

# **Operational Instructions**

**of**

## **SIKH GURDWARA**

(Version 3- Revision Date: 02/22/2015)



**Sikh Gurdwara**  
**271 W. Auburn Road, Rochester Hills, MI 48306**  
**U.S.A.**



# Contents

	PAGE
<b>I. Introduction</b>	7
A. Purpose	
B. Relationship to the Constitution	8
C. Relationship to the Sangat	
D. Organization Structure	9
E. Organization Functions	10
<b>II. Operating Instructions (OIs)</b>	11
<b>A. Selection Process: Committee Members</b>	
1. Selection of Selection Committee (SC) Members	
1.1. Role of Committee Formation & Transition Coordinator	12
a. Planning	
b. Announcements	
c. Collection & Processing of Nominees	
1.2. Role of EC Secretary	14
a. Announcement for SC Nominations & Explain to Sangat	
i. Qualifications of the SC Members	
ii. Request Sangat to Submit Nominations	
b. Collection of Nominations & Consent Forms	
c. Confirmation of SC Nominations	
2. Selection of Member(s) of Committees other than SC	15
2.1. Committee Members & Terms	
2.2. Selection Guidelines	
3. Confirmation of Members - Role of Granthi (Bhai Sahib)	18
<b>B. Selection Committee (SC)</b>	19
1. Designation of the SC Spokesperson (Bulaaraa)	19
2. Duties of the SC Bulaaraa	20
3. Duties of the SC Members	21
<b>C. Gurdwara Assets Protection Committee</b>	22
1. Collective Efforts of the GAPC (Teamwork)	22
2. Traits of GAPC Spokesperson (Bulaaraa)	23
3. Duties of GAPC Bulaaraa	24
4. Duties of GAPC Finance/Budget Planner	25
5. Duties of GAPC Internal Finance Auditor	27
6. Duties of GAPC Records Keeper	29
7. Duties of GAPC Fund Raising Coordinator	31

8. Duties of GAPC Committees Formation & Transition Coordinator	32
9. Duties of GAPC Kitchen Coordinator	34
<b>D. Executive Committee (EC)</b>	
1. Collective Efforts /Guidelines of the EC (Teamwork)	35
2. Duties of EC President	36
3. Duties of EC Secretary	38
4. Duties of EC Treasurer	40
5. Duties of EC Assistant Treasurer	41
<b>E. Punj Pyaare: Conflict Resolution Committee of Five (CRCF)</b>	
1. Collective Efforts /Guidelines of the CRCF (Teamwork)	42
2. Duties of CRCF Spokesperson (Bulaaraa)	44
3. Duties of CRCF Members	45
<b>F. Working Committee Members (Coordinators)</b>	47
1. Overall Facilities and Security Coordinator	
2. Building Maintenance Coordinator	
3. Langar and Parshad Coordinator	
4. Supplies Coordinator	
5. Cleaning Coordinator	
6. Dishwashing Machine Operations Coordinator	
7. Audio/Video and Info Systems Coordinator	
8. Website Coordinator	
9. Library Coordinator	
10. Stage Events/Program Coordinator	
11. Gurmat Classes Coordinator	
12. Punjabi Classes Coordinator	
13. Youth Programs Coordinator	
14. Symposiums Coordinator	
15. Outdoor Events Coordinator	
16. Inter-community Relations Coordinator	
17. Media/Agencies Affairs Coordinator	
18. Health Matters Coordinator	
<b>III. Rules/Guidelines</b>	
A. Meetings	49
B. Decision-Making	51
C. Disposition of Assets	53
D. Employment: Granthi(s)	55
E. Rules for an Anand Kaaraj (Sikh Marriage) at the Sikh Gurdwara	56
F. CRCF & SC- Verification of Qualifications Guidelines	59

<b>G. Guidelines for the Use of Divan Hall</b>	61
<b>H. Approval/Modifications of OIs</b>	64
<b>IV. Forms</b>	
1. Audits Report Summary	73
2. Membership Registration	74
3. Nomination and Consent Form: SC	75
4. Consent Form: EC	76
5. Consent Form: Punj Pyaare (CRCF)	77
6. Consent Form: GAPC Bulaara	78
7. Consent Form: GAPC	79
8. Affirmation/Confirmation: Anand Karaj Ceremony	80
<b>V. Boiler-plates</b>	
1. Charter for Advisory (Ad Hoc) Committee	81
2. Contract for the Granthi (Bhai sahib)	82

**Note: In case of a conflict between this document and the constitution, the constitution has the priority**

# **I. Introduction**

# I. Introduction

## A. Purpose

The purpose of the operational instructions is to provide sufficient guidance to effectively plan, manage, and perform all activities for the Rochester Hills Sikh Gurdwara. The underlying intent is to run the Gurdwara smoothly, harmoniously, and efficiently.

## B. Relationship to the Constitution

The constitution describes the responsibilities/duties of the committees as well as the officials to manage the Gurdwara. In essence, it describes ‘What’ needs to be done to manage all of the Gurdwara activities. This document is a complementary document. It contains the detailed instruction on ‘How’ the individuals, groups, and committees will perform their duties. In addition, it augments these instructions by providing simple guidelines, checklists, and forms where necessary, to ensure that all aspects of the duties are covered thoroughly and consistently over the years.

## C. Relationship to the Sangat

The Gurdwara belongs to the Sikh Sangat of the Rochester Hills Gurdwara. The overarching responsibilities for its smooth operations lie with the Sangat. Therefore, all committee members are representatives of Sangat to carry the responsibilities. They are all volunteers and they perform this Seva without any monetary or any other material compensation. They are all registered members of the Sangat. The Executive Committee (EC) is their primary interface which ensures that all the activities of this Gurdwara are conducted within the framework of the constitution and this document.

## D. Organizational Structure

The chart on the next page depicts the organizational structure of the Gurdwara. The management of the Gurdwara is not hierarchical. All four Formal Committees are at the same level. They mostly work independently; however, they do provide some checks and balances to each other.

The Executive Committee (EC) accomplishes the day-to-day management of Gurdwara functioning. The Working Committees (Coordinators) and the Advisory Committees (if needed) provide support to the EC to reduce its workload.

All committees are further categorized as Formal and Informal. The Formal Committees are formed through a selection process in accordance with the constitution. The informal Committees are created by the EC or GAPC to accomplish a set of specific objectives to ensure smooth operations. Specifically, the committees under both categories are as follows

1. Formal Committees:

Selection Committee (SC), Gurdwara Assets Protection Committee (GAPC), Executive Committee (EC), and Conflict Resolution Committee of Five (CRCF) also called Punj Pyaare

2. Informal Committees:

Working Committees and Advisory Committees

The Selection Committee, Executive Committee, Gurdwara Assets Protection Committee and the Punj Pyaare serve the Sangat and, therefore, are not subservient to each other. The fundamental nature of their specific job requires independence in their own decision-making without any interference from another committee. The Working Committee Coordinators (Informal Committees) work for the EC only. The Coordinator positions can be added or deleted by the EC depending on EC's need. However, the SC will select the qualified individuals for the task.

The Advisory Committee could be created by either EC and/or GAPC to support one or more specific tasks. The chart only depicts the examples of the types of Advisory Committees that could be formed; they may not be in existence currently. The creating/parent committee will prepare a specific charter for the Advisory Committee and choose its members from the Sangat.

# Organization Structure Chart

## Formal Committees:

**Selection  
Committee  
(SC)**

**Executive  
Committee  
(EC)**

**Gurdwara  
Assets  
Protection  
Committee  
(GAPC)**

**Punj Pyaare  
Conflict  
Resolution  
Committee  
(CRCF)**

## Informal Committees:

Working Committee (Coordinators)

- Overall Facilities and Security Coordinator
- Building Maintenance Coordinator
- Langar and Parshad Coordinator
- Supplies Coordinator
- Cleaning Coordinator
- Dishwashing Machine Operations Coordinator
- Audio/Video and Info Systems Coordinator
- Website Coordinator
- Library Coordinator
- Stage Events/Program Coordinator
- Gurmat Classes Coordinator
- Punjabi Classes Coordinator
- Youth Programs Coordinator
- Symposiums Coordinator
- Outdoor Events Coordinator
- Inter-community Relations Coordinator
- Media/Agencies Affairs Coordinator
- Health Matters Coordinator

## Advisory Committees (Ad Hoc- if needed)

**Constitution  
Amendment**

**Fund  
Raising**

**Facility  
Planning**

**Facility  
Construction**

**Other  
Needed**

## E. Organization Functions

This document contains a detailed operating Instruction for each of the formal as well as the informal committees and their members. In this section only the top level primary functions are listed.

### Sangat

The overall objective of the Sangat is to practice Sikhi. The Gurdwara creates and provides an environment for the members to learn how to practice Sikhi and expects Sangat to

- Firmly believe in God, Gurus, and Sri Guru Granth Sahib Ji
- Attend Divans on regular Basis and show due respect to the Guru
- Do Seva (Voluntary work)
- Involve self & family members in Gurmat Learning & Gurdwara activities
- Continually advance personal, family, and community belief in Sikhi
- Promote harmony among Sangat & Sikh Community
- Maintain membership
- Actively participate in Gurdwara decision making activities
- Donate portion of personal income to the Gurdwara

The Sangat actively participate in the selection of all of the Selection Committee members by proposing the names of the candidates. A rigorous process is followed to select the most qualified persons and then confirmed in the presence of Sangat upon their selection.

The Selection Committee picks only the candidates from the registered members of the Sangat to select members for all of the other committees.

### Formal Committees

The registered members of the **Sangat** nominate the candidates for the **selection committee** in accordance with procedures described in the constitution. Then at a specific Divan the head Granthi then confirms their nominations in the presence of Sri Guru Granth Sahib Ji. All other formal committee members selected by the selection committee are also confirmed in the Sunday Divan by the head Granthi. The selection of the members is based on a specific qualification criterion listed in the constitution and further substantiated here in under the appropriate OI. The functions of each committee are summarized below:

1. **SC:** The primary function is to select all members of all other committees.
2. **GAPC:** The GAPC protects the Gurdwara assets (Property and Funds) and provides leadership for the fund raising activities required for achieving the objectives of the constitution of Sikh Gurdwara.
3. **CRCF (Punj Pyaare):** Act as the sentries of the Gurdwara Maryada, and resolve conflicts that impact Gurdwara functioning or the Sikh community.
4. **Executive Committee:** Perform the day-to-day management of the Gurdwara activities.

### Informal Committees

The two categories of the informal committees perform the following functions

1. **Working Committee Coordinators:** Assist the EC in accomplishing the specific objectives of the constitution
2. **Advisory Committees:** Advise and assist EC and/or GAPC in planning, developing, and executing special projects to satisfy the needs of the Gurdwara

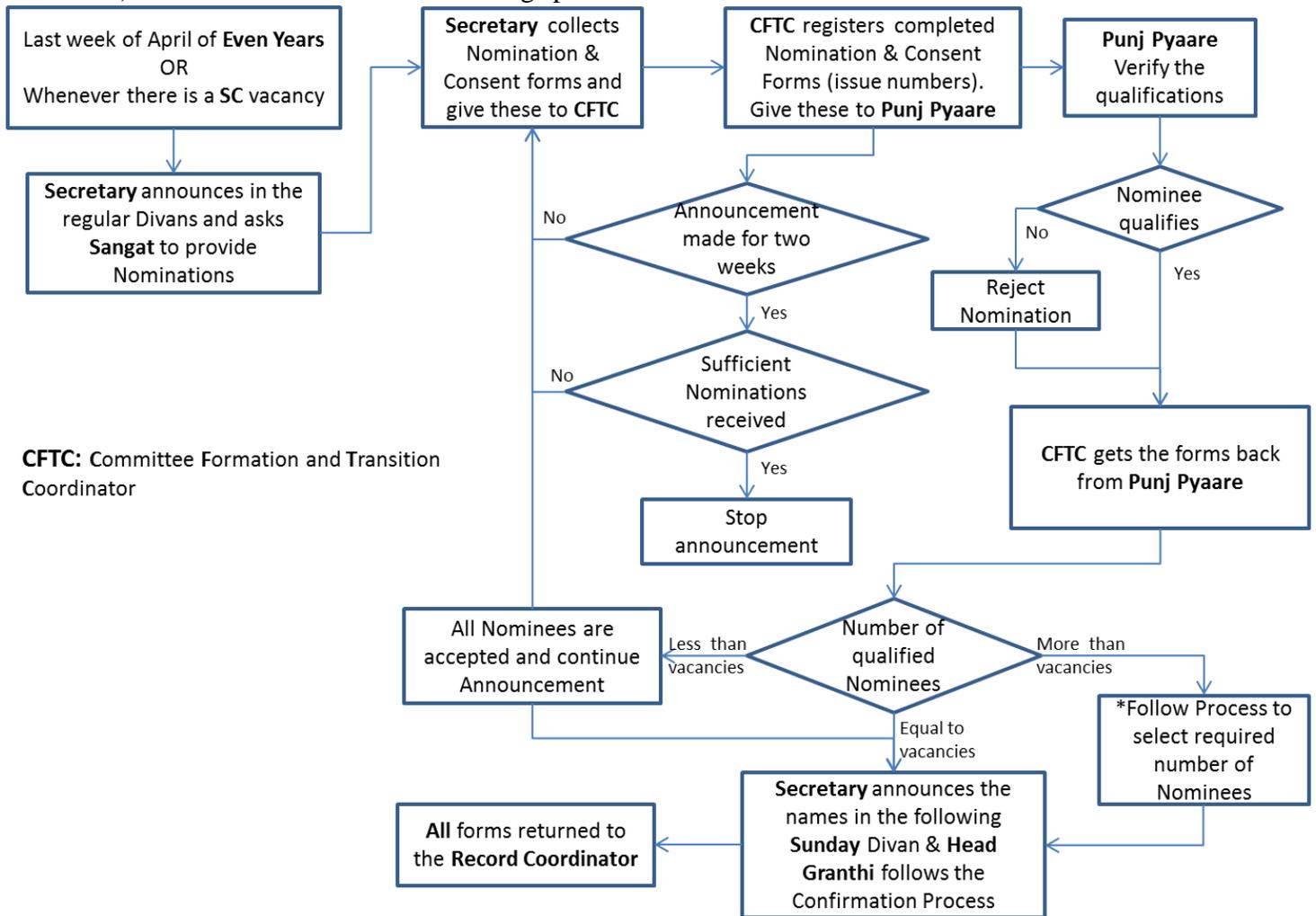
**Note:** All functions are performed within the framework of the Constitution.

## **II. OPERATING INSTRUCTIONS**

# A. Selection Process – Committee Members

## 1. Selection of Selection Committee member(s):

**1.1. Role of Committee Formation & Transition Coordinator (CFTC):** In April of every even year, the Committee Formation & Transition Coordinator of the GAPC will initiate the effort for the selection of Selection Committee (SC) member(s) as prescribed by the constitution (Section 3.5). The CFTC is responsible for the completion of this task. He will work closely with the executive committee (EC) to ensure that all activities are planned and executed in a timely manner (See Figure 1 which depicts this process in a Flowchart). The CFTC will take the following specific actions:



**Figure1:** Selection Process- Selection Committee Members

\*If the number of the qualified candidates is more than the vacancies then:

1. The EC Secretary will contact all the qualified nominees and explain the situation. He should ask for voluntary withdrawal of names from among the candidates to reach the right number. Only if this fails, then on the day of confirmation
2. The head priest would request for voluntary withdrawal of names from among the candidates. After this step, if the candidates are still more than the vacancies, the selection committee members would be chosen by writing all names on identical pieces of paper (one name on each), (candidates who are present should write their own

name)), folding them, shuffling them up, and then requesting a small child to pick at random the required number of slips out of these. The Head Granthi with the help of any 2 candidates would carry out this procedure.

**a. Planning:** Contact EC Secretary in the **third week of April in even years**; and together they will **develop a schedule** of activities necessary for completing the following tasks. This will include but not be limited to the following:

**a1.** E-mail the start of selection of SC.

**a2.** Make announcement at regular Divans and follow-up with reminders.

**a3.** Post Announcement on the bulletin board.

**a4.** Present the schedule, process, and qualifications of nominees to the Sangat and request them to propose nominees.

**a5.** Select date for the selection & confirmation of the SC member(s).

**a6.** Plan contingencies for resolving issues.

**b. Announcement:** Coordinate the following tasks with appropriate individuals and monitor their progress for a timely accomplishment:

**b1.** The EC Secretary announces in the regular Sunday Divan in the **Last week of April** and asks the Sangat to provide nominations for the selection of SC member(s).

**i.** The EC Secretary will briefly explain the process and the qualifications for the nominees.

**ii.** The EC Secretary will also post the announcement on the bulletin board on the same day.

**iii.** He will also encourage Sangat for their support and participation to submit the names of the qualified candidate(s) during the next two weeks (**1<sup>st</sup> week of May**).

**b2.** The EC President will mail (e-mail/letters) in the **Last week of April** the announcement of the selection of SC member(s) and encourage everyone to actively participate.

**c. Collection & Processing of Nominations:**

**a.** The EC Secretary shall collect the '**Nomination & Consent Forms**' submitted by the Sangat and pass them on to the CFTC to register/issues numbers - **1<sup>st</sup> to 3<sup>rd</sup> week of May**.

**b.** The CFTC shall submit all the Nomination & Consent Forms to the spokesperson for the Punj Pyaare to verify the qualifications of the nominees - **3<sup>rd</sup> Week of May**.

**c.** If the number of nominees is less than needed, EC Secretary will make every effort to contact Sangat for additional candidates- **3<sup>rd</sup> week of May**.

**d.** The Punj Pyaare will verify the qualifications of candidates - **4<sup>th</sup> Week of May**.

**e.** If the number of qualified nominees is less than needed, EC Secretary will make every effort to contact Sangat for additional candidates - **4<sup>th</sup> week of May**.

**f.** Prior to the special Divan date, the CFTC will contact the nominating parties, whose candidates do not qualify - **last week of May or 1<sup>st</sup> week of June**.

**g.** EC Secretary will coordinate the role of the Granthi and others prior to the scheduled special Divan for executing the confirmation process smoothly.

**g1.** On the scheduled day of confirmation the EC Secretary and the Granthi (Bhai Sahib) follow the '**Confirmation: SC Members OI**'.

**g2.** All completed '**Nomination and Consent Forms**' returned to the CFT Coordinator for the records.

## 1.2. Role of the EC Secretary:

**a. Announcement for SC Nominees:** On the day of the announcement of the candidates for the nominees of the SC member(s), the Secretary will perform the following steps:

**a1.** Briefly explain the **Selection Process** and the **qualifications\*\*** for the nominees.

**\*\* Qualifications for members of SC** (Section 3.3 of Constitution):

Members of the SC would represent the commitment of the Gurdwara towards Sikh Rehat Maryada (Sikh Code of Conduct). Therefore, each **member** of the Selection Committee **MUST**:

1. **Be a practicing Amritdhari Sikh** (A Baptized Sikh, who believes in Sikh Gurus and Sikh Rehat Maryada (Sikh Code of Conduct)).
2. **Be a Registered Member** of the Gurdwara for the last 12 consecutive months and maintain his/her membership for the duration he/she is in this committee.
3. **Be prepared to work as a Sevadaar** (servant) of the Gurdwara strictly on a voluntary basis (with no monetary compensation).
4. **Be prepared to serve as a member of the Executive Committee**, should a need arise, due to non-availability of six persons for that committee.

**a2.** Request Sangat to submit names of qualified potential candidates by a specific date using the appropriate '**Nomination & Consent Forms**' (Show the forms on screen and make copies available to Sangat).

- i. Each nominee must be **sponsored by a registered member**.
- ii. And each nominee must be **seconded by a registered member**.

## **b. Collection of Nomination & Consent Forms:**

EC Secretary shall collect all the filled '**Nomination & Consent Forms**' from Sangat and pass them on to the CFTC for further processing/controlling.

## **c. Confirmation of SC Nominees:**

On the day of the formation of the selection committee, the Secretary will perform the following steps:

- c1.** Briefly explain the **Selection Process** and the required **qualifications** for the nominees.
- c2.** Read names of the qualified **candidates/nominees** (Candidate will stand up and say "Waheguru Ji Ka Khalsa Waheguru Ji Ki Fateh" (and remain standing facing Sri Guru Granth sahib Ji))
- c3.** Request all the candidates to move to the front and take seats.
- c4.** Request Bhai Sahib to reduce the number of qualified candidates if needed equal to the vacancies.
- c5.** Request Bhai Sahib to proceed with the nominee Confirmation Process (Section 3.5 of Constitution), using the specific wordings contained in the Confirmation OI (A-3).

## 2. Selection of member(s) of Committees Other than SC:

Our Sikh Gurdwara uses the **selection system** instead of elections for appointing all members of various committees required to manage and conduct its activities. In addition, **all decisions** are made **unanimously** instead of **majority vote**. Thus **participation of all members in the selection process, i.e., deliberations and decision making, as a group is paramount**. The selection committee as a group has this responsibility which requires a cooperative teamwork by all of its members. This OI describes only the necessary teamwork efforts of the SC.

