completed form must be post marked & received on or before <day> <date>.**
(Email, Fax or scan copies are not valid or acceptable)
2. Nomination withdrawal request must be made in writing to Nomination Committee and must be received by Wednesday <date>
3. To Vote you have to be a Life member or <year> annual member by <date>

Exhibit D: Ballot Form

Brahmin Samaj of Georgia Inc.
Post Office Box 80162 Atlanta, GA 30366

BALLOT FORM FOR OFFICE BEARERS FOR Year 20XX-20XX (Sample)

Election Date: _____ Election Time _____ Election Venue _____

Members of Nomination Committee: _____

Name of the Post	Name of the Candidate for each post	Put X in the box below to mark your vote
Post 1-President	Candidate 1	
	Candidate 2	
	Candidate 3	
Post 2-President-Elect	Candidate 1	
	Candidate 2	
	Candidate 3	
Post 3-Secretary	Candidate 1	
	Candidate 2	
	Candidate 3	
Post 4-Treasurer	Candidate 1	
	Candidate 2	
	Candidate 3	