### 2.1 Committees' Members & Terms:

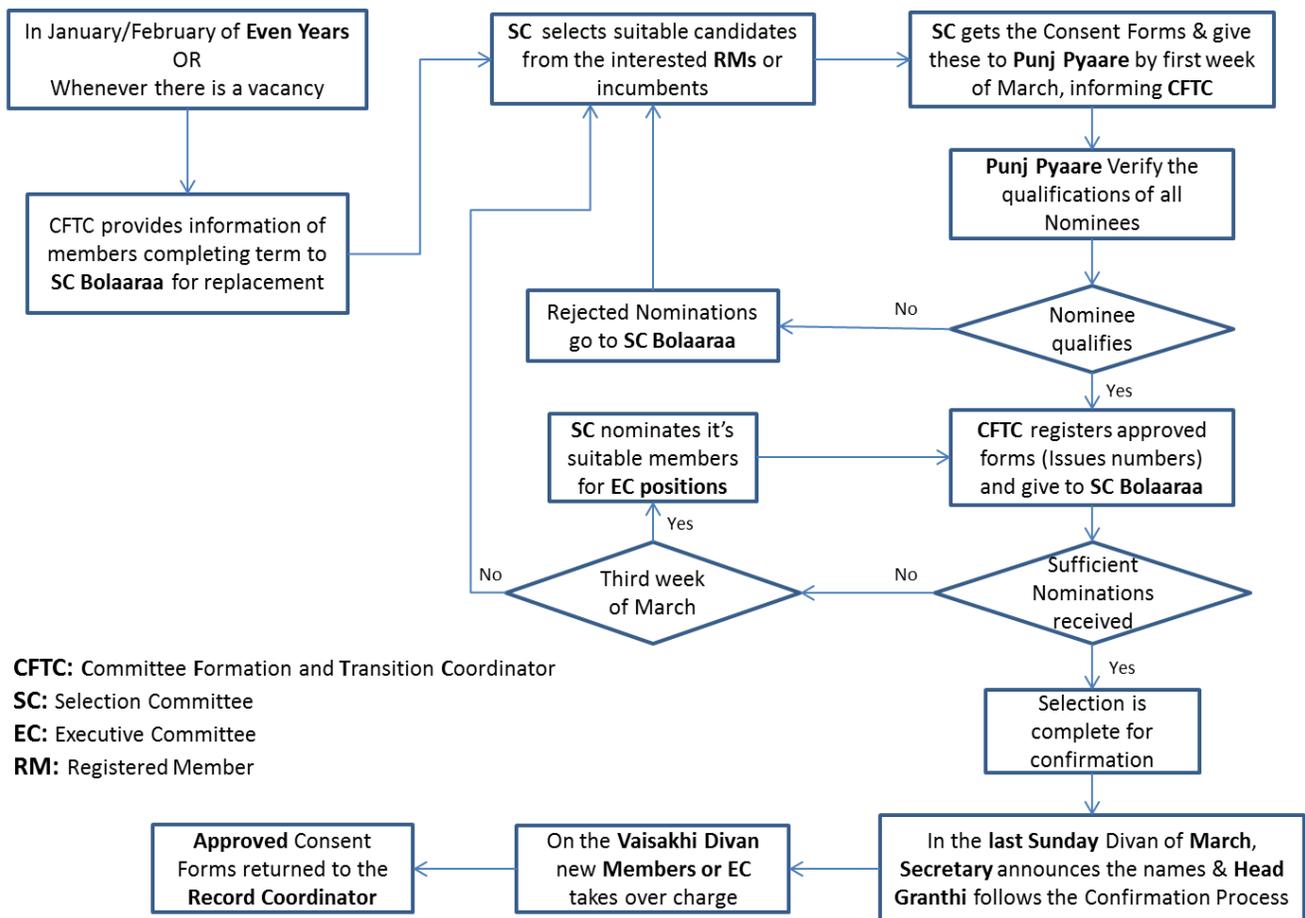
Four Formal Committees, their Members & Terms are detailed in table-1 below for the SC reference.

Name of the Committee	Total Members	Term Start Date	Normal - Member Replacement Process	Selection Process for Members	Term of the New/Replacing Member		
					Normal - Term	Remainder Term > Half Term	Remainder Term < Half Term
Selection Committee (SC)	6	June of Even Years	TWO Members are replaced on every Even Year	Selected through Nomination by Registered Members	6 Years	Remainder Term	Remainder Term + 6 Years
Executive Committee (EC)	4	April of Even Years	ALL Members are replaced on every Even Year	Selected by the Selection Committee	2 Years	Remainder Term	Remainder Term + 2 Years
Conflict Resolution Committee of Five (CRCF) (Punj Pyaare)	5	April of Even Years	ONE Member is replaced on every Even Year	Selected by the Selection Committee	10 Years	Remainder Term	Remainder Term + 10 Years
Gurdwara Assets Protection Committee (GAPC)	7	April of Even Years	ONE Member is replaced on every Even Year	Selected by the Selection Committee	14 Years	Remainder Term	Remainder Term + 14 Years

Table - 1

## 2.2. Selection Guidelines:

- a. SC Bulaaraa and Committee Formation & Transition Coordinator (CFTC) meet in Jan/Feb of the even years and discuss all vacancies, the selection process, and other necessary OIs and documentation needed for the selections.
- b. Soon after this, to start selection process, SC Bulaaraa schedules first meeting of the Selection Committee.
- c. At its first meeting, the SC Bulaaraa will:
  - c1. Describe the role of Selection Committee and its members.
  - c2. Briefly explain the selection process, the time-line to select members for different Formal Committees.
  - c3. Plan its selection tasks in accordance with the constitution and the applicable OIs (Use the process flowchart depicted in Figure 2)
  - c4. Develop a detailed schedule of its meetings to ensure timely completion of all of its selection activities (to be completed before last Sunday Divan in March) to include, the nominees of Executive Committee (EC) members and required replacements of members of all other committees



**Figure 2:** Selection Process- All Committee Member(s) Except SC

- d. The Bulaaraa shall:
  - d1. Verify the qualifications of each **unanimously proposed** candidate.
  - d2. Collect the signed Consent Forms. Contact all the nominees and confirm their willingness to serve on the GAPC, EC, CRCF (Punj Pyaare) and the Working Committee.
  - d3. Pass the Consent Forms of the candidates to CRCF Bulaaraa for qualification check.
  - d4. Coordinate the time with the EC Secretary for the announcement of all selections to the Sangat
  - d5. Coordinate with the EC Secretary the role of Granthi (Bhai Sahib) and others for confirmations of new members in the last Sunday Divan of March for executing this process smoothly.
- e. On the scheduled date of the confirmation of nominees, it is important that all SC members should attend the special Divan. The SC Bulaaraa (or EC Secretary) shall conduct that portion of the Divan allocated for the conformation of nominations.
  - e1. Briefly explain the **Selection Process** and the required **qualifications** for the nominees.
  - e2. Read names of the proposed **qualified nominees** (Candidate will stand up and say “Waheguru Ji Ka Khalsa Waheguru Ji Ki Fateh” (and remain standing facing Sri Guru Granth sahib Ji))
  - e3. Request all the candidates to move to the front and take seats.
  - e4. The Granthi (Bhai Sahib) will proceed with the Confirmation Process (Section 8.0 of Constitution) using the specific wordings contained in the confirmation OI.

### 3. Role of Granthi (Bhai Sahib) in Confirmations

#### 3.1. Committee Members (ਕਮਿਟੀ ਮੈਂਬਰ):

While seated in the Tabia of Sri Guru Granth Sahib Ji, Bhai Sahib will perform the following steps for the confirmation of committee Members except Punj Pyaare.

- a. Request all candidates to stand up facing Sri Guru Granth Sahib Ji.
- b. Ask all the candidates collectively the following question.

“ਕੀ ਤੁਸੀਂ ਸ੍ਰੀ ਗੁਰੂ ਗਰੰਥ ਸਾਹਿਬ ਜੀ ਨੂੰ ਹਾਜ਼ਰ ਨਾਜ਼ਰ ਸਮਝਦੇ ਹੋਏ, ਗੁਰੂ ਨੂੰ ਮੁੱਖ ਰਖਕੇ, ਸਮਝਦੇ ਹੋ ਕਿ ਕਿ ਜਿਹੜੀ ਸੇਵਾ ਤੁਹਾਨੂੰ ਦਿਤੀ ਜਾ ਰਹੀ ਹੈ ਕੀ ਇਸਦੇ ਯੋਗ ਹੋ ਅਤੇ ਇਹ ਸੇਵਾ ਤੁਹਾਨੂੰ ਪ੍ਰਵਾਨ ਹੈ?”

**A collective affirmative answer from the candidates will suffice. If anyone answers it negatively then he/she will be excused from the nomination.**

At this point, the SC Bulaaraa, EC Secretary or someone from the Sangat will raise the Jakaaraa and after the Sangat's response the conformation process concludes.

#### 3.2. Punj Pyaare (ਪੰਜ ਪਿਆਰੇ):

While seated in the Tabia of Sri Guru Granth Sahib Ji, Bhai Sahib will perform the following steps for the confirmation and oath of the **Punj Pyaare**.

- a. Request the nominee to stand up facing Sri Guru Granth Sahib Ji.
- b. Ask nominee the following two questions.

੧. ਕੀ ਤੁਸੀਂ ਸ੍ਰੀ ਗੁਰੂ ਗਰੰਥ ਸਾਹਿਬ ਜੀ ਨੂੰ ਹਾਜ਼ਰ ਨਾਜ਼ਰ ਸਮਝਦੇ ਹੋਏ, ਗੁਰੂ ਨੂੰ ਮੁੱਖ ਰਖਕੇ, ਸਮਝਦੇ ਹੋ ਕਿ ਕਿ ਜਿਹੜੀ ਸੇਵਾ ਤੁਹਾਨੂੰ ਦਿਤੀ ਜਾ ਰਹੀ ਹੈ ਕੀ ਇਸਦੇ ਯੋਗ ਹੋ ਅਤੇ ਇਹ ਸੇਵਾ ਤੁਹਾਨੂੰ ਪ੍ਰਵਾਨ ਹੈ?
੨. ਕੀ ਤੁਸੀਂ ਸ੍ਰੀ ਗੁਰੂ ਗਰੰਥ ਸਾਹਿਬ ਜੀ ਨੂੰ ਹਾਜ਼ਰ ਨਾਜ਼ਰ ਸਮਝਦੇ ਹੋਏ, ਗੁਰੂ ਨੂੰ ਮੁੱਖ ਰਖਕੇ, ਸੌਂਹ ਚੁਕਦੇ ਹੋ ਕਿ ਤੁਸੀਂ ਇਸ ਗੁਰਦਵਾਰੇ ਦੇ ਸਿਧਾਂਤਾਂ ਅਤੇ ਮਰਯਾਦਾ ਅਨੁਸਾਰ ਨਿਰਪਖਤਾ ਨਾਲ ਸੇਵਾ ਨਿਭਾਵੋਗੇ?

**A collective affirmative answer from the candidates will suffice. If anyone answers it negatively he/she will be excused from the nomination.**

At this point, the SC Bulaaraa, EC Secretary or someone from the Sangat will raise the Jakaaraa and after the Sangat's response the conformation process concludes.

**Note:** Granthi (Bhai Sahib) shall perform this above role for the confirmation of all formal committee members.

## B. Selection Committee

### 1. Designation of SC Spokesperson (Bulaaraa)

1. SC Bulaaraa and Committee Formation & Transition Coordinator (CFTC) meet in Jan/Feb of the even years and discuss all vacancies, the selection process, and other necessary OIs and documentation needed for the selections.
2. Soon after this, to start selection process, SC Bulaaraa schedules first meeting of the Selection Committee.
3. At its first meeting, SC Bulaaraa will:
  - a. Describe the role of Selection Committee and its members.
  - b. Briefly explain the required qualifications of the candidates, the selection process, the time-line to select members for each of the following Formal Committees
    - i. GAPC
    - ii. Executive Committee
    - iii. CRCF (Punj Pyaare)
  - c. Plan its selection tasks in accordance with the constitution and the applicable OIs (Use the process flowchart depicted in Figure 2)
  - d. Develop a detailed schedule of its meetings to ensure timely completion of all of its selection activities (to be completed before last Sunday Divan in March) to include, the nominees of Executive Committee (EC) members and required replacements of members of all other committees.
4. The Bulaaraa shall:
  - a. Verify the qualifications of each **unanimously proposed** candidate.
  - b. Collect the signed Consent Forms. Contact all the nominees and confirm their willingness to serve on the GAPC, EC, CRCF (Punj Pyaare) and the Working Committee.
  - c. Pass the Consent Forms of the candidates to CRCF Bulaaraa for qualification check.
  - d. Coordinate the time with the EC Secretary for the announcement of all selections to the Sangat
  - e. Coordinate with the EC Secretary the role of Granthi (Bhai Sahib) and others for confirmations of new members in the last Sunday Divan of March for executing this process smoothly.
5. On the scheduled date of the confirmation of nominees, it is important that all SC members should attend the special Divan. The SC Bulaaraa (or EC Secretary) shall conduct that portion of the Divan allocated for the conformation of nominations.
  - a. Briefly explain the **Selection Process** and the required **qualifications** for the nominees.
  - b. Read names of the proposed **qualified nominees** (Candidate will stand up and say “Waheguru Ji Ka Khalsa Waheguru Ji Ki Fateh” (and remain standing facing Sri Guru Granth sahib Ji))
  - c. Request all the candidates to move to the front and take seats.
  - d. The Granthi (Bhai Sahib) will proceed with the Confirmation Process (Section 8.0 of the Constitution) using the specific wordings contained in the confirmation OI.

## **2. Duties Of SC Spokesperson (Bulaaraa)**

One of the SC members shall serve as the Spokesperson (Bulaaraa) of the committee. In June/July of even years, after new members are selected, Selection Committee will designate one of its members as Bulaaraa for next two years.

The Bulaaraa will perform the following functions for the **smooth running of the SC**.

1. Schedules and Chairs the SC meetings and ensures meeting minutes are taken when needed.
2. Ensure that all decisions are made in accordance with the “Decision Making OI”.
3. Be the spokesperson for the SC where-ever required.
4. Provides interface with GAPC, EC, CRCF (Punj Pyaare), Granthi (Bhai Sahib), and Sangat.
5. Initiates and leads the selection process to select different committee members.
6. Leads the selection of Granthies for hiring.
7. Coordinates the efforts of all SC members selecting candidates.
8. Verifies the qualification of each proposed candidate.
9. Attends all Sangat meetings scheduled by EC.
10. Ensures that any proposed amendment to the Constitution of the Sikh Gurdwara as per clause 11.0 of the constitution is reviewed by all members of the SC.
11. Is available to work as temporary member of CRCF, when needed, to resolving any issue.
12. Accomplishes all of the above mentioned duties as a Sevadaar of Sangat with utmost humility and politeness
13. Participates in cleaning the Gurdwara at least once in two months as a Kaar Seva.

### **3. Duties of Selection Committee Members**

All six members of the SC will perform their function as a cohesive group. Each member, besides Bulaaraa of SC shall perform his/her duties in accordance with this OI.

1. Attend all meetings scheduled by the designated Bulaaraa and participate in selecting candidates.
2. Attend all Sangat meetings scheduled by EC.
3. Review any proposed amendment to the Constitution of the Sikh Gurdwara as per clause 11.0 of the constitution.
4. Participate in the assignment of a spokesperson (Bulaaraa) of SC when needed.
5. Is available to work as temporary member of CRCF, when needed, to resolving any issue.
6. Accomplishes all of the above mentioned duties as a Sevadaar of Sangat with utmost humility and politeness.
7. Participate in cleaning the Gurdwara at least once in two months as a Kaar Seva.

## **C. Gurdwara Assets Protection Committee (GAPC)**

The key responsibilities of the Gurdwara Assets Protection Committee members are to protect the assets and constitution of Sikh Gurdwara. To do so, it requires its individual member's efforts as well as the teamwork of the Committee. Collective efforts of the Committee and each GAPC member's duties are described in separate OIs as follows.

### **1. Collective Efforts of the GAPC (Teamwork)**

- 1.** Assure that the assets of Gurdwara are fully protected by approving or rejecting any sale/lease/rent/donation of the property of Sikh Gurdwara.
  - a.** The proposal of all such activities shall be brought by the Executive Committee through documented (as per constitution) decision process to the Gurdwara Assets Protection Committee for approval
  - b.** All such requests shall require unanimous approval by all the GAPC members.
- 2.** Protect the Constitution of the Sikh Gurdwara as per clause 11.0 of the constitution.
- 3.** Conduct Funds drives to meet the Sikh Gurdwara needs.
- 4.** Conduct Audit.
- 5.** Maintain all of the records for the Sikh Gurdwara.
- 6.** Select a spokesperson (Bulaaraa) of the Gurdwara Assets Protection Committee.
- 7.** In December of each year develop and approve a yearly Budget for the upcoming year.
- 8.** All budget requests submitted by EC for approval shall require unanimous approval by the GAPC members.
- 9.** Conduct GAPC meetings by following the instructions contained in the 'Meetings OI'.
- 10.** Make all decisions by following the instructions contained in the 'Decision-Making OI'.
- 11.** Ensure that all of the responsibilities assigned to the GAPC members collectively or individually are accomplished on timely basis.

## **2. Traits of GAPC Spokesperson (Bulaaraa)**

One of the GAPC members selected by the SC will serve as the Spokesperson (Bulaaraa) per the constitution of the Sikh Gurdwara.

Bulaaraa will serve as the chairperson for the GAPC. Bulaaraa will possess following **traits**:

- 1.** Visionary
- 2.** Team Oriented
- 3.** People Skills
  - a.** Patience
  - b.** Listening
  - c.** Modesty
  - d.** Fairness
- 4.** Firmness
- 5.** Unselfishness

### **3. Duties of GAPC Spokesperson (Bulaaraa)**

Bulaaraa will perform the following functions for the smooth running of the GAPC.

- 1. Chairs GAPC meetings:**
  - a.** Prepares schedule of meetings, coordinates agenda with other GAPC members and ensures that EC Secretary posts it on the Bulletin Board & announces it per OI.
  - b.** Ensures that, when needed, notice of the meeting is sent to the Sangat on-time.
  - c.** Ensures that minutes of the meeting are prepared, approved (Signatory), filed and records maintained.
  - d.** Follows Decision-Making OI.
- 2.** Coordinates the efforts of all GAPC members to ensure that OIs are followed.
- 3.** Ensures that all Formal, Advisory, and Working Committees are formed on-time.
- 4.** Ensures timely transition of all committees/members.
- 5.** Ensures that Audits of finances are conducted quarterly and records maintained.
- 6.** Ensures that all legal documents are kept safely.
- 7.** Provides GAPC interface with the EC and the Sangat.
- 8.** Assign a GAPC Member (Volunteer) the duty of taking minutes of the meetings.
- 9.** Attends all GAPC meetings and Sangat meetings scheduled by EC
- 10.** Supports transitioning activities and turn over all records to the new official.
- 11.** Participate in record keeping by turning-in required records to Records Coordinator.
- 12.** Actively participates in the Gurdwara Fund Raising Drives.
- 13.** Ensures that the assets of Gurdwara are fully protected by properly approving or rejecting any sale/lease/rent/donation of the property of Sikh Gurdwara.
- 14.** Assists GAPC to protect the Constitution of Gurdwara as per clause 11.0 of the constitution.
- 15.** Participates in the approval of all budget requests presented to the GAPC by the EC.
- 16.** Accomplishes all of the above mentioned duties as a Sevadaar of Sangat with utmost humility and politeness.
- 17.** Participates in cleaning the Gurdwara at least once in two months as a Kaar Seva.

## 4. Duties of GAPC Finance & Budget Planner

One of the GAPC members selected by the SC will serve as the Finance & Budget Planner per the constitution of the Sikh Gurdwara.

The coordinator will perform the following functions to assist the GAPC in organizing/protecting Gurdwara finances (monetary assets) through policy and budget allocations.

1. Prepares annual budget and submits it to GAPC for approval
2. In conjunction with the EC treasurer create 'Collection Records Form'.
3. In conjunction with the treasurer make arrangements with the Bank so that:
  - a. All withdrawal transactions will be made in person (No telephone or computer transfers).
  - b. Only authorized persons can make withdrawal transactions (File Instructions with the Bank)
  - c. Withdrawals Up to \$10,000 (Treasurer and two other EC members as signatories).
  - d. Mortgage Payoff transfers (Treasurer and two other EC members as signatories).
4. Maintains Budget allocation records for all of the budgeted categories

**Note:** If the audits indicate that any expense area exceeds the budgeted category, he/she must bring it to the attention of the GAPC for corrective action.

5. Participates in the audit activity.
6. Attends all GAPC meetings and Sangat meetings scheduled by EC.
7. Supports transitioning activities and turn over all records to the new official.
8. Participate in record keeping by turning-in required records to Records Coordinator.
9. Actively participates in the Gurdwara Fund Raising Drives.
10. Ensures that the assets of Gurdwara are fully protected by approving or rejecting any sale/lease/rent/donation of the property of Sikh Gurdwara.
11. Assists GAPC to protect the Constitution of Gurdwara as per clause 11.0 of the constitution.
12. Participates in the approval of all budget requests presented to the GAPC by the EC.
13. Accomplishes all of the above mentioned duties as a Sevadaar of Sangat with utmost humility and politeness.
14. Participates in cleaning the Gurdwara at least once in two months as a Kaar Seva.

### Supporting Tools

1. Collections Record Form.
2. Instructions for Bank.

## **Budget Coordination Guidelines**

The financial budget of this Gurdwara shall be on a calendar year basis. The GAPC Finance & Budget Planner will lead this effort and prepare the draft budget with the help from the EC Treasurer. The budget will be coordinated with EC and approved by the GAPC at its fall meeting, and ratified by the Sangat during the Sunday Divan prior to the start of New Year. To accomplish this, the following process will be followed

1. At the September GAPC meeting, a notification will go to all the formal committee members to submit their budget requirements for the next calendar year to the GAPC Finance & Budget Planner before the end of October.
2. The Finance & Budget Planner will
  - a. Consolidate all the requirements and prepare the rough draft of budget proposal in November.
  - b. Compare it with the last year budget and expenditures and validate the requirements/submittals.
  - c. Seek clarifications and ask for adjustments if required.
  - d. Create final draft of budget proposal for presentation to the GAPC & EC joint meeting.
3. Present the Budget at the joint GAPC and EC meeting in December to obtain general consensus of the attendees.
4. GAPC Bulaaraa will present the Budget to the Sangat at the next Divan for ratification.
5. Once ratified, the GAPC Bulaaraa will sign the Budget which will constitute its approval.
6. The signed Budget will be provided to the Records Coordinator for copying, filing and archiving the original.
7. The Records Coordinator will provide a copy to the GAPC Finance & Budget Planner.
8. The GAPC Budget & Finance Coordinator will then allocate the budget to the appropriate committee members in writing with his signatures and provide copies to the Records Keeper for filing/archiving.

## **5. Duties of GAPC Internal Finance Auditor**

One of the GAPC members selected by the SC will serve as the Audits Coordinator per the constitution of the Sikh Gurdwara.

The coordinator of audits will perform the following functions to assist the GAPC in protecting Gurdwara finances (monetary assets) through audits.

- 1.** Audits Coordinator will provide the Bulaaraaship to audit team.
- 2.** Audits Coordinator will seek two other qualified volunteers from the Sangat (includes other GAPC members) to form a team.
- 3.** The audit coordinator will coordinate the time and place of audits with the treasurer and other team members.
- 4.** Audit all financial records maintained by the
  - a.** EC Treasurer.
  - b.** EC Assistant Treasurer.
- 5.** Reports results to the GAPC and EC.
- 6.** Conducts audits Semi-annually or when required.
- 7.** Conducts audits per OI and appropriate checklist.
- 8.** Attends all GAPC meetings and Sangat meetings scheduled by EC.
- 9.** Supports transitioning activities and turn over all records to the new official.
- 10.** Participate in record keeping by turning-in required records to Records Coordinator.
- 11.** Actively participates in the Gurdwara Fund Raising Drives.
- 12.** Ensures that the assets of Gurdwara are fully protected by approving or rejecting any sale/lease/rent/donation of the property of Sikh Gurdwara.
- 13.** Assists GAPC to protect the Constitution of Gurdwara as per clause 11.0 of the constitution.
- 14.** Participates in the approval of all budget requests presented to the GAPC by the EC.
- 15.** Accomplishes all of the above mentioned duties as a Sevadaar of Sangat with utmost humility and politeness.
- 16.** Participates in cleaning the Gurdwara at least once in two months as a Kaar Seva.

## **Audits Checklist**

GAPC will request the Audits Coordinator to perform audits of the Gurdwara Finances. The first semi-annual audit will be performed during the week prior to the Vasaakhi each year and the second in September of each year.

1. Each audit will encompass the following:
  - a. Review of the yearly budget
  - b. The treasurer's compliance with the applicable OI. The focus of the Audit will be to check the accuracy of records and promptness of actions
    - i. Disposition of funds per authorizations.
    - ii. Records of the funds collections.
    - iii. Deposits of collections in the Bank.
    - iv. Deposits of all Donations.
    - v. Maintenance of proper record of each disposition of funds.
    - vi. Payment of Facilities Maintenance Expenses.
    - vii. Payment of Expenses for the New Building/Improvements.
    - viii. Payment of Mortgage.
    - ix. Payment of Bills/Invoices.
    - x. Payment of Building Insurance.
    - xi. Payment of the employee(s) Salaries.
    - xii. Reimbursement of supplies & other expenses to Individuals.
    - xiii. Receipt Book.
    - xiv. Yearly Donation Receipts.
    - xv. Transfer of Funds.
    - xvi. Filing of Taxes.
2. The audit results will be documented, coordinated by the team members, and signed by the audit coordinator.
3. All noted discrepancies will be reported to the GAPC and EC for resolution prior to the announcement & posting.
4. The results of the audit will be posted on the bulletin board and announced to the Sangat at the appropriate time during the Sunday Divan.
5. The Audit Form will be used to document the semi-annual audits. (**Audit Report Summary** - Sikh Gurdwara, Rochester Hills, Michigan)

**Note:** The new treasurer if available will participate in the audit prior to Vasaakhi as an observer. This will serve as the training as well as smooth transition.

## **6. Duties of GAPC Records Keeper**

One of the GAPC members selected by the SC will serve as the 'Records Coordinator' per the constitution of the Sikh Gurdwara.

The Coordinator will perform the following functions to assist the GAPC to protect and maintain the records.

- 1.** The coordinator will ensure that the following documents are kept on file and maintained per the legal requirements (organized by yearly files)
  - a.** Ensures that all legal documents are kept safely.
  - b.** Deed.
  - c.** Loan Records.
    - i.** Monthly Statements.
    - ii.** Year-End Statement Form 1098.
  - d.** Charters for the existing advisory committees.
  - e.** Registered Membership Forms (Binder).
  - f.** Nomination & Consent Forms of Members (Binder).
  - g.** Contracts/Agreements (Employment).
  - h.** Tax Record (Filed Forms, receipts and other documents).
  - i.** Financial Records.
  - j.** Operating Instructions.
  - k.** Minutes of all the GAPC meetings.
  - l.** Minutes of all the Sangat & EC meetings.
  - m.** Resolutions.
  - n.** Policies.
  - o.** Constitution and Amendments.
  - p.** All correspondence from City, State or Federal Organizations.
- 2.** Attends all GAPC meetings and Sangat meetings scheduled by EC.
- 3.** Supports transitioning activities and turn over all records to the new official.
- 4.** Actively participates in the Gurdwara Fund Raising Drives.
- 5.** Ensures that the assets of Gurdwara are fully protected by approving or rejecting any sale/lease/rent/donation of the property of Sikh Gurdwara.
- 6.** Assists GAPC to protect the Constitution of Gurdwara as per clause 11.0 of the constitution.
- 7.** Participates in the approval of all budget requests presented to the GAPC by the EC.
- 8.** Maintain the Operating Instructions (OI) document and control all of its updates. Ensure that appropriate review process is carried out for any changes to the OI document.
- 9.** Accomplishes all of the above mentioned duties as a Sevadaar of Sangat with utmost humility and politeness.
- 10.** Participates in cleaning the Gurdwara at least once in two months as a Kaar Seva.

## **Guidelines for Record Keeping**

The safekeeping of records is an important intrinsic part of any organization. Although the primary responsibility and accountability reside with the Records Coordinator, however all committees are affected by this OI. They must support this activity so that appropriate records are maintained.

**Records (Documents):** The records keeper will ensure that

1. All records are segregated by category and year
2. Neatly filed

**Place:** All records (Pertinent Documents- Ref. OI for the ‘Records Keeper’) must be kept at the Gurdwara or a Bank

1. Gurdwara - Locked Filing Cabinet(s)
2. Bank - Safe-Box

**Keys:** The records keeper shall be the Key keeper.

**Note:** The GAPC has the authority to direct the key keeper to give the key to an auditing team or authorized members of GAPC and EC to review the records.

**Access to Records:** Since all records belong to the Sangat, therefore, any registered member can request to see any of the records of the Gurdwara. This shall be accomplished as follows

1. The registered member must contact the coordinator of records and make a request for the review of a specific document(s).
2. The coordinator of records will personally open the cabinet and provide the requested documents within a reasonable time.
3. The registered member will review the document in the presence of the coordinator
  - a. If a copy is requested of the policy, constitution, Operational Instruction or the minutes of a meeting, the coordinator will ensure that a copy is provided.
  - b. However, if the request of the copy involves the Deed of Property, Loan Documents, or other similar document kept in Safe-Box or deserving additional safeguarding, then the GAPC’s authorization is required to oblige the requester.

## **7. Duties of GAPC Fund Raising Planner**

One of the GAPC members selected by the SC will serve as the 'Fund Raising Coordinator' per the constitution of the Sikh Gurdwara.

The coordinator will perform the following functions to assist the GAPC in protecting Gurdwara finances (property and monetary assets).

- 1.** Work closely with the EC President for the fund drives.
- 2.** Lead Gurdwara Fund Raising Drives.
- 3.** Form a team for all of the Fund drives for the Sikh Gurdwara.
- 4.** Provide the leadership to the team.
- 5.** Be the Bulaaraa of a team for all of the Fund drives.
- 6.** Develop a strategy and a detailed plan each year for the entire fund drives.
- 7.** Ensure execution of the yearly plan and update it to meet the Sikh Gurdwara needs.
- 8.** Attend all GAPC meetings and Sangat meetings scheduled by EC.
- 9.** Support transitioning activities and turn over all records to the new official.
- 10.** Participate in record keeping by turning-in required records to Records Coordinator.
- 11.** Ensures that the assets of Gurdwara are fully protected by approving or rejecting any sale/lease/rent/donation of the property of Sikh Gurdwara.
- 12.** Assist GAPC to protect the Constitution of Gurdwara as per clause 11.0 of the constitution.
- 13.** Participate in the approval of all budget requests presented to the GAPC by the EC.
- 14.** Accomplishes all of the above mentioned duties as a Sevadaar of Sangat with utmost humility and politeness.
- 15.** Participate in cleaning the Gurdwara at least once in two months as a Kaar Seva.

## **8. Duties of GAPC Committee Formation & Transition Coordinator**

One of the GAPC members selected by the SC will serve as the 'Committee Formation & Transition Coordinator' as per the constitution of the Sikh Gurdwara.

CFT coordinator will perform the following functions to assist the GAPC in ensuring the transition of functions to new committee member/committees occurs smoothly without any interruption. The coordinator will

1. Initiate the process for selection of member(s) of all committees in the even years or whenever a vacancy occurs.
2. Monitors the progress for a timely selection.
3. Coordinates activities with the EC Secretary, SC Bulaaraa, Punj Pyaare spokesperson, and others as necessary for announcements, selection, confirmation and documentation required for the selection(s).
4. Begin the transition activity as soon as possible after the confirmation of a committee member.
5. Ensure that all transitions occur on a timely basis.
6. Use the transitioning OI checklist to adequately cover all aspects of transitioning.
7. Ensure proper transitioning of all pertinent records, processes, and applicable OIs.
8. Ensure that each new member understands his functions and record keeping.
9. Ensures that the incumbent and his/her successor are satisfied and any discrepancies discovered are noted for records.
10. Report all of the discrepancies to the GAPC and EC for corrective action (may affect the policy, OI, checklist, record keeping, reporting etc.).
11. Attend all GAPC meetings and Sangat meetings scheduled by EC.
12. Support transitioning activities and turn over all records to the new official.
13. Participate in record keeping by turning-in required records to Records Coordinator.
14. Actively participate in the Gurdwara Fund Raising Drives.
15. Ensures that the assets of Gurdwara are fully protected by approving or rejecting any sale/lease/rent/donation of the property of Sikh Gurdwara.
16. Assist GAPC to protect the Constitution of Gurdwara as per clause 11.0 of the constitution.
17. Participate in the approval of all budget requests presented to the GAPC by the EC.
18. Accomplishes all of the above mentioned duties as a Sevadaar of Sangat with utmost humility and politeness.
19. Participate in cleaning the Gurdwara at least once in two months as a Kaar Seva.

## **Transitioning Checklist**

The designated Committee Formation & Transition Coordinator has the responsibility and accountability to ensure the smooth transitioning of the responsibilities and the records from the existing member(s) to the new confirmed member(s) of all committees.

1. Ensure timely transition so that the new committee member(s) must become familiarized with their roles and responsibilities within one week of confirmation.
2. The Committee Formation & Transition Coordinator will ensure that each new member understands his/her
  - a. Duties, responsibilities, and management role of his/her committee.
  - b. Duties and authority as delineated in the constitution & OI.
  - c. Day to day management role.
  - d. Decision making process and limitations.
  - e. Duty to participate in his/her committee and Sangat meetings.
  - f. Relationship with members of own Committee.
  - g. Relationship with members of other Formal Committees.
  - h. Relationship with the Sangat.
  - i. Relationship with the Advisory Committees.
  - j. Relationship with the Working Committees.
  - k. Relationship with the Punj Pyaare.
3. The Committee Formation & Transition Coordinator will ensure that all pertinent documents and records are transitioned to the new member(s) as appropriate for the performance of his/her job in accordance with the operating instructions.
4. The Committee Formation & Transition Coordinator will also ensure that the familiarization of the new job occurs prior to transitioning of responsibilities and records.

**Note:** The Committee Formation & Transition Coordinator will also ensure that a new treasurer will participate in the audit prior to Vasaakhi as an observer. This will serve as the training as well as smooth transition.

## **9. Duties of GAPC Kitchen Coordinator**

One of the GAPC members selected by the SC will serve as the Kitchen Coordinator per the constitution of the Sikh Gurdwara.

The Coordinator will perform the following functions to assist the GAPC in ensuring the Gurdwara facilities are maintained properly.

- 1.** The coordinator will ensure that all Kitchen and Food inspection standards of the City of Rochester Hills, Michigan are met and maintained at all time.
- 2.** The coordinator will ensure all appliances and equipment is maintained in good working order.
- 3.** The coordinator will ensure all Fire Extinguishers are in working order and inspected periodically.
- 4.** The coordinator will ensure adequate measures are taken to control Rodents/Bugs etc.
- 5.** The coordinator will ensure Kitchen is maintained and kept clean.
- 6.** All Kitchen Supplies, groceries and food are adequately stored.
- 7.** Interface with the GAPC Finance Coordinator and the EC treasurer to
  - a.** Provide an annual budgetary estimate in September.
  - b.** Provide invoices/Receipts for actual expenses.
- 8.** Interface with/request EC Secretary to appeal Sangat for
  - a.** Forming Cleaning Teams.
  - b.** Seeking Volunteers from Sangat when needed for maintenance.
- 9.** Coordinate the efforts of different working committees/coordinators for proper maintenance & cleaning.
- 10.** Attend all GAPC meetings and Sangat meetings scheduled by EC.
- 11.** Support transitioning activities and turn over all records to the new official.
- 12.** Participate in record keeping by turning-in required records to Records Coordinator.
- 13.** Actively participate in the Gurdwara Fund Raising Drives.
- 14.** Ensures that the assets of Gurdwara are fully protected by approving or rejecting any sale/lease/rent/donation of the property of Sikh Gurdwara.
- 15.** Assist GAPC to protect the Constitution of Gurdwara as per clause 11.0 of the constitution.
- 16.** Participate in the approval of all budget requests presented to the GAPC by the EC
- 17.** Accomplishes all of the above mentioned duties as a Sevadaar of Sangat with utmost humility and politeness.
- 18.** Participate in cleaning the Gurdwara at least once in two months as a Kaar Seva.

## **D. Executive Committee**

The EC is the custodian of the Gurdwara property/assets. The executive committee has responsibilities of managing and conducting day-to-day running activities of the Gurdwara. To do so, it requires its individual member's efforts as well as the teamwork of the Committee. Collective efforts of the Committee and each EC member's duties are described in separate OIs as follows.

### **1. Collective Efforts/Guidelines of the EC (Teamwork)**

1. Support GAPC in Funds drives to meet Gurdwara needs.
2. Ensure that all of the responsibilities assigned to the EC members collectively or individually are accomplished on timely basis.
3. Conduct EC meetings by following the instructions contained in the 'Meetings Guidelines'.
4. Make all decisions by following the instructions contained in the 'Decision-Making Guidelines'.
5. All proposal of sale/lease/rent of the property of Sikh Gurdwara will be submitted by the Executive Committee through documented (as per constitution) decision process to the Gurdwara Assets Protection Committee for approval.
  - a. This proposal should be signed by EACH of the four members of the Executive Committee.
  - b. The local market values for sale/lease/rent will be used as a guide for preparing such proposals.
  - c. The real state property (Building and Land) of the Sikh Gurdwara cannot be donated.
6. Charity Cash donations not to exceed total sum of ten thousand dollars in a calendar year will also require 'Gurdwara Assets Protection Committee' approval.
7. The Executive Committee and the Selection committee will also jointly submit any proposal for required amendments to the constitution in accordance with section 11.0 of the constitution.
8. The EC is bound by the constitution to submit all religious and political differences arising in the Gurdwara to the Punj Pyaare (Conflict Resolution Committee of Five) for resolution.

## 2. Duties of EC President

One of the EC members is selected by the SC to perform the assigned functions as the President of the EC. He will serve in this capacity as empowered by the constitution. The duties of the EC President listed in this OI are in accordance with the constitution and other applicable OIs contained in this document.

The President will perform the following day-to day management functions in governing the Gurdwara activities and assets of the Gurdwara.

1. Chair the EC meetings
  - a. Prepare/Coordinate the agenda with the Secretary
  - b. Send notice to the Sangat (letter or email)
  - c. Ensure minutes are recorded and filed by GAPC records coordinator.
2. Provide oversight of the following coordinators' activities i.e., teams/individuals.
  - a. Langar & Parshad.
  - b. Maintenance and Repair.
  - c. Cleaning.
  - d. Kitchen.
  - e. Fund Raising.
  - f. Library Management.
  - g. Punjabi & Sikhi Education.
  - h. Kirtan Education.
  - i. Outside Programs.
3. Prepare and distribute letters (email) to the Sangat (preferably in Gurmukhi).
  - a. Special Occasions (Gurpurbs etc.).
  - b. Special Programs (Seminars, Camps, Visiting Raagies, and Dignitaries etc.).
- c. Any other informational communication deemed necessary by the EC.
4. Handle all issues concerning the Gurdwara with the city and outside agencies. This includes getting Permits/Licenses from the local city as well as general issues concerning Sikhs as described in Section 1.1 (Objectives of the Gurdwara).
5. Ensure Harmony & Smoothness in Running Gurdwara Activities and Interact/Coordinate with outside organizations.
6. Work with & support GAPC's Fund Raising Coordinator on fund-raising drives for the Gurdwara.
7. Maintain current mail and email address lists of Gurdwara Sangat.
8. Manage all Working Committees. Assure the success of Working Committee by making sure that all the required resources are provided to Working Committee Coordinators.
9. Perform the duties of Secretary in the absence of Secretary.
10. Ensure that any religious, disciplinary, legal, or political issue that is not of a routine administrative nature, or one, which the Executive Committee cannot resolve amicably among them, is referred to the Punj Pyaare for resolution.
11. Ensure, if applicable and/or required, signatures of cosigners are obtained (See Sec. 10)
12. Ensure all pertinent and legal documents are filed properly for records
13. Ensure maintenance of Registered Membership and related documents kept by the GAPC records coordinator.
  - a. All membership forms records in a Binder.
  - b. The Sangat membership list.

- c. The list of Amritdhari Sikhs.
- 
- 14. Prepare Management Contacts Information for posting on the bulletin board
    - a. EC members' names & telephone numbers.
    - b. Punj Pyaare names and their telephone numbers.
    - c. Name of Granthies & telephone numbers.
    - d. Working Committee Coordinators (Teams/individual) names & telephone numbers.
  - 15. Ensures creation of information sheets for posting on the bulletin boards
    - a. Langar Signup.
    - b. Personal Gurdwara Programs Signup.
    - c. Cleaning Volunteers Signup.
    - d. Kitchen Dishes Cleaning Machine Sevadaars.
  - 16. Support GAPC.
    - a. Support preparation of Budget.
    - b. Attend semiannual GAPC meetings.
    - c. Support transitioning activities.
    - d. Records Coordinator by providing necessary documents for filing.
  - 17. Meets with the existing coordinators of the working committee at least once a year to determine the need for the continuity of the task, and assist them in replacing/adding members if needed
  - 18. Accomplish all of the above mentioned duties as a Sevadaar of Sangat with utmost humility and politeness
  - 19. Personally welcome all new Sangat members
  - 20. Clean all the bathrooms in the Gurdwara at least once in two months as a Kaar-Seva with his/her hands.

### 3. Duties of EC Secretary

One of the EC members is selected by the SC to perform the assigned functions as the Secretary of the EC. He will serve in this capacity as empowered by the constitution. The duties of the EC Secretary listed in this OI are in accordance with the constitution and other applicable OIs contained in this document.

The Secretary will perform the following day-to day management functions in governing the Gurdwara activities.

1. Act as the Stage Secretary (MC) for the Divans. Makes announcements regarding all pertinent Functions.
  - a. Special Occasions (Gurpurbs)
  - b. Special Programs (Seminars, Camps, Visiting Raagies, and Dignitaries etc.)
  - c. Personal Programs by Individual families such as Sadharn/Akhand Paaths, Kirtan, etc.
  - d. Any other Sikhism activity that may be of interest to Sangat
  - e. Ensures smooth conduct of Divans
  - f. Maintains programs on Schedule
  - g. Coordinates the activities of all potential Speakers
  - h. Allocates & controls their speech times
  - i. Introduces all speakers
  - j. Introduces all new Sangat members
2. Organizes the program of the Gurdwara Divans, in consultation with
  - a. EC members
  - b. Granthi (Bhai Sahib)
3. Interfaces with Bulaaraas of other committees and the coordinators as necessary
4. Manage opening of the Gurdwara Building for all functions/Divans.
5. Manage attendance of Guru Granth Sahib during all Divans (Chaur Seva).
6. Co-ordinate the Gurmat Classes conducted in the Gurdwara and provide assistance to the Sevadaars handling these classes
7. Coordinates any Seminars on Sikhism and/or Issues about Sikhs organized by the Gurdwara.
8. Schedule Anand Kaaraj ceremonies and ensure that the Affirmation/Confirmation forms are signed and maintained.
9. Supervises the Gurdwara bulletin board and keep an eye on all notes / printouts posted on them that they do not violate the general policies of the Gurdwara
10. In consultation with the Head Granthi, manage all Akhand Paaths organized by the Gurdwara. This includes
  - a. Preparation of Paathies and Sevadaars lists
  - b. Monitoring the flow of Paath

**Note:** Akhand Paaths organized by individuals are not the responsibility of the EC Secretary)

11. In consultation with the Head Granthi, organize the Amrit Sanchar when necessary
12. Provides periodic performance feedback to the the Granthi(s)
13. Maintains an interface with Other Local Gurdwara Secretaries
  - a. Shares/co-ordinates special program information
  - b. Coordinates announcements of special program
14. Assist the GAPC in the Budget Preparation for the next year
15. Attend all GAPC and EC meetings

- 16.** Support Transitioning activities and turn over all records to the new official
- 17.** Accomplishes all of the above mentioned duties as a Sevadaar of Sangat with utmost humility and politeness
- 18.** Perform the duties of President in the absence of the President
- 19.** Clean all the bathrooms in the Gurdwara at least once in two months as a Kaar-Seva with his/her hands
- 20.** Personally welcomes all new Sangat members

## **4. Duties of EC Treasurer**

One of the EC members is selected by the SC to perform the assigned functions as the Treasurer of the EC. He will serve in this capacity as empowered by the constitution. The duties of the EC Treasurer listed in this OI are in accordance with the constitution and other applicable OIs contained in this document.

The Treasurer will perform the following assigned functions as a member of the EC.

- 1.** Maintain financial ledgers and keep all books balanced and in order, ready for auditing at any time.
- 2.** Prepare (on time) all reports required by IRS and the State of Michigan. This includes Federal and State Income Tax returns, any 1099s and/or W2s, and all forms required to be filled in to maintain the Tax-Exempt status.
- 3.** Manage all Payroll related matters for the salary of the Granthi(s). This includes filling any forms for the Granthies' taxes, insurances, and benefits.
- 4.** Prepare current Balance Sheet and Income/Expense Report and present them at least once in three months at a meeting of the Executive Committee. Any Registered Member requesting for a copy of the financial statements for the previous quarter should be provided with it.
- 5.** Monitor and manage all insurances for the Gurdwara.
- 6.** Monitor incoming mail received at the Gurdwara site and at any P.O. Box rented by the Gurdwara.
- 7.** In conjunction with the Finance & Budget Planner, make arrangements with the Bank so that
  - a.** All withdrawal transactions will be made in person (No telephone or computer transfers).
  - b.** Ensures that only authorized persons can make withdrawal transactions (File an instructions with the Bank)
  - c.** Withdrawal Up to \$10,000 (Treasure and two other signatory).
  - d.** Mortgage Payoff transfers (Treasure and two other signatory).
  - e.** Total withdrawal or closing of Gurdwara account (All signatory).
- 8.** Assist the GAPC in the Budget Preparation for the next year.
- 9.** Attend EC meetings and the joint meetings scheduled by EC and GAPC.
- 10.** Support Transitioning activities and turn over all records to the new official.
- 11.** Accomplish all of the above-mentioned duties as a Sevadaar of Sangat with utmost humility and politeness.
- 12.** Clean all the bathrooms in the Gurdwara at least once in two months as a Kaar-Seva with his/her hands.

## 5. Duties of EC Assistant Treasurer

One of the EC members is selected by the SC to perform the assigned functions as the Assistant Treasurer of the EC. He will serve in this capacity as empowered by the constitution. The duties of the EC Assistant Treasurer listed in this OI are in accordance with the constitution and other applicable OIs contained in this document.

The Assistant Treasurer will perform the following assigned functions as a member of the EC.

1. Collect cash and check offerings (Charat) after each Divan. This applies even if the offerings are deposited in a cash-box (Golak).
  - a. Fill in the Collection Form for each collection and keep it for records for two years.
  - b. Have a Sangat member verify the amount and sign the form. File the forms (Make them available for an audit).
2. Deposit cash and checks for the week promptly in the Bank.
  - a. Stamp back of each check with Gurdwara Stamp.
  - b. Categorize each collection as follows and maintain records.
    - i. Donations.
    - ii. Offerings.
3. Issue receipts for all Donations/Offerings.
  - a. Cash handed personally to the committee members.
  - b. Received from individuals as a result of Kirtan at their houses.

**Note:** For offerings made with checks, receipts need to be issued only when requested for.

4. Make payment
  - a. For all bills/invoices received by the Gurdwara.
  - b. For all approved expenses made by Sevadaars.
5. Keep all bills/invoices neatly filed for any auditors to review them at any time.
6. Attend all EC meetings and required GAPC meetings.
7. Support all audits authorized by the GAPC.
8. Support Transitioning activities and turn over all records to the new official.
9. Accomplish all of the above-mentioned duties as a Sevadaar of Sangat with utmost humility and politeness.
10. Clean all the bathrooms in the Gurdwara at least once in two months as a Kaar-Seva with his/her hands.

### Supporting Tools

1. Collections Record Form.
2. Instructions for Bank.

**Note:** The Treasurer and the Assistant Treasurer, on their own discretion can mutually agree to realign some of their duties for the duration of their term. However, this realignment of the duties must be documented and filed with the Gurdwara records.

## **E. Conflict Resolution Committee of Five (Punj Pyaare)**

The Punj Pyaare (Conflict Resolution Committee of Five) individually or as a group has no responsibility in the management of Gurdwara. However, The Conflict Resolution Committee of Five (CRCF) as a group is the custodian of the Gurdwara Maryada. Therefore, they are observers and perform an advisory function to all formal committees as well as Sangat. In addition, they collectively perform the duties of the 'Conflict Resolution Committee' described in the constitution. To do so, requires individual member efforts as well as the teamwork by all members of the Punj Pyaare. This OI describes only the necessary teamwork efforts.

### **1. Collective Efforts/Duties of the CRCF**

Under the broader framework of the Constitution the Punj Pyaare act independent of any other formal committee and will

- 1. Settle any conflicts arising in the Gurdwara affairs**
  - a.** The Formal Committees are bound by this constitution to refer any religious and disciplinary issue that is not of a routine administrative nature, or one which they cannot resolve amicably among themselves, to the Punj Pyaare.
  - b.** The Punj Pyaare shall meet as a team and come up with a unanimous solution. If required, they can seek advice from Akal Takhat, Amritsar, before making their decision.
  - c.** However, once the decision has been made and announced, the Formal Committees would have to accept all its terms unconditionally
- 2. Settle Personal/Family Issues**
  - a.** The services of the Punj Pyaare would be available to the members of the Sikh Community in general for resolution of their personal problems.
  - b.** However, a case can be considered only after both parties involved give written statements that they would accept the decision of the Punj Pyaare unconditionally; and thereafter consider the conflict as resolved
  - c.** There would be no charge for this service and the whole issue would be handled in a discreet and friendly manner
- 3. Review offence and determine disciplinary action**
  - a.** No member of the Sangat is allowed to use the Gurdwara Building for personal business or entertainment. Nor is the Gurdwara a meeting place to settle personal differences. The Gurdwara is the home of the Guru and must be treated with utmost respect.
  - b.** Any one committing an offence that can bring a bad name to the Gurdwara or to the Sikh community in general can be requested to stand up before the Sangat and apologize for ones conduct.
  - c.** Failing this the Punj Pyaare (Conflict Resolution Committee of Five) can cancel the membership and even disallow member's entry into the Gurdwara for up to two years.
- 4. CRCF as a group is the custodian of the Gurdwara Maryada**
  - a.** They will keep a watchful eye on the functioning of the Gurdwara affairs and, from time to time, advise the Formal Committees about any pertinent issue.
  - b.** If requested, may
    - i.** Propose a solution for implementation.
    - ii.** Develop an educational material for clarification of Maryada.
- 5. Review the proposed changes to the Gurdwara Constitution and unanimously endorse only those changes that are in compliance with Gurmat/Rehat Maryada**
- 6. Verify the qualification of the candidates for all of the formal Committees**

- a. Requested by “Committee Formation & Transition Coordinator” of Gurdwara Assets Protection Committee.
  - b. Requested by the Selection Committee.
7. CRCF as a group is the distributor of funds in case Organization of Sikh Gurdwara is dissolved for some reason. Punj Pyaare jointly with the Gurdwara Assets Protection Committee will be responsible for the distribution of the money received from the sale of Gurdwara Assets
- a. The Gurdwara Assets Protection Committee shall first discharge all liabilities.
  - b. The Punj Pyaare shall distribute the remaining funds to the appropriate Sikh Charities.

**Meetings:** The Punj Pyaare are not bound by the specific instructions contained in the ‘Meetings Guidelines’. When appropriate, they may elect to follow either in spirit only. Under no circumstances, the sanctity of the Punj Pyaare institution be compromised by the Punj Pyaare.

- 1. Resolving family conflicts is a private matter
  - a. Taking and documenting minutes is not appropriate at all.
  - b. They shall honor the rights of the individuals involved and must not reveal any of the information outside their group.
- 2. Develop a schedule for the entire year for the regular meetings
  - a. Exchange observations on compliance of Maryada.
  - b. Maintaining cognizance of Maryada breaches.
  - c. Sangat’s general feedback.
  - d. Discuss issues and solutions.
- 3. Hold unscheduled meetings as needed to resolve conflicts/issues identified by
  - a. Committees.
  - b. Sangat.
  - c. Family.
  - d. Individuals.

**Oath:** Each member of the conflict resolution committee took a solemn oath before the Guru that during his/her term as a member of Punj Pyaare (CRCF), he/she would try to be unbiased and impartial, and try to set the example of a model Sikh before the Sikh community.

**Decisions:** Although the Punj Pyaare are not bound by the specific instructions contained in the ‘Decision Making OI’, however, they will follow it in spirit. All issues will be resolved as per the ‘Conflict Resolution Guidelines’. All conflict resolution decisions will be considered final binding by all.

## **2. Duties of CRCF Spokesperson (Bulaaraa)**

One of the CRCF (Punj Pyaare) members selected by the SC will serve as the Spokesperson (Bulaaraa). The Punj Pyaare among themselves shall designate one of their five members as a Bulaaraa.

The Bulaaraa will perform the following functions for the **smooth running of the CRCF**

1. Schedule and Chairs the CRCF meetings.
2. Coordinates the efforts of all of the CRFP members.
3. Ensures that all conflicts are handled in accordance with constitution.
4. Provides interface with the EC and Sangat for the CRCF
5. Attend all Sangat meetings scheduled by EC.
6. Ensure that any proposed amendment to the Constitution of the Sikh Gurdwara as per clause 11.0 of this constitution is reviewed by all members of the CRCF.
7. Participate in the assignment of a spokesperson (Bulaaraa) of the CRCF when needed.
8. Accomplishes all of the above mentioned duties as a Sevadaar of Sangat with utmost humility and politeness
9. Participate in cleaning the Gurdwara at least once in two months as a Kaar Seva.

### **3. Duties of CRCF Members**

All Five members of the CRFP (Punj Pyaare) selected by the SC will perform their function as a cohesive group. Each member, besides Bulaaraa, of Punj Pyaare (CRCF) shall perform his/her duties in accordance with this OI.

1. Attend all meetings scheduled by the designated Bulaaraa.
2. Attend all Sangat meetings scheduled by EC or GAPC.
3. Review any proposed amendment to the Constitution of the Sikh Gurdwara as per clause 11.0.
4. Participate in the assignment of a spokesperson (Bulaaraa) of the CRCF when needed.
5. Accomplishes all of the above mentioned duties as a Sevadaar of Sangat with utmost humility and politeness.
6. Participate in cleaning the Gurdwara at least once in two months as a Kaar Seva.

## **CRCF (Punj Pyaare) Conflict Resolution Guidelines**

- 1.** The Punj Pyaare shall follow the steps below for resolving all religious, disciplinary or political issue(s) between individuals/parties.
  - a.** If possible, hold meeting(s) at the Gurdwara in the vicinity of Sri Granth Sahib Ji.
  - b.** Invite party/individual(s) raising the issue and do Ardaas seeking blessings for an amicable resolution.
  - c.** One of the Punj Pyaare will explain the process to all.
  - d.** Listen to the arguments on the issue from the party/individual(s) and ask questions to thoroughly understand the issue/position(s).
  - e.** Only Punj Pyaare will be present during deliberations and
    - i.** May invite the party/individual(s) for further clarifications.
    - ii.** May invite expert(s) of Maryada/Gurmat to seek advice.
    - iii.** If necessary may seek advice from Akal Takhat.
  - f.** Once a decision is reached, the party/individual(s) shall be invited and the decision shall be announced in the presence of Sri Guru Granth Sahib Ji. The decision is final and must be complied as stated in the Gurdwara constitution.

## **F. Working Committee Coordinators**

All coordinators of the Working Committees assist the EC in accomplishing the specific objectives of the constitution. Mostly they will work with either the Secretary or the President of the EC. The coordinator positions are voluntary and can be added or deleted by the EC depending on EC's need. However, the SC will select the qualified individuals for the task.

All their activities must exhibit the highest Sikh religious morals, ethical standards, and satisfy the Michigan state requirements for religious organizations. Each coordinator will perform his/her task under the overall guidelines provided by the EC. For efficiency, they are very much independent to perform the necessary tasks as deemed necessary by them. Below is the list of all the current coordinators:

1. Overall Facilities and Security Coordinator.
2. Building Maintenance Coordinator.
3. Langar and Parshad Coordinator.
4. Supplies Coordinator.
5. Cleaning Coordinator.
6. Dishwashing Machine Operations Coordinator.
7. Audio/Video and Info Systems Coordinator.
8. Website Coordinator.
9. Library Coordinator.
10. Stage Events/Program Coordinator.
11. Gurmat Classes Coordinator.
12. Punjabi Classes Coordinator.
13. Youth Programs Coordinator.
14. Symposiums Coordinator.
15. Outdoor Events Coordinator.
16. Inter-community Relations Coordinator.
17. Media/Agencies Affairs Coordinator.
18. Health Matters Coordinator.

### **Term: Two Years**

There is a two year term for the coordinators. However, there is no limit on how many terms one can serve. EC will meet with the existing coordinators at least once a year to determine the need for the continuity of task, and assist them in replacing/adding members if needed.

### **III. Rules/Guidelines**

## A. Rules/Guidelines for the Meetings

**Note: Formal Committee meetings must begin with Ardaas.**

- 1. Chairperson:**
    - a. GAPC: **GAPC Bulaaraa.**
    - b. Executive Committee: **President.**
    - c. Selection Committee: **SC Bulaaraa.**
    - d. Punj Pyaare (CRCF): Selected among them (**Not bound by this OI.** When appropriate, they may elect to follow it in spirit only).
    - e. Standing Committee: **Selected by the parent formal committee.**
    - f. Advisory Committees: **Selected by the parent formal committee.**
  - 2. Place:**
    - a. Formal committees meetings shall be held in the **Gurdwara** building, unless an emergency condition makes the Gurdwara building unusable.
    - b. Advisory Committees and Standing Committees may meet elsewhere, but for compelling reasons.
  - 3. Frequency:**
    - a. **EC** Meetings shall be held **at least once in two months** (typically once a month). Unscheduled meetings only if required for a quick decision.
    - b. **GAPC** meetings shall be held **at least once every three months.**
    - c. SC and CRCF can be held on as needed basis for the purposes of carrying their duties.
    - d. Advisory Committees and Standing Committees may meet **as required.**
  - 4. Minutes:**
    - a. Formal Committees (except CRCF): shall be prepared and preserved in the Gurdwara office.
    - b. Kept for a minimum of two years.
    - c. Make available to any registered member upon request within a reasonable time.
  - 5. Schedule:**
    - a. Post regular meetings' schedule for the year on the Gurdwara notice board.
    - b. Announce Sangat meetings during two consecutive Sunday Divans prior to a meeting.
    - c. If possible announce unscheduled meetings also.
  - 6. Participants:**
    - a. All members of the Committee must participate. For any meeting to proceed, a quorum must be present.
    - b. Policy meetings by all Formal Committee members.
    - c. Sangat meetings called by EC requests participation by all members of formal committees & Sangat.
- Note:** One of the Punj Pyaare must be present as an observer at all Formal Committee meetings when establishing a policy. He/she shall ensure compliance with Rehat Maryada & Gurmat.
- 7. Quorum:** More than half the number in a committee.
  - 8. Decisions:** All committees will follow a standard process (See OI for decision-making).
  - 9. Review/Approval of Minutes:**
    - a. As a general practice, all meetings should end with a quick review of the minutes.

- b.** Formal minutes of meetings can be sent for approval to participating committee members electronically for review.
- c.** Approved by the Chairperson after no objection from any committee member that participated in the meeting.

## B. Rules/Guidelines for the Decision-Making

All committees will follow this decision-making process.

1. Decisions should be made with the unanimous agreement of all members of the committee. If for some reason all members are not present then either their consent to be obtained through phone/email or wait for another meeting.
2. A decision would hold good as long as it does not conflict with the
  - a. Constitution.
  - b. Sikh Rehat Maryada (Principles of Sikh Living).
  - c. Gurmat.
3. In addition to unanimous agreement of committee members, all attempts should be made to make decisions through consensus of Sangat present at a meeting. If an objection is raised (based on other than item 2 above) from the Sangat (supported by a majority of registered members present - at least five), then the decision on that issue will be postponed for further consideration/resolution by the appropriate body listed in the constitution. Under no circumstances, the Maryada of the Divan will be violated by arguing the matter.
4. All suggestions, feedback and issues from Sangat should be recorded properly in the minutes of the meeting for future consideration.
5. Following the conclusion of the meeting where an objection is raised by the Sangat, the committee members with the consultation of a CRCF member will decide on the appropriate body to resolve that issue. In general
  - a. Issues involving smooth running of Gurdwara will be turned over to the EC.
  - b. Issues involving Gurmat/Maryada will be turned over to the Punj Pyaare
    - i. The Punj Pyaare shall follow the procedures contained in the Constitution
    - ii. Once a decision is reached, the Bulaaraa will announce the decision of the Punj Pyaare to the Sangat at the following Divan.

**Note:** Any issue whether political, religious or otherwise creating conflict among the Sangat, GAPC or EC which are not resolved through above process, shall be turned over to the Punj Pyaare for resolution.

6. All decisions regarding **amendments to the constitution** will go through the process mentioned in clause 11.2 of the constitution.
7. All **Policies** before implementation will go through the following approval process.
  - a. Draft of the proposed policy can be prepared by any of the appropriate formal committees and sent to the EC for consideration.
  - b. Draft of the proposed policy, if deemed appropriate by the EC, will be sent by the EC President to all the members of all of the formal committees for review and comments.
  - c. A joint meeting of all the formal committee members will be scheduled by the EC Secretary for the discussion of the comments on the proposed draft policy
  - d. Draft policy will be finalized through above process. In these review(s) and joint meeting(s)
    - i. All attempts will be made to reach consensus to approve/endorse policy
    - ii. If consensus is not reached, then the policy can be approved/endorsed by at least 2/3 members of all the formal committees members in attendance at the joint meeting. Otherwise partial policy can be approved and
    - iii. EC will keep the objectionable portion of the policy with suggestions for further consideration.

- e. The policy will be finalized by the EC by incorporating all of the comments and sent for final review to obtain the endorsement of all of the formal committee members. Specifically
  - i. CRCF will make sure that it is per Gurmat and Rehat Maryada.
  - ii. GAPC will check it for constitutionality and welfare of the Gurdwara.
  - iii. EC will ensure that policy is approved through a unanimous decision of all members of the policy preparing formal committee AND at least 2/3 members of all the formal committees members in attendance at the meeting for such a purpose.

# Rules/Guidelines for the Disposition of Assets

This OI covers the procedures for the disposition of the assets by the Sangat in case the Sikh Gurdwara, Ecclesiastical Corporation, registered with the State of Michigan (USA) is dissolved.

The registered members of the Sangat own all the assets of the Gurdwara to include property, funds, and equipment/appliances. The GAPC is only the custodian appointed by the Sangat, they are not the owners.

As long as the constitution is not dissolved by the State of Michigan authorities, the process outlined in the 'Decision-Making' OI which is based on the constitution shall be followed. However, God forbids, if such a situation ever comes to the forefront where the constitution is dissolved, the assets shall not be divided among the Sangat groups, and no litigation will be brought against the Sikh Gurdwara or its custodians by any of the party/individual. The following process shall be followed by the Punj Pyaare to determine the disposition of the assets

1. The Bulaaraa of the GAPC will apprise the Sangat of the situation in writing and call for a special Sangat meeting at least one month prior to taking a decision.
2. The Bulaaraa of the GAPC will also address the situation at least two consecutive times at the regular Sunday Divans.
3. A special meeting of the Sangat will be called to consider two main disposition options. All options must be related to the following
  - a. Charitable Organization (besides local groups) in USA
  - b. Charitable Organization in Punjab, India
4. The registered members with a tenure of more than twelve months shall pick one of the two options through voting
5. The option with a majority of votes will become the final decision.
6. This decision will be binding for all parties involved in the conflict.
7. The Punj Pyaare will ensure that the GAPC disposes the assets in accordance with the constitution and decision of the Sangat.
  - a. The GAPC as a trustee of the Sangat will sell its entire property and assets.
  - b. All the proceeds from the sales shall be donated per above decision.

**Note: Consider the following charitable organization in India in the order listed below**

1. Pingalwara, G.T. Road, Amritsar, Panjab, India
2. Kalgidhar Trust, Barhu Sahib

## C. Employment of the Granthi(s) Guidelines

### Employment:

The EC can hire one or more Granthies (Priests) for conducting religious services for the Sangat. In case there are more than one Granthies, one of them would hold the title of 'Head Granthi'.

Depending on the needs of the Gurdwara, a Granthi can be hired as a 'Full-time Resident Granthi' or as a 'Part-time Granthi'. Based on these titles, the duties and benefits provided would be different.

### Term:

Executive Committee can lay-off a short term Granthi as per the terms of the contract. To lay-off a permanent Granthi (Part-time or Full-time), Executive Committee shall obtain a documented pre-approval from the Gurdwara Assets Protection Committee (Section 7.0 of the constitution).

## 1. Full-time Resident Granthi:

### I. Duties and Responsibilities:

1. Perform Prakash/Sukhasan of Guru Granth Sahib every morning/evening.
2. Perform Kirtan during, and prepare Karhaah Parshad for every Sunday's Divan and also on other days of the week, whenever required to.
3. Participate in the Akhand Paaths organized by the Gurdwara.
4. Participate in, and if required organize Amrit Sanchar for the Sangat.
5. Perform all religious services for Sikh families of the local area. These include services like
  - a. Anand Kaaraj (Wedding)
  - b. Sanskaar (Funeral)
  - c. House Kirtan
  - d. Sahaj Paath, and Akhand Paath

### Note:

1. Though these services are not a part of the Granthi's duty at the Gurdwara, the local Sikh Sangat expects the Gurdwara to provide a Granthi for these essential services. Payment for these services is the responsibility of the individual requesting for them. However, the Gurdwara should provide guidelines for a minimum payment for each of these services.
2. During the week, the Granthi is allowed to work outside (second job) on the condition that when required, he/she would be available for duties for the Gurdwara. These could even be for services like Funeral for which a request might come to the Gurdwara.

### II. Salary and Benefits:

1. Salary as a Full-time employee to be decided jointly by the EC and GAPC.
2. The minimum salary of each Granthi should be compatible with the U.S. Average National Wage. This figure should be reviewed every year.
3. Medical and Dental Insurance for the Granthi's nucleus family through Affordable Care Act.
  - a. Two weeks (3 Sundays) of paid vacation every year.
  - b. Free residence for the Granthi and his/her nucleus family. The residence can be within the Gurdwara site. If so, full privacy should be provided to the family. In case that is not possible, a rented residence should be provided within 5 miles from the Gurdwara. The residence, whether

within the Gurdwara site or outside, should be big enough (per local regulations) for the Granthi's nucleus family; and the rent (if any) should be paid in full by the Gurdwara.

4. In case the Gurdwara has to pay the rent for the Granthi's residence, and the Granthi decides to buy his/her own place of residence, then in place of the rent he/she should be paid an amount lesser of :
  - a. (interest + tax) portion of the monthly mortgage installment, and
  - b. the average rent of a house/apartment for which the Granthi is eligible
5. A minimum salary raise equal to the rate of inflation should be given every year.

## **2. Part-time Granthi:**

### **I. Duties and Responsibilities:**

1. Perform Kirtan at every Sunday's Divan.
2. Participate in, and if required organize Amrit Sanchar for the Sangat.
3. Perform all religious services for Sikh families of the local area. (Same as item # 5 listed in the Duties and Responsibilities of a Full-time Resident Granthi).

### **II. Salary and Benefits:**

1. Monthly Salary for the services provided on Sundays (to be decided by the GAPC). If the Gurdwara require the services of the Granthi on other weekdays, then make additional payments (at a computed per-service rate).
2. For the first year, the Granthi should be employed as a sub-contractor, but subsequently, he/she should be offered the benefit of becoming a salaried employee. The Gurdwara, as an employer, would then handle all the tax related issues for the Granthi.
3. Two weeks (3 Sundays) of paid vacation every year.
4. A minimum salary raise equal to the rate of inflation should be given every year.

# Rules for an Anand Kaaraj (Sikh Marriage) at the Sikh Gurdwara (English)

The following specific guidelines are enforced to maintain the sanctity of the Gurdwara and prevent sacrilege at the SIKH GURDWARA of Rochester Hills while performing Anand Kaaraj.

## 1. Who can have their Anand Kaaraj performed at SIKH GURDWARA?

Any Sikh man and woman can have their Anand Kaaraj solemnized in Sikh Gurdwara, provided

- (i) The attached “Affirmation and Confirmation Form” is completed and signed and
- (ii) The Anand Kaaraj is happening without any consideration of caste-system.

## 2. Who can perform the Anand Kaaraj?

The Bhai Sahibs for the Rochester Hills Gurdwara will perform the Anand Kaaraj. Any deviation from it, requires a prior approval from the Secretary of the Gurdwara

## 3. What is forbidden when the Anand Kaaraj is performed at the SIKH GURDWARA?

- (i) Decoration inside the building without permission from the management.
- (ii) Placing/Hanging Pictures of anyone inside the Divan Hall.
- (iii) *Dhol, Bhangraa*, and folk songs (only *Gurbani Shabad* could be sung) inside the boundary of the Gurdwara property which includes parking lot.
- (iv) Wearing of *Sehraa, Kalgi*, or coronet before entering the Gurdwara Divan Hall (if groom is bearing over the turban).
- (v) Any other rituals such as “Jai Mala etc.,” (*Milnee* should occur, if deemed necessary, only after performing *Ardas\**).
- (vi) Showering flower petals at the couple during the fourth *Laav* or any other time.
- (vii) Egg, meat, Cigarette, alcohol, or any other intoxication inside the Gurdwara premises including parking lot.

## 4. What is discouraged during Anand Kaaraj?

- (i) Family members of the bride standing and guiding / patting her during each *Laav*.
- (ii) At the conclusion of *Anand Karaj*, family members congratulating each other inside the Darbaar Hall (It is only appropriate outside the Darbaar Hall).

## 5. What is strongly encouraged during Anand Kaaraj?

- (i) Bhai Sahib / *Gurmukh* should describe the Sikh Rehat Maryada and *Sikhyaa* to the bride and groom.
- (ii) Bride and Groom should listen to the *Sikhyaa* very carefully and acknowledge it by bowing before Sri Guru Granth Sahib Ji.

## 6. Following Rules should be followed inside the Divan Hall on the Anand Kaaraj day:

- i. It is mandatory for the members of the Sangat as well as that of the Groom's party to take off their shoes & cover their heads before entering the Gurdwara Sahib and/or the Langar Hall. They should then sit in front of *Sri Guru Granth Sahib Ji* with respect. None of the members of the congregation should have used liquor or any other intoxicants.
- ii. *Keertan* should be in progress at the Gurdwara Divan Hall.
- iii. Groom and the bride are told to sit in front of *Sri Guru Granth Sahib Ji*. There should not be any specially prepared seating arrangement for them (It should be the same arrangement as it is for the Sangat). Bride should sit on the left side of the groom.
- iv. After getting permission from the *Sangat*, the conductor of the *Anand Kaaraj* (man or woman) will request the bride, bridegroom and their parents to stand up for *Ardas*. Then the *Ardas\** for the start of *Anand Kaaraj* ceremony is performed. After this he/she should give advice to the bride and groom regarding family life according to *Gurmat*.
- v. First he/she should give them joint advice to mould their love as husband and wife on the pattern of a union between human soul and *Waheguru* as elaborated in the *Lavan* given in *Suhi Raag*.
- vi. He/She should tell them the way to become one light in two bodies and to jointly get united with our common beloved -*Waheguru-Akalpurakh*.
- vii. Then, the groom and bride should be made aware of their individual duties, a brief description of which is enlisted in the "*Anand Sanskaar*" chapter of "*The Sikh Rehat Maryada*". They are advised to remain faithful and devoted to each other.
- viii. Both bride and groom should bow before *Sri Guru Granth Sahib Ji* after listening and accepting the *Gurmat* advice given to them by the conductor of *Anand Kaaraj*.
- ix. Then, the bride's father or guardian should place one end of groom's *Palla* in the bride's hand.
- x. The person sitting in *Tabia* should start reciting the *Lavaan* given in *Suhi Mahla* Chautha systematically.
- xi. Both bride and groom should attentively listen to the *paath* of every *Laav* while sitting. They should both bow and do *Parkarma* of *Guru Sahib* with the groom walking in front and the bride holding on to his *Palla* behind him while paying full attention to the *Laav* that is being sung from the stage.
- xii. After the fourth *Laav*, bride and groom should sit down after bowing before *Guru Sahib* and listen to the *Keertan* of the first five and the last *Pauri* of *Anand Sahib* being recited by *Keertaniyas*.
- xiii. Then, the concluding *Ardas\** is performed. If the newly married couple or any friend or relative want to recite a *Shabad*, they may do so now. After this, *Karhah-Parshaad* is distributed.
- xiv. Bearing in mind the honor and respect of *Sri Guru Granth Sahib Ji*, everybody may respectfully leave the Divan hall, if they wish to congratulate the couple or mingle with their relatives.

## 7. Management of Guru Ka Langar on the Anand Kaaraj day:

- i. Langar may be catered or prepared in the Gurdwara Kitchen, however,
- ii. In order to accommodate a large influx of *Sangat* and to make arrangement for their *Langar*, other *Gurdwara* rooms and hallways may be used apart from regular Langar hall.
- iii. Where ever *Guru - ka - Langar* serving arrangements are made, *Sangat* should sit down in *Pangats* and the *Langar* is served to them.

iv. *Langar* may be served otherwise (i.e., self-served and with a different seating arrangements) in the tent outside the *Gurdwara* if and when a need to make such an arrangement arises.

\***Ardas** should be performed according to the one given in the chapter "Individual Living" of "*The Sikh Rehat Maryada*"

**Note:** Punjabi Version of these rules is available if needed

## **1 Attachment**

Affirmation/Confirmation Anand Kaaraj Form

# ਗੁਰਦੁਆਰਾ ਸਾਹਿਬ ਵਿਖੇ ਅਨੰਦ ਕਾਰਜ ਕਰਨ ਦੇ ਨਿਯਮ

ਰਾਚੈਸਟਰ ਹਿਲਜ਼ ਦੇ ਸਿੱਖ ਗੁਰਦੁਆਰੇ ਵਿਖੇ ਧਾਰਮਿਕ ਪਵਿੱਤ੍ਰਤਾ ਰੱਖਣ ਅਤੇ ਬੇ-ਅਦਬੀ ਹੋੜਣ ਵਾਸਤੇ ਇਹ ਹੇਠਲੇ ਖਾਸ ਨਿਯਮ ਅਨੰਦ ਕਾਰਜ ਦੀ ਰੀਤ ਗੁਰਮਤ ਅਨੁਸਾਰ ਕਰਨ ਲਈ ਅਮਲ ਵਿਚ ਲਿਆਏ ਜਾਂਦੇ ਹਨ ।

੧. ਸਿੱਖ ਗੁਰਦੁਆਰਾ ਸਾਹਿਬ ਵਿਖੇ ਅਨੰਦ ਕਾਰਜ ਕਿਸ ਦਾ ਹੋ ਸਕਦਾ ਹੈ ?

ਕਿਸੇ ਭੀ ਸਿੱਖ ਲੜਕੇ ਅਤੇ ਲੜਕੀ ਦਾ ਅਨੰਦ ਕਾਰਜ ਹੋ ਸਕਦਾ ਹੈ ਜੇ ਦੋਵੇਂ ਹੀ ਇਹ ਸਾਰੇ ਸੁਚੀਬੁੱਧ ਨਿਯਮ ਪਰਵਾਨ ਕਰਣ ਅਤੇ ਹੇਠਲੀਆਂ ਸ਼ਰਤਾਂ ਮਨਜ਼ੂਰ ਕਰਣ।

ੳ. ਨਾਲ ਲੱਗਵਾਂ ਅਨੰਦ ਕਾਰਜ ਸਵੀਕਰਨ/ਮਨਜ਼ੂਰੀ ਫਾਰਮ ("Affirmation/Confirmation Form") ਭਰਿਆ ਹੋਵੇ ਅਤੇ ਉਸ ਉੱਤੇ ਦਸਖਤ ਹੋਣ। ਅਤੇ

ਅ. ਅਨੰਦ ਕਾਰਜ, ਬਗੈਰ ਜ਼ਾਤ-ਪਾਤ ਜਾਂ ਗੋਤ ਦੀ ਵਿਚਾਰ ਕੀਤੇ ਬਿਨਾ ਹੀ ਹੋ ਰਿਹਾ ਹੋਵੇ ॥

੨. ਅਨੰਦ ਕਾਰਜ ਕੌਣ ਕਰ ਸਕਦਾ ਹੈ?

ਰਾਚੈਸਟਰ ਹਿਲਜ਼ ਦੇ ਸਿੱਖ ਗੁਰਦੁਆਰੇ ਦੇ ਦੋਨੋਂ ਭਾਈ ਸਾਹਿਬਾਨ ਹੀ ਅਨੰਦ ਕਾਰਜ ਦੀ ਰਸਮ ਪੂਰੀ ਕਰਨਗੇ । ਇਸ ਵਿਚ ਕੋਈ ਭੀ ਤਬਦੀਲੀ ਸਿਕਰੇਟਰੀ ਦੀ ਮਨਜ਼ੂਰੀ ਨਾਲ ਹੀ ਹੋ ਸਕਦੀ ਹੈ।

੩. ਸਿੱਖ ਗੁਰਦੁਆਰੇ ਵਿਖੇ ਅਨੰਦ ਕਾਰਜ ਕਰਨ ਵਿਚ ਕਿਹੜੀਆਂ ਗਲਾਂ ਵਿਵਰਜਿਤ ਹਨ?

ੳ. ਗੁਰਦੁਆਰਾ ਸਾਹਿਬ ਦੇ ਅੰਦਰ ਕਿਸੇ ਕਿਸਮ ਦੀ ਸਜਾਵਟ ਪ੍ਰਬੰਧਕਾਂ ਨਾਲ ਸਮਪਰਕ ਕਰਨ ਤੋਂ ਬਿਨਾਂ

ਅ. ਦੀਵਾਨ ਹਾਲ ਅੰਦਰ ਕਿਸੇ ਵਿਅਕਤੀ ਦੀ ਤਸਵੀਰ ਰੱਖਣੀ ਜਾਂ ਲਗਾਣੀ

ੲ. ਢੋਲ, ਭੰਘੜਾ, ਅਤੇ ਗਾਣੇ (ਕੇਵਲ ਗੁਰਬਾਣੀ ਦੇ ਸ਼ਬਦ ਪੜ੍ਹੇ ਜਾ ਸਕਦੇ ਹਨ) ਗੁਰਦੁਆਰਾ ਸਾਹਿਬ ਦੀ ਮਲਕੀਅਤ ਦੀ ਹੱਦ ਅੰਦਰ (ਇਸ ਵਿਚ ਪਾਰਕਿੰਗ ਲੌਟ ਭੀ ਸ਼ਾਮਲ ਹੈ)

ੳ. ਗੁਰਦੁਆਰਾ ਸਾਹਿਬ ਦੀਵਾਨ ਹਾਲ ਦੇ ਦਰਵਾਜ਼ੇ ਦੇ ਅੰਦਰ ਜਾਣ ਤੋਂ ਪਹਿਲਾਂ ਸਿਹਰਾ, ਕਲਗੀ ਜਾਂ ਮੁਕਟ (ਜੇ ਲਾੜੇ ਨੇ ਦਸਤਾਰ ਉਪਰ ਬੰਨਿਆ ਹੋਵੇ)

ੲ. ਕੋਈ ਵੀ ਰਸਮ ਜੈਸੇ "ਜੈ ਮਾਲਾ ਆਦਿ" (ਮਿਲਨੀ ਅਰਦਾਸ ਤੋਂ ਉਪਰੰਤ ਕੀਤੀ ਜਾਣੀ ਚਾਹੀਦੀ ਹੈ)

ੳ. ਚੌਥੀ ਲਾਂਭ ਵੇਲੇ ਜਾਂ ਕਿਸੇ ਹੋਰ ਵੇਲੇ ਵਰ ਤੇ ਕੱਨਿਆ ਉਪਰ ਜਾਂ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਉਪਰ ਫੁਲ ਸੁਟਣੇ ਯਾ ਫੁੱਲਾਂ ਦੀ ਵਰਖਾ ਕਰਨੀ

ੲ. ਕਿਸੇ ਵੀ ਨਸ਼ੀਲੇ ਪਦਾਰਥ, ਸਿਗਰਟ, ਆਂਡੇ, ਜਾਂ ਮਾਸ ਆਦਿ ਦੀ ਵਰਤੋਂ ਗੁਰਦੁਆਰਾ ਸਾਹਿਬ ਦੀ ਮਲਕੀਅਤ ਦੀ ਹੱਦ ਅੰਦਰ (ਇਸ ਵਿਚ ਪਾਰਕਿੰਗ ਲੌਟ ਭੀ ਸ਼ਾਮਲ ਹੈ)

ੳ. ਸਿੱਖ ਗੁਰਦੁਆਰੇ ਵਿਖੇ ਅਨੰਦ ਕਾਰਜ ਕਰਨ ਵਿਚ ਕਿਹੜੀਆਂ ਗਲਾਂ ਨਿਰਉਤਸ਼ਾਹਤ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ?

ੳ. ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਦੀ ਪ੍ਰਕਰਮਾ ਕਰਨ ਵੇਲੇ, ਲੜਕੀ ਅਤੇ ਲੜਕੇ ਦੇ ਨਿਕਟਵਰਤੀ ਸੰਬੰਧੀਆਂ ਜਾਂ ਰਿਸ਼ਤੇਦਾਰਾਂ ਦਾ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਦੇ ਆਲੇ ਦੁਆਲੇ ਖੜੇ ਹੋਣਾ

ਅ. ਅਨੰਦ ਕਾਰਜ ਦੀ ਸਮਾਪਤੀ ਉਪਰੰਤ ਨਵੇਂ ਵਿਆਹੇ ਜੋੜੇ ਜਾਂ ਉਨ੍ਹਾਂ ਦੇ ਸਾਕ ਸੰਬੰਧੀਆਂ ਨੂੰ ਵਧਾਈ ਦੇਣੀ (ਦੀਵਾਨ ਹਾਲ ਤੋਂ ਬਾਹਰ ਜਾ ਕੇ ਹੀ ਫਬਦੀ ਹੈ)

ੲ. ਸਿੱਖ ਗੁਰਦੁਆਰੇ ਵਿਖੇ ਅਨੰਦ ਕਾਰਜ ਕਰਨ ਵਿਚ ਕਿਹੜੀਆਂ ਗਲਾਂ ਜੋਰ ਦੇਕੇ ਉਤਸ਼ਾਹਤ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਚਾਹੀਦੀਆਂ ਹਨ?

(ੳ) ਭਾਈ ਸਾਹਿਬ ਜਾਂ ਕੋਈ ਗੁਰਮੁਖ ਲੜਕੇ ਅਤੇ ਲੜਕੀ ਨੂੰ ਸਿੱਖ ਰਹਿਤ ਮਰਯਾਦਾ ਦੀ ਜਾਣਕਾਰੀ ਅਤੇ ਧਾਰਮਿਕ ਸਿੱਖਿਆ ਦੇਣ

(ਅ) ਲੜਕਾ ਅਤੇ ਲੜਕੀ ਸਿੱਖਿਆ ਬੜੇ ਸਾਵਧਾਨ ਹੋ ਕੇ ਸੁਣਨ ਅਤੇ ਉਸ ਤੋਂ ਉਪਰੰਤ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਅਗੇ ਮੱਥਾ ਟੇਕਣ

ੲ. ਦੀਵਾਨ ਹਾਲ ਅੰਦਰ ਹੇਠ ਲਿਖੇ ਨੀਯਮਾਂ ਦਾ ਪਾਲਨ ਕੀਤਾ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ:

੧. ਸੰਗਤ ਅਤੇ ਜੰਜ ਨਾਲ ਆਏ ਸਾਰੇ ਵਿਅਕਤੀ ਸਿਰ ਢੱਕ ਕੇ, ਜੋੜੇ ਲਾਹ ਕੇ ਗੁਰਦੁਆਰਾ ਸਾਹਿਬ ਦੀਵਾਨ ਜਾਂ ਲੰਗਰ ਹਾਲ ਅੰਦਰ ਪ੍ਰਵੇਸ਼ ਕਰਨ ਅਤੇ ਬੜੇ ਅਦਬ ਨਾਲ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਦੀ ਹਜ਼ੂਰੀ ਵਿਚ ਬੈਠਣ ॥ ਕਿਸੇ ਵੀ ਵਿਅਕਤੀ ਨੇ ਸ਼ਰਾਬ ਦੀ ਵਰਤੋਂ ਨ ਕੀਤੀ ਹੋਵੇ
੨. ਦੀਵਾਨ ਹਾਲ ਵਿੱਚ ਕੀਰਤਨ ਦਾ ਪ੍ਰਵਾਹ ਚਲ ਰਿਹਾ ਹੋਵੇ ॥
੩. ਫਿਰ ਲੜਕਾ ਤੇ ਲੜਕੀ ਨੂੰ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਦੇ ਸਾਹਮਣੇ ਬੈਠਨ ਦਾ ਆਦੇਸ਼ ਦਿੱਤਾ ਜਾਏ ॥ ਬੈਠਨ ਦੀ ਜਗਾ ਤੇ ਖਾਸ ਵਿਛਾਈ ਨਹੀ ਹੋਣੀ ਚਾਹੀਦੀ (ਵਿਛਾਈ ਸੰਗਤ ਵਾਲੀ ਹੀ ਹੋਵੇ) ॥ ਲੜਕੀ ਲੜਕੇ ਦੇ ਖੱਬੇ ਪਾਸੇ ਬੈਠੇ ॥
੪. ਸੰਗਤ ਦੀ ਆਗਿਆ ਲੈ ਕੇ ਅਨੰਦ ਕਾਰਜ ਪੜ੍ਹਾਉਣ ਵਾਲਾ ਸਿੱਖ (ਮਰਦ ਜਾਂ ਇਸਤਰੀ) ਲੜਕੇ ਲੜਕੀ ਤੇ ਉਨ੍ਹਾਂ ਦੇ ਮਾਪਿਆਂ ਨੂੰ ਖੜਾ ਕਰਕੇ, 'ਅਨੰਦ ਕਾਰਜ' ਦੇ ਅਰੰਭ ਦਾ ਅਰਦਾਸਾ\* ਸੋਧੇ ॥ ਫਿਰ ਉਹ ਲੜਕੇ ਲੜਕੀ ਨੂੰ ਗੁਰਮਤਿ ਅਨੁਸਾਰ ਗ੍ਰਹਿਸਤ ਧਰਮ ਦੇ ਉਪਦੇਸ਼ ਕਰੇ ॥
੫. ਪਹਿਲਾ ਦੋਹਾਂ ਨੂੰ ਸਾਂਝਾ ਉਪਦੇਸ਼ ਕਰੇ, ਜਿਸ ਵਿਚ ਸੂਹੀ ਰਾਗ ਵਿਚ ਦਿੱਤੀਆਂ ਲਾਵਾਂ ਦੇ ਭਾਵ ਅਨੁਸਾਰ ਪਤੀ-ਪਤਨੀ ਦੇ ਸੰਬੰਧ ਨੂੰ ਪਰਮਾਤਮਾ ਦੇ ਪਿਆਰ ਵਿੱਚ ਲੀਨ ਹੋਈ ਜੀਵਆਤਮਾ ਦੇ ਪਿਆਰ ਦੇ ਨਮੂਨੇ ਉਤੇ ਢਾਲਣ ਦੀ ਵਿਧੀ ਦੱਸੇ ॥
੬. ਆਪਸ ਵਿਚ ਪ੍ਰੇਮ ਦੁਆਰਾ "ਏਕ ਜੋਤਿ ਦੁਇ ਮੂਰਤੀ" ਹੋਣਾ ਦੱਸੇ ਅਤੇ ਇਕੁਰ ਗ੍ਰਿਹਸਤ ਧਰਮ ਨਿਭਾਹੁੰਦੇ ਹੋਏ ਆਪਣੇ ਸਾਂਝੇ ਭਰਤਾ "ਵਾਹਿਗੁਰੂ ਅਕਾਲ ਪੁਰਖ" ਨਾਲ ਇਕ-ਮਿਕ ਹੋਣਾ ਦ੍ਰਿੜਾਵੇ ॥
੭. ਫਿਰ ਲੜਕੇ ਲੜਕੀ ਨੂੰ ਆਪੋ ਆਪਣੇ ਵੱਖੋ ਵੱਖਰੇ ਗ੍ਰਿਹਸਤ ਧਰਮ ਦੇ ਫਰਜ਼ ਦੱਸੇ ਜਾਣ, ਜਿਸਦੀ ਸੰਖੇਪ ਵਿਆਖਿਆ "ਸਿੱਖ ਰਹਿਤ ਮਰਯਾਦਾ" ਦੇ ਅਧਿਯਾਇ "ਅਨੰਦ ਸੰਸਕਾਰ" ਵਿਚ ਦਰਜ ਹੈ ॥ ਇਸ ਮੌਕੇ ਤੇ ਇਸਤਰੀ-ਬਰਤ ਅਤੇ ਪਤੀ-ਬਰਤ ਧਰਮ ਵਿੱਚ ਪੱਕੇ ਰਹਿਣ ਦਾ ਉਪਦੇਸ਼ ਦਿੱਤਾ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ ॥
੮. ਉਪਦੇਸ਼ ਦੀਆਂ ਗੱਲਾਂ ਪਰਵਾਨ ਕਰਦੇ ਹੋਏ ਵਰ ਤੇ ਕੰਨਿਆ ਦੋਵੇਂ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਅੱਗੇ ਮੱਥਾ ਟੇਕਣ ॥
੯. ਫਿਰ ਲੜਕੀ ਦਾ ਪਿਤਾ ਜਾਂ ਮੁੱਖ ਸੰਬੰਧੀ ਲੜਕੇ ਦਾ ਪੱਲਾ ਲੜਕੀ ਦੇ ਹੱਥ ਫੜਾਵੇ ॥
੧੦. ਫਿਰ ਤਾਬੇ ਬੈਠਾ ਸੱਜਣ ਸੂਹੀ ਮਹਲਾ ੪ ਵਿਚ ਦਿੱਤੀਆਂ ਲਾਵਾਂ ਦਾ ਪਾਠ ਸਿਲਸਿਲੇਵਾਰ ਸੁਣਾਵੇ ॥
੧੧. ਹਰੇਕ ਲਾਵ ਦਾ ਪਾਠ ਵਰ ਤੇ ਕੰਨਿਆ ਦੋਵੇਂ ਬੜੇ ਧਿਆਨ ਨਾਲ ਬੈਠ ਕੇ ਸੁਣਨ ॥ ਉਪਰੰਤ ਵਰ ਤੇ ਕੰਨਿਆ ਦੋਵੇਂ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਅੱਗੇ ਮੱਥਾ ਟੇਕਣ ॥ ਉਪਰੰਤ, ਅੱਗੇ ਵਰ ਤੇ ਪਿੱਛੇ ਕੰਨਿਆ, ਵਰ ਦਾ ਪੱਲਾ ਫੜ ਕੇ, ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਦੀ ਪ੍ਰਕਰਮਾ ਕਰਨ ਅਤੇ ਸਟੇਜ ਤੋਂ ਕੀਤਾ ਜਾ ਰਿਹਾ ਲਾਵਾਂ ਦਾ ਕੀਰਤਨ ਬੜੇ ਧਿਆਨ ਨਾਲ ਸੁਣਨ ॥
੧੨. ਚੌਥੀ ਲਾਵ ਦੇ ਕੀਰਤਨ ਉਪਰੰਤ ਵਰ ਤੇ ਕੰਨਿਆ ਦੋਵੇਂ ਮੱਥਾ ਟੇਕ ਕੇ ਆਪਣੀ ਥਾਂ ਤੇ ਬੈਠ ਜਾਣ ਅਤੇ ਕੀਰਤਨੀਏ ਅਨੰਦ ਸਾਹਿਬ ਦੀਆਂ ਪੰਜ ਪਉੜੀਆਂ ਤੇ ਅੰਤਲੀ ਇਕ ਪਉੜੀ ਦਾ ਕੀਰਤਨ ਕਰਨ ॥
੧੩. ਫਿਰ ਅਨੰਦ ਕਾਰਜ ਦੀ ਸਮਾਪਤੀ ਦਾ ਅਰਦਾਸਾ\* ਸੋਧਿਆ ਜਾਵੇ ॥ ਜੇ ਨਵੇਂ ਵਿਆਹੇ ਜੋੜੇ ਨੇ ਜਾਂ ਕਿਸੇ ਸਾਕ ਸੰਬੰਧੀ ਨੇ ਗੁਰਸ਼ਬਦ ਕੀਰਤਨ ਕਰਨਾ ਹੋਵੇ, ਤਾਂ ਕਰ ਸਕਦਾ ਹੈ ॥ ਉਪਰੰਤ ਕੜਾਹ ਪ੍ਰਸ਼ਾਦ ਵਰਤਾਇਆ ਜਾਵੇ ॥
੧੪. ਸਮਾਪਤੀ ਉਪਰੰਤ, ਗੁਰੂ ਦਰਬਾਰ ਦੇ ਸਤਿਕਾਰ ਨੂੰ ਮੁਖ ਰਖਦੇ ਹੋਏ, ਜੇ ਕਿਸੇ ਵਿਅਕਤੀ ਨੇ ਨਵੇਂ ਵਿਆਹੇ ਜੋੜੇ ਜਾਂ ਉਨ੍ਹਾਂ ਦੇ ਸਾਕ ਸੰਬੰਧੀਆਂ ਨੂੰ ਵਧਾਈ ਦੇਣੀ ਹੋਵੇ ਯਾ ਉਨ੍ਹਾਂ ਨਾਲ ਗੱਲਾਂ ਬਾਤਾਂ ਕਰਨੀਆਂ ਹੋਵਣ, ਤਾਂ ਬੜੇ ਅਦਬ ਨਾਲ ਦੀਵਾਨ ਹਾਲ ਤੋਂ ਬਾਹਰ ਜਾ ਕੇ ਕਰ ਸਕਦੇ ਹਨ ॥

੭. ਅਨੰਦ ਕਾਰਜ ਸਮੇਂ ਗੁਰੂ ਕੇ ਲੰਗਰ ਦਾ ਪ੍ਰਬੰਧ:

੧. ਲੰਗਰ ਵਾਸਤੇ ਭੋਜਨ ਦਾ ਪ੍ਰਬੰਧ ਬਾਹਰੋਂ ਜਾਂ ਗੁਰਦੁਆਰੇ ਦੀ ਰਸੋਈ ਵਿੱਚ ਤਿਆਰ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ, ਪਰ
੨. ਅਨੰਦ ਕਾਰਜ ਦੇ ਮੌਕੇ ਤੇ ਵੱਧ ਗਿਣਤੀ ਵਿਚ ਆਈ ਸੰਗਤ ਦੇ ਪਰਸ਼ਾਦੇ ਪਾਣੀ ਦਾ ਪਰਬੰਧ ਲੰਗਰ ਹਾਲ ਤੋਂ ਇਲਾਵਾ, ਗੁਰਦੁਆਰਾ ਸਾਹਿਬ ਦੇ ਹਾਲਵੇ ਅਤੇ ਬਾਕੀ ਕਮਰਿਆਂ ਵਿਚ ਵੀ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ ॥
੩. ਗੁਰੂ ਕੇ ਲੰਗਰ ਦਾ ਪ੍ਰਬੰਧ ਉਪਰ ਲਿਖੇ ਕਿਸੇ ਵੀ ਅਸਥਾਨ ਤੇ ਹੋਵੇ, ਸੰਗਤਾਂ ਦੀਆਂ ਪੰਗਤਾਂ ਲਗਣੀਆਂ ਚਾਹੀਦੀਆਂ ਹਨ ਅਤੇ ਗੁਰੂ ਕਾ ਲੰਗਰ ਪੰਗਤਾਂ ਵਿਚ ਬੈਠੇ ਵਿਅਕਤੀਆਂ ਨੂੰ ਵਰਤਾਇਆ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ ॥
੪. ਲੋੜ ਅਨੁਸਾਰ ਗੁਰਦੁਆਰਾ ਸਾਹਿਬ ਦੇ ਬਾਹਰ ਤੰਬੂ ਲਗਵਾ ਕੇ ਲੰਗਰ ਵਰਤਾਉਣ ਦਾ ਪ੍ਰਬੰਧ (ਬੁਫੇਇ ਤੇ ਮੇਜ਼ ਕੁਰਸੀਆਂ ਨਾਲ ਭੀ) ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ ॥

## **D. CRCF & SC – Verification of Qualifications Guidelines**

The constitution establishes mandatory as well as preferred qualification criterion for each member of the Formal Committees.

This OI separately provides the mandatory guidelines criterion for members of each formal committee. The Punj Pyaare has the responsibility to verify the mandatory qualifications. Since the Selection Committee (SC) is the main body which selects the members, they have the responsibility to verify the preferred qualifications of each member they select. The following two documents are needed as an aid for the verifications.

1. Registered Membership Records Binder.
2. These guidelines.

### **Qualifications for the members of the SC:**

#### **Mandatory:**

1. Practicing **Amritdhari**.
  - a. **Believes in Sikh Gurus.**
  - b. **Believes in Sikh Rehat Maryada.**
2. **Registered Member (Last 12 months).**
3. Willing to work as a **Sevadaar (Voluntarily).**
4. Willing to **serve as an EC member** (if needed).

**Preferred: Skilled** in performing his/her duties (See applicable OI)

### **Qualifications for the members of the EC:**

#### **Mandatory:**

1. Practicing **Amritdhari**.
  - a. **Believes in Sikh Gurus.**
  - b. **Believes in Sikh Rehat Maryada.**
2. **Registered Member (Last 12 months).**
3. Willing to work as a **Sevadaar (Voluntarily).**

**Preferred: Skilled** in performing duties of specific EC Member (e.g. Treasurer, secretary etc.) (See applicable OI)

### **Qualifications for the CRCF (Punj Pyaare):**

#### **Mandatory:**

1. Practicing **Amritdhari**.
  - a. **Believes in Sikh Gurus.**
  - b. **Believes in Sikh Rehat Maryada.**
2. **Registered Member (Last 12 months).**

3. Willing to work as a **Sevadaar (Voluntarily)**.
4. **Not be a member of SC or EC.**

**Preferred:** Skilled in performing duties of CRCF Member (See applicable OI)

## **Qualifications for the members of the GAPC:**

### **Mandatory:**

1. **Believes in Sikh Gurus.**
2. **Believes in Sikh Rehat Maryada.**
3. **Supports Sikh Gurdwara Constitution.**
4. **Registered Member (Last 24 months).**
5. **Long Standing Member - Long-time Resident of Community.**
6. **The Spokesperson (Bulaaraa) for GAPC should be a practicing Amritdhari.**
7. **Willing to Serve** (Should have passion to serve, but willing to step-down in the interest of Gurdwara).
8. **Willing to Become Cosigner if needed.**
9. Willing to work as a **Sevadaar (Voluntarily)**.
10. **Not be a member of SC or EC.**

### **Preferred:**

1. **Skilled** in performing duties of specific GAPC Member/Coordinator (See applicable OI).
2. **Have Earned Tenure** - Continually Served Gurdwara through active involvement - Seva (**ਤਨ, ਮਨ, ਧਨ**).
3. Bulaaraa should be a Visionary, Team Oriented, Patient, Listener and Unselfish with People Skills.

### **Notes:**

1. When selecting a member for a committee, the SC should consult with the Bulaaraa of that committee for the preferred skills needed.
2. SC shall ensure that only one member from a nucleus family serves on a committee.

## **E. Use of Divan Hall in Gurdwara in Gurdwara**

With Parkash of Sri Guru Granth Sahib jee

Following guidelines should be followed:

1. The rules/guidelines under the caption "*Gurdwarey*" in "Sikh Rahat Maryada" should be followed.
  - a. The Guru Granth should be ceremonially opened in the Gurdwara every day without fail. Except for special exigencies, when there is need to keep the Guru Granth Sahib open during the night, the Holy Book should not be kept open during the night. It should, generally, be closed ceremonially after the conclusion of the Rehras (evening scriptural recitation). The Guru Granth Sahib should remain open so long as a Granthi or attendant can remain in attendance, persons seeking Darshan (seeking a view of or making obeisance to it) keep coming, or there is no risk of commission of irreverence towards it. Thereafter, it is advisable to close it ceremonially to avoid any disrespect to it.
  - b. The Guru Granth Sahib should be opened, read and closed ceremonially with reverence. The place where it is installed should be absolutely clean. An awning (Chandoa Sahib) should be erected above. The Guru Granth Sahib should be placed on a cot (Manji Sahib) measuring up to its size and overlaid with absolutely clean mattress and sheets. For proper installation and opening of the Guru Granth Sahib, there should be cushions/pillows of appropriate kind etc. and, for covering it, Romalas (sheet covers of appropriate size). When the Guru Granth Sahib is not being read, it should remain covered with a Romala. A whisk (Chaur Sahib), too, should be there.
  - c. Anything except the afore-mentioned reverential ceremonies, for instance, such practices as the Arti with burning incense and lamps, offering of eatables to Guru Granth Sahib, burning of lights, beating of gongs, etc., is contrary to Gurmat (the Guru's way). However, for the perfuming of the place, the use of flowers, incense and scent is not barred. For light inside the room, oil or butter-oil lamps, candles, electric lamps, kerosene oil lamps, etc. may be lighted.
  - d. No book should be installed like and at par with the Guru Granth Sahib. Worship of any idol or any ritual or activity should not be allowed to be conducted inside the Gurdwara. Nor should the festival of any other faith be allowed to be celebrated inside the Gurdwara. However, it will not be improper to use any occasion or gathering for the propagation of the Gurmat (The Guru's way).
  - e. Pressing the legs of the Manji Sahib on which the Guru Granth Sahib is installed, rubbing nose against walls and on platforms, held sacred, or massaging these, placing water below the Guru Granth Sahib's seat, making or installing statues, or idols inside the Gurduwaras, bowing before the picture of the Sikh Gurus or elders - all these are irreligious self-willed egotism, contrary to Gurmat (the Guru's way).
  - f. When the Guru Granth has to be taken from one place to another (i.e., for Sukhassan or Parkash), the Ardas should be performed.
  - g. The Guru Granth Sahib should be ceremonially opened after performing the Ardas. After the ceremonial opening, a hymn should be read from the Guru Granth Sahib.

- h. Whenever the Guru Granth is brought, irrespective of whether or not another copy of the Guru Granth has already been installed at the concerned place, every Sikh should stand up to show respect.
  - i. While going into the Gurdwara Divan Hall, one should take off the shoes at the designated place and clean oneself up. If the feet are dirty or soiled, they should be washed with water.
  - j. No person, no matter which country, religion or cast he/she belongs to, is debarred from entering the Gurdwara for Darshan (seeing the holy shrine). However, he/she should not have on his/her person anything, such as tobacco or other intoxicants, which are tabooed by the Sikh religion.
  - k. The first thing a Sikh should do on entering the Gurdwara is to do obeisance before the Guru Granth Sahib. He/she should, thereafter, having a glimpse of the congregation and bid in a low, quiet voice, "Waheguru ji ka Khalsa, Waheguru ji ki Fateh".
  - l. In the congregation, there should be no differentiation or discrimination between Sikh and non-Sikh, persons traditionally regarded as touchable and untouchable, the so called high and low caste persons, the high and the low.
  - m. Sitting on a cushion, a distinctive seat, a chair, a stool, a cot, etc. or in any distinctive position in the presence of the Guru Granth or within the congregation is contrary to Gurmat (Guru's way).
  - n. No Sikh should sit bare-headed in the presence of the Guru Granth Sahib or in the congregation. For Sikh women, joining the congregation with their persons uncomfortable draped and with veils drawn over their faces is contrary to Gurmat (Guru's way).
2. Kirtan of *Gurbaanee* or its interpretive *Baanees* of Bhai Gurdas ji and Bhai Nand Lal ji are allowed.
  3. While reciting *Shabads* in rhythmic folk tunes (*Jotian*) or in *Raags*, it is proper to make a line from the *Shabad* as a refrain (*Usthaae*) instead of singing them by using extraneous self - made lines as refrain (*Usthaae*).
  4. Lectures on the life and teachings of the Sikh Gurus and well known historical Sikh personalities may be delivered during the *Divan* from the podium.
  5. Any program that encourages separatism, and connects the Sangat to personalities instead of the "*Shabad - Guru*" should not be allowed in the Gurdwara Sahib. Lectures by those, who claim to be a "*Sant*" or "*Baba*" as well as reading the writings of such self-escalated individuals should be discouraged. No lecture against the Gurus and/or their teachings is permitted.
  6. Explanation (*Katha*) of *Shabads* can only be from the *Baanee* of the Ten Guru Sahibs, Bhai Gurdas jee, Bhai Nand Lal jee or from other *Panthak* books that are in line with the teachings of our Gurus. Of course, good teachings from other spiritual leaders or books may be quoted as illustrations.
  7. No Lecture against *Gurmat* (Guru's teachings) or Panthic Maryada is permitted
  8. Follow the procedure of "Taking *Hukam*" from Sri Guru Granth Sahib jee and performing "*Ardaas*" that is given in the Sikh Rahat Maryada.

## **Use of Divan Hall in Gurdwara**

### **In the Absence of Sri Guru Granth Sahib jee**

Following guidelines should be followed:

1. The rules/guidelines under the caption "*Gurdwarey*" in "Sikh Rahat Maryada", Gurmat, and the Constitution of Sikh Gurwara are listed below for compliance.
  - a. There shall not be Parkash of Sri Guru Granth Sahib Ji for the use of the Divan Hall for any other purpose besides the regular congregations. Sri Guru Granth Sahib Ji should, generally, be closed (i.e., Sukhaasan accomplished) ceremonially prior to the use for any other purpose so that there is no risk of commission of irreverence towards it.
  - b. Anything except the afore-mentioned Sikh reverential ceremonies, all other religions' practices are barred.
  - c. The Platform for the Parkash of Sri Guru Granth Sahib Ji shall not be used for any other purpose.
  - d. The Stage for the Kirtanicy shall not be used for any other purpose. Kirtan, Katha of *Gurbaanee* or its interpretive *Baanees* of Bhai Gurdas ji and Bhai Nand Lal ji are allowed.
  - e. Before entering Divan Hall, shoes must be taken off and left outside in the shoe racks provided and heads should be covered.
  - f. No person, no matter which country, religion or cast he/she belongs to, is debarred from entering the Gurdwara for Darshan (seeing the holy shrine). However, no person may have tobacco, liquor or any other items that are forbidden to the Sikhs in his/her possession.
  - g. No one shall sit bare-headed in the Divan Hall.
  - h. In the congregation, there should be no differentiation or discrimination between Sikh and non-Sikh, persons traditionally regarded as touchable and untouchable, the so called high and low caste persons, the high and the low.
  - i. Sitting on a cushion, a distinctive seat, a chair, a stool, a cot, etc. or in any distinctive position within the Divan Hall is contrary to Gurmat (Guru's way) unless a person is handicapped.
2. Worship of any idol or any ritual or activity is not be allowed to be conducted inside the Gurdwara. Nor should the festival of any other faith be allowed to be celebrated inside the Gurdwara.
3. Any prayer or presentation that involves dancing and/or clapping is not permitted in the Gurdwara premises.
4. In an interfaith or multi-faith gatherings, speakers may speak either in Praise of One Creator or about the welfare of the humanity. There should be no speech against Gurmat or against any other faith or religion.
5. Lectures on the life and teachings of the Sikh Gurus and well known historical Sikh personalities may be delivered from the podium.
6. Any program that encourages separatism, and connects the congregation to personalities instead of God and or Sikh Guru(s) should not be allowed in the Gurdwara Sahib. Lectures by those, who claim to be a "*Sant*" or "*Baba*" as well as reading the writings of such self-escalated individuals should be discouraged. No lecture against the Gurus and/or their teachings is permitted.
7. No Lecture against *Gurmat* (Guru's teachings) or Panthic Maryada is permitted.

# ਗੁਰਦੁਆਰੇ ਵਿਚ ਦੀਵਾਨ ਹਾਲ ਦੀ ਵਰਤੋਂ

ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਦੇ ਪ੍ਰਕਾਸ਼ ਸਮੇਤ

ਹੇਠਲੇ ਇਨ੍ਹਾਂ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਵਰਤੋਂ ਹੋਣੀ ਚਾਹੀਦੀ ਹੈ।

੧. “ਸਿੱਖ ਰਹਿਤ ਮਰਯਾਦਾ” ਵਿਚ “ਗੁਰਦੁਆਰੇ” ਸਿਰਲੇਖ ਥੱਲੇ ਦਿਤੇ ਹੋਏ ਨਿਯਮਾਂ ਦੀ ਪਾਲਣਾ ਕਰਨੀ ਚਾਹੀਦੀ ਹੈ।

(ੳ) ਗੁਰਦੁਆਰੇ ਵਿਚ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਦਾ ਪ੍ਰਕਾਸ਼ ਨਿਤਾ-ਪ੍ਰਤੀ ਹੋਵੇ। ਬਿਨਾਂ ਖਾਸ ਕਾਰਨ ਦੇ (ਜਦ ਕਿ ਪ੍ਰਕਾਸ਼ ਜਾਰੀ ਰੱਖਣ ਦੀ ਲੋੜ ਹੋਵੇ) ਰਾਤ ਨੂੰ ਪ੍ਰਕਾਸ਼ ਨਾ ਰਹੇ। ਆਮ ਤੌਰ ਤੇ ਰਹਰਾਸਿ ਦੇ ਪਾਠ ਮਗਰੋਂ ਸੁੱਖ-ਆਸਨ ਕੀਤਾ ਜਾਵੇ। ਜਦ ਤਕ ਗ੍ਰੰਥੀ ਜਾਂ ਸੇਵਾਦਾਰ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਦੀ ਸੇਵਾ ਲਈ ਹਾਜ਼ਰ ਰਹਿ ਸਕੇ ਜਾਂ ਪਾਠੀਆਂ, ਦਰਸ਼ਨ ਕਰਨ ਵਾਲਿਆਂ ਦੀ ਆਵਾਜਾਈ ਰਹੇ ਜਾਂ ਬੇਅਦਬੀ ਦਾ ਖਤਰਾ ਨਾ ਹੋਵੇ, ਤਦ ਤਕ ਪ੍ਰਕਾਸ਼ ਰਹੇ। ਉਪ੍ਰੰਤ ਸੁੱਖ ਆਸਨ ਕਰ ਦੇਣਾ ਉਚਿਤ ਹੈ, ਤਾਂ ਜੋ ਬੇਅਦਬੀ ਨਾ ਹੋਵੇ।

(ਅ) ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਨੂੰ ਸਨਮਾਨ ਨਾਲ ਪ੍ਰਕਾਸ਼ਿਆ, ਪੜ੍ਹਿਆ ਤੇ ਸੰਤੋਖਿਆ ਜਾਵੇ। ਪ੍ਰਕਾਸ਼ ਲਈ ਜ਼ਰੂਰੀ ਹੈ ਕਿ ਸਥਾਨ ਸਾਫ-ਸੁਥਰਾ ਹੋਵੇ। ਉਪਰ ਚਾਂਦਨੀ ਹੋਵੇ। ਪ੍ਰਕਾਸ਼ ਮੰਜੀ ਸਾਹਿਬ ਤੇ ਸਾਫ-ਸੁਥਰੇ ਬਸਤਰ ਵਿਛਾ ਕੇ ਕੀਤਾ ਜਾਵੇ। ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਨੂੰ ਸੰਭਾਲ ਕੇ ਪ੍ਰਕਾਸ਼ਨ ਲਈ ਗਏਲੇ ਆਦਿ ਸਮਿਆਨ ਵਰਤੇ ਜਾਣ ਅਤੇ ਉਪਰ ਲਈ ਰੁਮਾਲ ਹੋਵੇ। ਜਦ ਪਾਠ ਨਾ ਹੁੰਦਾ ਹੋਵੇ, ਤਾਂ ਉੱਤੇ ਰੁਮਾਲ ਪਿਆ ਰਹੇ। ਪ੍ਰਕਾਸ਼ ਵੇਲੇ ਚੌਰ ਭੀ ਚਾਹੀਏ।

(ੲ) ਉਪਰ ਦੱਸੇ ਸਾਮਾਨ ਤੋਂ ਇਲਾਵਾ ਧੂਪ ਜਾਂ ਦੀਵੇ ਮਚਾ ਕੇ ਆਰਤੀ ਕਰਨੀ, ਭੋਗ ਲਾਉਣਾ, ਜੋਤਾਂ ਜਗਾਉਣੀਆਂ, ਟੱਲ ਖੜਕਾਉਣੇ ਆਦਿ ਕਰਮ ਗੁਰਮਤਿ ਅਨੁਸਾਰ ਨਹੀਂ। ਹਾਂ, ਸਥਾਨ ਨੂੰ ਸੁਗੰਧਿਤ ਕਰਨ ਲਈ ਫੁੱਲ, ਧੂਪ ਆਦਿ ਸੁਗੰਧੀਆਂ ਵਰਤਣੀਆਂ ਵਿਵਰਜਿਤ ਨਹੀਂ। ਕਮਰੇ ਅੰਦਰ ਰੌਸ਼ਨੀ ਲਈ ਤੇਲ, ਘੀ ਜਾਂ ਮੋਮਬੱਤੀ, ਬਿਜਲੀ, ਲੈਂਪ ਆਦਿ ਜਗਾ ਲੈਣੇ ਚਾਹੀਦੇ ਹਨ।

(ਸ) ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਦੇ ਵਾਕਰ (ਤੁੱਲ) ਕਿਸੇ ਪੁਸਤਕ ਨੂੰ ਅਸਥਾਪਨ ਨਹੀਂ ਕਰਨਾ। ਗੁਰਦੁਆਰੇ ਵਿਚ ਕੋਈ ਮੂਰਤੀ ਪੂਜਾ ਜਾਂ ਹੋਰ ਗੁਰਮਤਿ ਦੇ ਵਿਰੁੱਧ ਕੋਈ ਰੀਤੀ ਜਾਂ ਸੰਸਕਾਰ ਨਾ ਹੋਵੇ, ਨਾ ਹੀ ਕੋਈ ਅਨਮਤ ਦਾ ਤਿਉਹਾਰ ਮਨਾਇਆ ਜਾਵੇ। ਹਾਂ, ਕਿਸੇ ਮੌਕੇ ਜਾਂ ਇੱਕਤ੍ਰਾ ਨੂੰ ਗੁਰਮਤਿ ਦੇ ਪ੍ਰਚਾਰ ਲਈ ਵਰਤਣਾ ਅਯੋਗ ਨਹੀਂ।

(ਹ) ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਦੇ ਪੰਝੂੜੇ ਦੇ ਪਾਵਿਆਂ ਨੂੰ ਮੁੱਠੀਆਂ ਭਰਨੀਆਂ, ਕੰਧਾਂ ਜਾਂ ਥੜ੍ਹਿਆਂ ਤੇ ਨੱਕ ਰਗੜਨਾ ਜਾਂ ਮੁੱਠੀਆਂ ਭਰਨੀਆਂ, ਮੰਜੀ ਸਾਹਿਬ ਹੇਠਾਂ ਪਾਣੀ ਰੱਖਣਾ, ਗੁਰਦੁਆਰਿਆਂ ਵਿਚ ਮੂਰਤੀਆਂ (ਬੁੱਤ) ਬਨਾਣੀਆਂ ਜਾਂ ਰੱਖਣੀਆਂ, ਗੁਰੂ ਸਾਹਿਬਾਨ ਜਾਂ ਸਿੱਖ ਬਜ਼ੁਰਗਾਂ ਦੀਆਂ ਤਸਵੀਰਾਂ ਅੱਗੇ ਮੱਥੇ ਟੇਕਣੇ, ਇਹੋ ਜਿਹੇ ਕਰਮ ਮਨਮੱਤ ਹਨ।

(ਕ) ਇਕ ਤੋਂ ਦੂਜੀ ਥਾਂ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਲੈ ਜਾਣ ਵੇਲੇ ਅਰਦਾਸ ਕਰਨੀ ਚਾਹੀਏ।

(ਖ) ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਨੂੰ ਅਰਦਾਸਾ ਸੋਧ ਕੇ ਪ੍ਰਕਾਸ਼ ਕੀਤਾ ਜਾਵੇ। ਪ੍ਰਕਾਸ਼ ਕਰਨ ਵੇਲੇ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਵਿਚੋਂ ਇਕ ਸ਼ਬਦ ਦਾ ਵਾਕ ਲਿਆ ਜਾਵੇ।

(ਗ) ਜਦ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਦੀ ਸਵਾਰੀ ਆਵੇ ਤਾਂ ਭਾਵੇਂ ਅੱਗੇ ਪ੍ਰਕਾਸ਼ ਹੋਇਆ ਹੋਵੇ ਜਾਂ ਨਾ, ਹਰ ਇਕ ਸਿੱਖ ਨੂੰ ਸਨਮਾਨ ਲਈ ਉੱਠ ਖਲੋਣਾ ਚਾਹੀਏ।

(ਘ) ਗੁਰਦੁਆਰੇ ਅੰਦਰ ਜਾਣ ਲੱਗਿਆਂ ਜੋੜੇ ਬਾਹਰ ਲਾਹ ਕੇ, ਸੁਥਰਾ ਹੋ ਕੇ ਜਾਣਾ ਚਾਹੀਏ, ਜੇ ਪੈਰ ਮੈਲੇ ਜਾਂ ਗੰਦੇ ਹੋਣ, ਤਾਂ ਜਲ ਨਾਲ ਧੋ ਲੈਣੇ ਚਾਹੀਏ।

(ਙ) ਗੁਰਦੁਆਰੇ ਅੰਦਰ ਦਰਸ਼ਨਾਂ ਲਈ ਜਾਣ ਲਈ ਕਿਸੇ ਦੇਸ਼, ਮਜ਼੍ਹਬ, ਜਾਤਿ ਵਾਲੇ ਨੂੰ ਮਨਾਹੀ ਨਹੀਂ, ਪਰ ਉਸ ਦੇ ਪਾਸ ਸਿੱਖ ਧਰਮ ਤੋਂ ਵਿਵਰਜਿਤ, ਤਮਾਕੂ ਆਦਿ ਕੋਈ ਚੀਜ਼ ਨਹੀਂ ਹੋਣੀ ਚਾਹੀਦੀ।

(ਚ) ਗੁਰਦੁਆਰੇ ਅੰਦਰ ਜਾ ਕੇ ਸਿੱਖ ਦਾ ਪਹਿਲਾ ਕਰਮ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਅੱਗੇ ਮੱਥਾ ਟੇਕਣਾ ਹੈ। ਉਪ੍ਰੰਤ ਗੁਰੂ-ਰੂਪ ਸਾਧ ਸੰਗਤ ਦੇ ਦਰਸ਼ਨ ਕਰ ਕੇ ਸਹਿਜ ਨਾਲ ਵਾਹਿਗੁਰੂ ਜੀ ਕਾ ਖਾਲਸਾ, ਵਾਹਿਗੁਰੂ ਜੀ ਕੀ ਫ਼ਤਹ ਬੁਲਾਈ ਜਾਵੇ।

(ਛ) ਸੰਗਤ ਵਿਚ ਬੈਠਣ ਲਈ ਭੀ ਸਿੱਖ-ਅਸਿੱਖ, ਫੂਤ-ਛਾਤ, ਜਾਤ-ਪਾਤ, ਉਚ-ਨੀਚ ਦਾ ਭਰਮ ਜਾਂ ਵਿਤਕਰਾ ਨਹੀਂ ਕਰਨਾ।

(ਜ) ਕਿਸੇ ਮਨੁੱਖ ਦਾ ਸਤਿਗੁਰਾਂ ਦੇ ਪ੍ਰਕਾਸ਼ ਸਮੇਂ ਜਾਂ ਸੰਗਤ ਵਿਚ ਗਏਲਾ, ਆਸਣ, ਕੁਰਸੀ, ਚੌਕੀ, ਮੰਜਾ ਆਦਿ ਲਾ ਕੇ ਬੈਠਣਾ ਜਾਂ ਕਿਸੇ ਹੋਰ ਵਿਤਕਰੇ ਨਾਲ ਬੈਠਣਾ ਮਨਮੱਤ ਹੈ।

(ਵ) ਸੰਗਤ ਵਿਚ ਜਾਂ ਸਤਿਗੁਰਾਂ ਦੇ ਪ੍ਰਕਾਸ਼ ਸਮੇਂ ਕਿਸੇ ਸਿੱਖ ਨੂੰ ਨੰਗੇ ਸਿਰ ਨਹੀਂ ਬੈਠਣਾ ਚਾਹੀਦਾ। ਸੰਗਤ ਵਿਚ ਸਿੱਖ ਇਸਤਰੀਆਂ ਲਈ ਪਰਦਾ ਕਰਨਾ ਜਾਂ ਘੁੰਡ ਕੱਢਣਾ ਗੁਰਮਤਿ ਵਿਰੁੱਧ ਹੈ।

(੨) ਸੰਗਤ ਵਿਚ ਕੀਰਤਨ ਕੇਵਲ ਗੁਰਬਾਣੀ ਜਾਂ ਇਸ ਦੀ ਵਿਆਖਿਆ-ਸਰੂਪ ਰਚਨਾ ਭਾਈ ਗੁਰਦਾਸ ਜੀ ਤੇ ਭਾਈ ਨੰਦ ਲਾਲ ਜੀ ਦੀ ਬਾਣੀ ਦਾ ਹੋ ਸਕਦਾ ਹੈ।

- (੩) ਸ਼ਬਦਾਂ ਨੂੰ ਜੋਟੀਆਂ ਦੀ ਧਾਰਨਾ ਜਾਂ ਰਾਗ ਨਾਲ ਪੜ੍ਹਦਿਆਂ ਬਾਹਰ ਦੀਆਂ ਮਨ-ਘੜਤ ਤੇ ਵਾਧੂ ਤੁਕਾਂ ਲਾ ਕੇ ਧਾਰਨਾ ਲਾਉਣੀ ਜਾਂ ਗਾਉਣਾ ਅਯੋਗ ਹੈ। ਸ਼ਬਦ ਦੀ ਤੁਕ ਹੀ ਧਾਰਨਾ ਬਣਾਈ ਜਾਵੇ।
- (੪) ਪੋਡੀਅਮ (ਮੰਚ) ਤੋਂ ਭਾਸ਼ਨ (ਲੈਕਚਰ) ਗੁਰੂ ਸਾਹਿਬਾਨਾ ਦੀ ਜ਼ਿੰਦਗੀ, ਸਿਖਿਆ, ਜਾਂ ਇਤਿਹਾਸਕ ਪਰਮਾਣੀਕ ਸਿੱਖ ਹਸਤੀਆਂ ਤੇ ਹੀ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ।
- (੫) ਕੋਈ ਵੀ ਪਰੋਗਰਾਮ ਅੱਡ ਕਰਨ ਜਾਂ ਸੰਗਤ ਨੂੰ ਗੁਰੂ ਸ਼ਬਦ ਤੋਂ ਸਿਵਾਏ ਕਿਸੇ ਵਿਅਕਤੀ ਨਾਲ ਜੋੜਨ ਵਾਲਾ ਨਹੀਂ ਕੀਤਾ ਜਾ ਸਕਦਾ। ਜਿਹੜੇ ਬੰਦੇ ਅਪਣੇ ਆਪ ਨੂੰ “ਸੰਤ” ਜਾਂ “ਬਾਬਾ ਅਖਵਉਣ ਵਾਲੇ ਹੋਣ ਤਾਂ ਉਨ੍ਹਾਂ ਵਿਅਕਤੀਆਂ ਦਾ ਬੋਲਣਾ ਅਤੇ ਸਾਹਿਤ ਪੜ੍ਹਣਾ ਹੋੜਿਆ ਜਾਵੇ।
- (੬) ਕਥਾ ਦਸ ਗੁਰੂ ਸਾਹਿਬਾਨ ਦੀ ਬਾਣੀ ਜਾਂ ਭਾਈ ਗੁਰਦਾਸ, ਭਾਈ ਨੰਦ ਲਾਲ ਜਾਂ ਕਿਸੇ ਹੋਰ ਪ੍ਰਮਾਣੀਕ ਪੰਥਕ ਪੁਸਤਕ ਜਾਂ ਇਤਿਹਾਸ ਦੀਆਂ ਪੁਸਤਕਾਂ (ਜੋ ਗੁਰਮਤ ਅਨਕੂਲ ਹੋਣ) ਦੀ ਹੋ ਸਕਦੀ ਹੈ, ਪਰ ਅਨਤ ਦੇ ਕਿਸੇ ਪੁਸਤਕ ਦੀ ਨਹੀਂ ਹੋ ਸਕਦੀ। ਹਾਂ, ਪ੍ਰਮਾਣ ਕਿਸੇ ਮਹਾਤਮਾਂ ਜਾਂ ਪੁਸਤਕ ਦੀ ਓੱਤਮ ਸਿਖਿਆ ਦਾ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।
- (੭) ਕੋਈ ਵੀ ਲੈਕਚਰ ਗੁਰਮਤ ਜਾਂ ਪੰਥਕ ਮਰਯਾਦਾ ਵਿਰੁਧ ਨਹੀਂ ਕੀਤਾ ਜਾ ਸਕਦਾ।
- (੮) ‘ਹੁਕਮ’ ਲੈਣ ਅਤੇ ਅਰਦਾਸ ਦੀ ਵਿਧੀ ਸਿੱਖ ਰਹਿਤ ਮਰਯਾਦਾ ਅਨੁਸਾਰ ਨਿਭਾਉਣੀ ਹੈ।

# ਗੁਰਦੁਆਰੇ ਵਿਚ ਦੀਵਾਨ ਹਾਲ ਦੀ ਵਰਤੋਂ

ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਦੇ ਪ੍ਰਕਾਸ਼ ਵਗੈਰ

ਹੇਠਲੇ ਇਨ੍ਹਾ ਨਿਯਮਾਂ ਅਨੁਸਾਰ ਵਰਤੋਂ ਹੋਣੀ ਚਾਹੀਦੀ ਹੈ।

੧. “ਸਿੱਖ ਰਹਿਤ ਮਰਯਾਦਾ” ਵਿਚ “ਗੁਰਦੁਆਰੇ” ਸਿਰਲੇਖ ਥੱਲੇ ਦਿਤੇ ਹੋਏ ਨਿਯਮਾਂ, ਗੁਰਮਤ, ਅਤੇ ਸਿੱਖ ਗੁਰਦੁਆਰੇ ਦੇ ਵਿਧਾਨ ਅਨੁਸਾਰ ਪਾਲਣਾ ਹੋਣੀ ਚਾਹੀਦੀ ਹੈ।

(ੳ) ਜੇ ਗੁਰਦੁਆਰੇ ਦੇ ਦੀਵਾਨ ਹਾਲ ਦੀ ਸੰਗਤ ਦੇ ਦੀਵਾਨ ਤੋਂ ਸਿਵਾਏ ਕਿਸੇ ਹੋਰ ਕਾਰਨ ਵਾਸਤੇ ਵਰਤੋਂ ਦੀ ਲੋੜ ਹੋਵੇ ਤਾਂ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਦਾ ਪ੍ਰਕਾਸ਼ ਨਾ ਹੋਵੇ। ਵਰਤੋਂ ਤੋਂ ਪਹਿਲਾਂ ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਦਾ ਵਿੱਧੀ ਅਨੁਸਾਰ ਸੁੱਖ-ਆਸਨ ਕੀਤਾ ਜਾਵੇ ਤਾਂ ਕਿ ਬੇਅਦਬੀ ਦਾ ਖਤਰਾ ਨਾ ਰਹੇ।

(ਅ) ਉਪਰ ਦੱਸੀਆਂ ਸਿੱਖ ਰੀਤੀਆਂ ਤੋਂ ਇਲਾਵਾ ਹੋਰ ਧਰਮਾਂ ਦੀਆਂ ਸਾਰੀਆਂ ਰੀਤੀਆਂ ਵਿਵਰਜਿਤ ਹਨ।

(ੲ) ਸ੍ਰੀ ਗੁਰੂ ਗ੍ਰੰਥ ਸਾਹਿਬ ਜੀ ਦੇ ਪ੍ਰਕਾਸ਼ ਸਥਾਨ (ਮੰਚ) ਦੀ ਵਰਤੋਂ ਕਿਸੇ ਵੀ ਹੋਰ ਕੰਮ ਲਈ ਕੀਤੀ ਨਹੀਂ ਜਾ ਸਕਦੀ।

(ਸ) ਕੀਰਤਨੀਆਂ ਵਾਲੀ ਸਟੇਜ ਕਿਸੇ ਵੀ ਹੋਰ ਮੰਤਵ ਲਈ ਨਹੀਂ ਵਰਤੀ ਜਾ ਸਕਦੀ। ਕੀਰਤਨ ਕੇਵਲ ਗੁਰਬਾਣੀ ਜਾਂ ਇਸ ਦੀ ਵਿਆਖਿਆ-ਸਰੂਪ ਰਚਨਾ ਭਾਈ ਗੁਰਦਾਸ ਜੀ ਤੇ ਭਾਈ ਨੰਦ ਲਾਲ ਜੀ ਦੀ ਬਾਣੀ ਦਾ ਹੋ ਸਕਦਾ ਹੈ।

(ਹ) ਦੀਵਾਨ ਹਾਲ ਅੰਦਰ ਜਾਣ ਤੋਂ ਪਹਿਲਾਂ ਜੋੜੇ ਉਤਾਰ ਕੇ ਬਾਹਰ ਜੋੜੇ ਅਸਥਾਨ ਤੇ ਰੱਖੇ ਜਾਣ ਅਤੇ ਸਿਰ ਢਕਿਆ ਜਾਵੇ।

(ਕ) ਗੁਰਦੁਆਰੇ ਅੰਦਰ ਦਰਸ਼ਨਾਂ ਲਈ ਜਾਣ ਲਈ ਕਿਸੇ ਦੇਸ਼, ਮਜ਼੍ਹਬ, ਜਾਤਿ ਵਾਲੇ ਨੂੰ ਮਨਾਹੀ ਨਹੀਂ, ਪਰ ਉਸ ਦੇ ਪਾਸ ਸਿੱਖ ਧਰਮ ਤੋਂ ਵਿਵਰਜਿਤ, ਤਮਾਕੂ ਆਦਿ ਕੋਈ ਚੀਜ਼ ਨਹੀਂ ਹੋਣੀ ਚਾਹੀਦੀ।

(ਖ) ਕੋਈ ਵੀ ਵਿਅਕਤੀ ਦੀਵਾਨ ਹਾਲ ਵਿਚ ਨੰਗੇ-ਸਿਰ ਨਾ ਬੈਠੇ।

(ਗ) ਸੰਗਤ ਵਿਚ ਬੈਠਣ ਲਈ ਵੀ ਸਿੱਖ-ਅਸਿੱਖ, ਛੂਤ-ਛਾਤ, ਜਾਤ-ਪਾਤ, ਉਚ-ਨੀਚ ਦਾ ਭਰਮ ਜਾਂ ਵਿਤਕਰਾ ਨਹੀਂ ਕਰਨਾ।

(ਘ) ਸਿਵਾਏ ਅਪੰਗਤਾ (ਰੋਗ) ਦੇ ਕਾਰਨ ਤੋਂ ਹੋਰ ਕਿਸੇ ਮਨੁੱਖ ਦਾ ਸੰਗਤ ਵਿਚ ਗਦੇਲਾ, ਆਸਣ, ਕੁਰਸੀ, ਚੌਕੀ, ਮੰਜਾ ਆਦਿ ਲਾ ਕੇ ਬੈਠਣਾ ਜਾਂ ਕਿਸੇ ਹੋਰ ਵਿਤਕਰੇ ਨਾਲ ਦੀਵਾਨ ਹਾਲ ਵਿਚ ਬੈਠਣਾ ਮਨਮੱਤ ਹੈ।

੨. ਗੁਰਦੁਆਰੇ ਵਿਚ ਕੋਈ ਮੂਰਤੀ ਪੂਜਾ ਜਾਂ ਹੋਰ ਗੁਰਮਤਿ ਦੇ ਵਿਰੁੱਧ ਕੋਈ ਰੀਤੀ ਜਾਂ ਸੰਸਕਾਰ ਨਾ ਹੋਵੇ, ਨਾ ਹੀ ਕੋਈ ਅਨਮਤ ਦਾ ਤਿਉਹਾਰ ਮਨਾਇਆ ਜਾਵੇ।

੩. ਕੋਈ ਵੀ ਅਰਦਾਸ ਜਾਂ ਵਿਆਖਿਆ ਜਿਸ ਤੋਂ ਨਚਣ ਅਤੇ/ਜਾਂ ਤਾੜੀਆਂ ਦੀ ਪ੍ਰੇਰਣਾ ਮਿਲਦੀ ਹੋਵੇ ਉਹ ਗੁਰਦੁਆਰੇ ਦੀ ਹਦ ਵਿੱਚ ਵਿਵਰਜਿਤ ਹਨ।

੪. ਬਹੁ-ਧਰਮਾਂ ਦੇ ਇਕੱਠ ਵਿਚ ਕੋਈ ਵੀ ਵਕਤਾ ਰੱਬ ਦੀ ਵਡਿਆਈ ਜਾਂ ਸਰਬਤ ਦੀ ਭਲਾਈ ਤੇ ਬੋਲ ਸਕਦਾ ਹੈ। ਪਰ ਗੁਰਮਤ ਜਾਂ ਕਿਸੇ ਹੋਰ ਧਰਮ ਦੇ ਵਿਰੁੱਧ ਬੋਲਣ ਦੀ ਮਨਾਹੀ ਹੈ।

੫. ਪੋਡੀਅਮ (ਮੰਚ) ਤੋਂ ਭਾਸ਼ਨ (ਲੈਕਚਰ) ਗੁਰੂ ਸਾਹਿਬਾਨਾ ਦੀ ਜ਼ਿੰਦਗੀ, ਸਿਖਿਆ, ਜਾਂ ਇਤਿਹਾਸਕ ਪਰਮਾਣੀਕ ਸਿੱਖ ਹਸਤੀਆਂ ਤੇ ਹੀ ਕੀਤਾ ਹਾ ਸਕਦਾ ਹੈ।

੬. ਕੋਈ ਵੀ ਪਰੋਗਰਾਮ ਅੱਡ ਕਰਨ ਜਾਂ ਸੰਗਤ ਨੂੰ ਗੁਰੂ ਸ਼ਬਦ ਤੋਂ ਸਿਵਾਏ ਕਿਸੇ ਵਿਅਕਤੀ ਨਾਲ ਜੋੜਨ ਵਾਲਾ ਨਹੀਂ ਕੀਤਾ ਜਾ ਸਕਦਾ। ਜਿਹੜੇ ਬੰਦੇ ਅਪਣੇ ਆਪ ਨੂੰ “ਸੰਤ” ਜਾਂ “ਬਾਬਾ ਅਖਵਉਣ ਵਾਲੇ ਹੋਣ ਤਾਂ ਉਨ੍ਹਾਂ ਵਿਅਕਤੀਆਂ ਦਾ ਬੋਲਣਾ ਅਤੇ ਸਾਹਿਤ ਪੜ੍ਹਣਾ ਹੋੜਿਆ ਜਾਵੇਗਾ।

੭. ਕੋਈ ਵੀ ਲੈਕਚਰ ਗੁਰਮਤ ਜਾਂ ਪੰਥਕ ਮਰਯਾਦਾ ਵਿਰੁੱਧ ਨਹੀਂ ਕੀਤਾ ਜਾ ਸਕਦਾ।

## H. Approval/Modification of OIs

The constitution describes ‘What’ needs to be done to manage all of the Gurdwara activities. The Operating Instruction is a supporting document; it contains the detailed instruction on ‘How’ the individuals, groups, and committees will perform their duties. Where the need for changing ‘what’ may not arrive for a long time, the ‘how’ may require change(s) with the new advancements in the processes and tools. Therefore, it may not be prudent to adopt the strict rules of the amendments to the constitution verbatim. However, it is appropriate to follow the similar rules in spirit for its approval/changes.

To create and approve this document we followed the following steps:

1. The core of this OI document was developed by an Ad Hoc Committee created by the Executive Committee several years ago while working on the Sikh Gurdwara Constitution Amendment.
2. After the approval and adoption of the constitution amendment, the core document was updated for consistency with it.
3. Upon moving to the new Gurdwara building, the amendment became in effect and all committees were required to follow the amended constitution. The draft OI document was used as a guide for the operation of the Gurdwara and updated based on implementation experience. Several flow charts streamlining the processes and many forms for properly maintaining records were added to this document.
4. In January of 2014, the updated draft was mainly divided into three portions for the review purpose. These were:
  - a. Table of Contents and Introduction.
  - b. Description of Duties of All Committee Members.
  - c. Guidelines, Checklists, Forms, and Boiler Plates.

All three parts were submitted sequentially to all of the Formal Committee members for their reviews and comments. As the comments on each part were received, they were incorporated into the draft document.

5. In June of 2014, the final draft containing all comments and suggestions was created and submitted to all of the Formal Committee members for the final check to alleviate inconsistencies, ensure incorporation of individual’s comments, and make grammatical corrections.
6. A meeting was arranged on 20 July for the Formal Committee members for their endorsement of the final OI document.
  - a. All members of the formal committees who attended this meeting endorsed this document.
  - b. The signatures of all the members of the committees present at the meeting are on the attached attendance sheet
7. In general, to change any portion of this approved document (i.e., content change, additions, and/or deletions etc.), the steps outlined in item 7 of the ‘Decision Making Guidelines’ will be followed.

**Note: In case of a conflict between this document and the constitution, the constitution has the priority**

7/20/2014 Formal Committee Members Meeting  
Subject: Operating Instructions.

Gurbax Singh

Rayminder Singh

Sarbjit Singh

Husaninder Singh

Nachhatta Singh

Asingtolai

Anvinder Singh

Ajit Kaur

KULWANT SINGH

RAJINDER SINGH

DALBIR SINGH

HARPAL SINGH

ਜਗਜੀਤ ਸਿੰਘ

ਜਗਜੀਤ ਕੌਰ

SHUBHDEV SINGH

Jagmohan Singh

KULWINDER SINGH

Teynder Thajj

(non-committee member)

Mandeep Singh

(non-committee member)

Amended Singh

(non-committee member)

Sarabjeet Kaur

(non-committee member)

Asingtolai

Joint Committee meeting 2/22/2015  
Discussion ~~for~~ approval on operating  
procedure changes -

- C 1. Rajinder Singh Minhas
- C 2. Ajmer Singh Dubai
- C 3. RANINDER SINGH
- C 4. Upkar Singh
- C 5. Huseinder Singh
- C 6. ~~Indu Singh~~
- C 7. Shubhdev Singh
- C 8. Gurbeer Singh
- 9. Inderpal Singh
- C 10. Kulwinder Singh
- 11. Tejinder Tharji
- C 12. Kanwaljit Singh
- C 13. Nachhatta Singh
- C 14. Ajit Kaur
- C 15. Sarbjot Singh Sidhu
- C 16. Tarbesh Kallan
- C 17. Harpal Singh
- C 18. Arwinder Singh

Attendance & Notes recorded by: Rajinder Minhas  
2/22/15

C = committee  
S = Sangat

## **IV. Forms**

## Audit Report Summary - Sikh Gurdwara, Rochester Hills, Michigan

Audit Period Starting From:		To:
Records	Checked	Comments/Attachments
Record - Fund Collection (Cash & Checks)		
Receipts - Donation (Receipt Books)		
Deposits - Collections/Donations		
Yearly Issued Receipts		
Transfer of funds		
Payments - Fees, Insurances etc.		
Payments - Employee Salaries		
Reimbursement to Individuals - Supplies etc.		
Payments - Utility Bills, Rent and other invoices		
Payments - Services		
Payments - Mortgage/Loans (Record - Loan Pay-off)		
Expenses - Building Construction/Improvement		
Expenses - Facility Maintenance		
Filing of Taxes		

**Auditor/Coordinator (s):**

ੴ ਸਤਿ ਨਾਮੁ ਕਰਤਾ ਪੁਰਖੁ ਨਿਰਭਉ ਨਿਰਵੈਰੁ ਅਕਾਲ ਮੂਰਤਿ ਅਜੂਨੀ ਸੈਭੰ ਗੁਰ ਪ੍ਰਸਾਦਿ॥

*There is one and only One Universal Creator*

# Sikh Gurdwara

271 W. Auburn Road, Rochester Hills, Michigan 48307 Mailing Address: P.O. BOX 70313, Rochester Hill, MI 48307

Michigan Ecclesiastical Corp (Church) [CID # 712671] IRS Tax-Exempt Corp. [Taxpayer ID # 38-3051161]

<http://www.sikhgurdwara.com>

**(Membership Form)**

RM \_\_\_\_\_

To The Sadh Sangat of SIKH GURDWARA, Michigan:

Respected Sadh Sangat Ji:

Waheguru Ji Ka Khalsa, Waheguru Ji Ki Fateh

I am signing this document to become a Registered Member of SIKH GURDWARA, Michigan and am making the following declarations and pledges to the Gurdwara:

1. I am 18 years of age or older. I am legally permitted to register in the US as a member of a non-profitable organization.
2. I am a Sikh who believes in the Ten Gurus and Guru Granth Sahib only.
3. I firmly believe that a Gurdwara is the home of Guru Granth Sahib, and so should be given its due respect.
4. I will try my best to attend all the services provided by SIKH GURDWARA.
5. I will never use the Gurdwara or any of its property for my personal material gain. Instead, I would be on the lookout for how I can help the Gurdwara.
6. While in the Gurdwara, I will maintain complete Maryada (decorum and discipline); and will try to convince members of my family to do the same.
7. I understand that managing a Gurdwara requires a coordinated effort of every member of the Sangat. As a Registered Member, I will try to do my share in keeping the SIKH GURDWARA property clean and in order.
8. I will never bring any litigation against SIKH GURDWARA.
9. I will try to donate a portion of my income to the Gurdwara as a gesture of gratitude for all that the Guru has given to me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

E. Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

CFTC: \_\_\_\_\_

REV-01: 31 October, 2012

ੴ ਸਤਿ ਨਾਮੁ ਕਰਤਾ ਪੁਰਖੁ ਨਿਰਭਉ ਨਿਰਵੈਰੁ ਅਕਾਲ ਮੂਰਤਿ ਅਜੂਨੀ ਸੈਭੰ ਗੁਰ ਪ੍ਰਸਾਦਿ ॥

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### Nomination Form - Selection Committee)

(For Term Ending: June, 20 )

N \_\_\_\_\_

Members of the Selection Committee represent the commitment of the Gurdwara towards Sikh Rehat Maryada (Sikh Code of Conduct). Therefore, each and every member of the Selection Committee MUST:

- i. Be a practicing **Amritdhari Sikh** (A Baptized Sikh, who believes in Sikh Gurus and Sikh Rehat Maryada (Sikh Code of Conduct));
- ii. Be a **Registered Member** of the Gurdwara for the **last 12 consecutive months**; and maintain his/her membership for the duration he/she is in this committee;
- iii. Be prepared to **work** as a Sevadar (servant) of the Gurdwara strictly on a **voluntary basis** (with **no monetary compensation**);
- iv. Be prepared to serve as a **member of the Executive Committee**, should a need arise, due to non-availability of persons for that committee;

**Note: Only Registered Members of the Sikh Gurdwara can sponsor or second a Candidate. Maximum number of persons one can sponsor or second is limited to the number of vacancies. Use one form per sponsorship.**

Waheguru Ji Ka Khalsa, Waheguru Ji Ki Fateh

**Candidate:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Sponsored by:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

**Seconded by:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

### **Consent of the Candidate – To be Completed before Confirmation**

I, \_\_\_\_\_ do hereby declare that I meet and agree to the requirements as mentioned above. I also declare as under, that:

1. I am **not holding any office/management position** in any other Gurdwara organization (other than SIKH GURDWARA, MICHIGAN) and **will not do so** for my whole term.
2. I have **read the qualifications and duties** of the **Members of the Selection Committee, the Executive Committee and Punj Pyaare (Conflict Resolution Committee of Five)**. And if need arise, I am prepared to serve as a temporary member of Punj Pyaare for resolving an urgent case.
3. I will **abide by & protect the Constitution** of the Sikh Gurdwara, Michigan.

**Note: Signature of the nominee must be obtained prior to his/her confirmation.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

email: \_\_\_\_\_

Address: \_\_\_\_\_

EC Secretary: \_\_\_\_\_

CFTC: \_\_\_\_\_

CRCF Rep: \_\_\_\_\_

REV-02: 23 November, 2014

ੴ ਸਤਿ ਨਾਮੁ ਕਰਤਾ ਪੁਰਖੁ ਨਿਰਭਉ ਨਿਰਵੈਰੁ ਅਕਾਲ ਮੂਰਤਿ ਅਜੂਨੀ ਸੈਭੰ ਗੁਰ ਪ੍ਰਸਾਦਿ ॥

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<http://www.sikhgurdwara.com>

REV-01: 16 April, 2013

**(Consent Form - Executive Committee)  
(For Term Ending April, 20 )**

C\_\_\_\_\_

Waheguru Ji Ka Khalsa, Waheguru Ji Ki Fateh.

I, \_\_\_\_\_ do understand that my name has been nominated for Executive Committee of Sikh Gurdwara, Michigan. If selected, to stay an active member of this Committee throughout my term, I declare as under, that:

I am a practicing **Amritdhari Sikh**. (A Baptized Sikh, who believes in Sikh Gurus and Sikh Rehat Maryada (Sikh Code of Conduct)) and **will remain so** for my whole term.

I am a **Registered Member** of the Gurdwara for the last **12 consecutive months** and **will maintain** membership for my whole term.

I am **not holding any office/management position** in any other Gurdwara organization (other than SIKH GURDWARA, MICHIGAN) and **will not do so** for my whole term.

I have **read the qualifications and duties** of the **Members of the Executive Committee** and I am ready to serve as a Sevadaar (servant) of the Gurdwara strictly on a voluntary basis (with **no monetary compensation**).

I will **abide by & protect the Constitution** of the Sikh Gurdwara, Michigan.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E.Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

.....  
SC Bulaaraa: \_\_\_\_\_ Punj Pyaare: \_\_\_\_\_ CFTC: \_\_\_\_\_

REV-01: 16 April, 2013

ੴ ਸਤਿ ਨਾਮੁ ਕਰਤਾ ਪੁਰਖੁ ਨਿਰਭਉ ਨਿਰਵੈਰੁ ਅਕਾਲ ਮੂਰਤਿ ਅਜੂਨੀ ਸੈਭੰ ਗੁਰ ਪ੍ਰਸਾਦਿ ॥

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**(Consent Form - Punj Pyaare)  
(For Term Ending April, 20 )**

C\_\_\_\_\_

Waheguru Ji Ka Khalsa, Waheguru Ji Ki Fateh,

I, \_\_\_\_\_ do understand that my name has been nominated for **Punj Pyaare (Conflict Resolution Committee of Five)** of Sikh Gurdwara, Michigan. If selected, to stay an active member of this Committee throughout my term, I declare as under, that:

I am a practicing **Amritdhari Sikh**. (A Baptized Sikh, who believes in Sikh Gurus and Sikh Rehat Maryada (Sikh Code of Conduct)) and **will remain so** for my whole term.

I am a **Registered Member** of the Gurdwara for the last **12 consecutive months** and **will maintain** membership for my whole term.

I am **not holding any office/management position** in any other Gurdwara organization (other than SIKH GURDWARA, MICHIGAN) and **will not do so** for my whole term.

I have **read the qualifications and duties** of the **Members of the Punj Pyaare (Conflict Resolution Committee of Five)** and I am ready to serve as a Sevadaar (servant) of the Gurdwara strictly on a voluntary basis (with **no monetary compensation**).

I will **abide by & protect the Constitution** of the Sikh Gurdwara, Michigan.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

E. Mail:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone: \_\_\_\_\_

.....  
SC Bulaaraa: \_\_\_\_\_

Punj Pyaare: \_\_\_\_\_

CFTC: \_\_\_\_\_

ੴ ਸਤਿ ਨਾਮੁ ਕਰਤਾ ਪੁਰਖੁ ਨਿਰਭਉ ਨਿਰਵੈਰੁ ਅਕਾਲ ਮੂਰਤਿ ਅਜੂਨੀ ਸੈਭੰ ਗੁਰ ਪ੍ਰਸਾਦਿ ॥

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**(Consent Form – GAPC Bulaaraa)  
(For Term Ending April, 20 )**

C\_\_\_\_\_

Waheguru Ji Ka Khalsa, Waheguru Ji Ki Fateh,

I, \_\_\_\_\_ do understand that my name has been nominated for Gurdwara Assets Protection Committee of Sikh Gurdwara, Michigan. If selected, to stay an active member of this Committee throughout my term, I declare as under, that:

I am a practicing **Amritdhari Sikh**. (A Baptized Sikh, who believes in Sikh Gurus and Sikh Rehat Maryada (Sikh Code of Conduct)) and **will remain so** for my whole term.

I am a **Registered Member** of the Gurdwara for the last **24 consecutive months** and **will maintain** membership for my whole term.

I am **not holding any office/management position** in any other Gurdwara organization (other than SIKH GURDWARA, MICHIGAN) and **will not do so** for my whole term.

I have **read the qualifications and duties** of the **Members of the Gurdwara Assets Protection Committee** and I am ready to serve as a Sevadaar (servant) of the Gurdwara strictly on a voluntary basis (with **no monetary compensation**).

I will **abide by & protect the Constitution** of the Sikh Gurdwara, Michigan.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

.....

SC Bulaaraa: \_\_\_\_\_

Punj Pyaare: \_\_\_\_\_

CFTC: \_\_\_\_\_

REV-01: 16 April, 2013

ੴ ਸਤਿ ਨਾਮੁ ਕਰਤਾ ਪੁਰਖੁ ਨਿਰਭਉ ਨਿਰਵੈਰੁ ਅਕਾਲ ਮੂਰਤਿ ਅਜੂਨੀ ਸੈਭੰ ਗੁਰ ਪ੍ਰਸਾਦਿ ॥

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# Sikh Gurdwara

271 W. Auburn Road, Rochester Hills, Michigan 48307 Mailing Address: P.O. BOX 70313, Rochester Hill, MI 48307  
Michigan Ecclesiastical Corp (Church) [CID # 712671] IRS Tax-Exempt Corp. [Taxpayer ID # 38-3051161]

<http://www.sikhgurdwara.com>

**(Consent Form – GAPC Members except Bulaaraa) C \_\_\_\_\_**  
**(For Term Ending April, 20 )**

Waheguru Ji Ka Khalsa, Waheguru Ji Ki Fateh,

I, \_\_\_\_\_ do understand that my name has been nominated for Gurdwara Assets Protection Committee of Sikh Gurdwara, Michigan. If selected, to stay an active member of this Committee throughout my term, I declare as under, that:

I am a **Registered Member** of the Gurdwara for the last **24 consecutive months** and **will maintain** membership for my whole term.

I am **not holding any office/management position** in any other Gurdwara organization (other than SIKH GURDWARA, MICHIGAN) and **will not do so** for my whole term.

I have **read the qualifications and duties** of the **Members of the Gurdwara Assets Protection Committee** and I am ready to serve as a Sevadaar (servant) of the Gurdwara strictly on a voluntary basis (with **no monetary compensation**).

I will **abide by & protect the Constitution** of the Sikh Gurdwara, Michigan.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E. Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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SC Bulaaraa: \_\_\_\_\_ Punj Pyaare: \_\_\_\_\_ CFTC: \_\_\_\_\_

## Affirmation/Confirmation of Anand Kaaraj (Marriage Ceremony)

I, \_\_\_\_\_, would like to get married to \_\_\_\_\_ according to the Sikh Rehat Maryada at Sikh Gurdwara, Rochester Hills, Michigan:

1. I solemnly pledge that
  - a. this is the only religious ceremony that will be performed for this marriage
  - b. I will not repeat the marriage at a church, temple, mosque, or another religious institution.
  - c. I am lawfully permitted to go through this marriage
2. The Rules/Guidelines of the Sikh Gurdwara are acceptable for solemnizing this marriage
3. I will bring marriage license from the appropriate government licensee department (at least three days prior) before the marriage
4. Both families will ensure availability of volunteers to serve the Langar, if planned, after the marriage ceremony

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_ Phone: \_\_\_\_\_

Marriage Date: \_\_\_\_\_

E. Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Please donate money generously

**See Bheta suggestions for Anand Kaaraj:**

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**(For use by Sikh Gurdwara)**

ID Number: \_\_\_\_\_ expiring \_\_\_\_\_  
Oakland County

Approval/Cofirmation Signatue \_\_\_\_\_  
Secretary, Sikh Gurdwara

## **V. Boiler Plates**

# **1. Boiler Plate: Committee Charter of Sikh Gurdwara Rochester Hills, Michigan**

## **1.0 General**

The Executive Committee for the Rochester Hills Sikh Gurdwara of Michigan has the authority to create committees when deemed necessary. This boiler plate provides general guidance for creating a charter and approving such a committee. A special purpose committee (Ad-hoc) consists of volunteers to assist the executive committee to accomplish its objectives and to meet its commitment to the Sangat. The XYZ (insert name of the Ad-hoc committee) is chartered by the EC to ABCD (insert purpose of the committee- i.e., to plan and construct a new building).

## **2.0 Guidance (Mode of Operandi)**

The mode of operandi of the above Ad-hoc committees formed under the purview of the executive committee must be consistent with the present constitution of the Sikh Gurdwara of Rochester Hills, Michigan. All their activities must exhibit the highest Sikh religious morals, ethical standards, and satisfy the Michigan state requirements for religious organizations. For this reason, the executive committee must provide an oversight function and cannot delegate the overall responsibility down to any Ad-hoc committee.

## **3.0 Goal**

The goal of this Ad-hoc committee is to support the executive committee to ABCD (insert purpose of the committee) by the year (insert year). To achieve this goal, this committee focuses on their specific objectives as outlined under section 4.0 herein.

## **4.0 Specific Objectives and Committee Membership**

The specific objectives and membership for committee are described in the sub-paragraphs below. The members can be added or replaced at the discretion of the executive committee only. However, such a decision must be based on the recommendations from the majority of the Ad-hoc committee members. All additional committee members must be selected from the Rochester Hills Gurdwara Sangat.

### **4.1 Planning Committee**

#### **4.1.1 Specific Objective**

The objective of the Planning Committee is to coordinate the new building efforts. Their primary focus is to develop project specifications & building requirements on behalf of the Executive Committee.

#### **4.1.2 Membership**

The members of the Planning Committee include (names of members).

## 5.0 Functioning of Committee

This committee performs its functions under the overall guidelines provided above by the Executive Committee. For efficiency, they are very much independent to perform the necessary tasks to meet their specific objectives. They can arrange their own committee meetings at the place of their choice. They can meet as often as they deem necessary to accomplish their objectives. On each committee's prerogative, it may elect to conduct joint meetings with other committees to share resources, exchange ideas, and coordinate efforts. However, they must report their progress & impediments to the Executive Committee at least once a month for further guidance/decisions.

## 6.0 Executive Committee

### 6.1 Commitment

The Executive Committee is fully committed to support the above Ad-hoc committees. This support will continue until a committee's specific objective is met and it is dissolved by the direction of the executive committee. Thus, the duration term of each committee may vary. The Executive Committee will provide the oversight function and will remove all impediments under their purview. To ensure smooth functioning of the Ad-hoc committee, the Executive Committee will provide timely response, guidance, and decisions to ensure continued progress and smooth operations. They will call urgent meetings when necessary. In addition, based on his/her expertise, an Executive Committee member may serve as a member of an Ad-hoc committee(s) and provide the liaison function.

### 6.2 Approval and Signatures

All the members of the executive committee unanimously approve this charter.

<u>Position</u>	<u>Name</u>	<u>Signatures</u>	<u>Date</u>
President		_____	_____
Treasurer		_____	_____
Secretary		_____	_____
Assistant Treasurer		_____	_____

## **2. Boiler Plate: Contract for Granthi (Bhai Sahib)**

**Note: Once we receive copies of both existing contracts (full-time and Part-time), I will remove the names and add those as boiler plates.**