



PART TWO TEMPLE POLICIES

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Revision Chart

Version	Primary Author(s)	Description of Version	Date Completed
Draft	Dr. Ray Kathiresan	Compile Initial Data.	2/27/2010
	Mr. Pallav Bhonde	Update and format content.	3/22/2010

Code of Conduct

Members of the Temple shall observe the following Code of Ethics at all times.

Note: The term Member in the following text includes all Corporate Members in good standing, Trustees, members of the Trust Fund Committee, Executive Committee, and Board of Directors, and the Officers of the HARI Temple. It also includes employees and Devotee Committee members.

1. Members shall always act in the best interest of the Temple, setting aside regional and language-based differences.
2. Members shall pay close attention to the needs of devotees and treat them with dignity and respect.
3. Members shall not use the Temple to promote their self-interests.
4. Members shall avoid real or perceived conflicts of interest with the Temple and shall disclose them to the BoD when such conflict exists.
5. Members shall treat Temple employees fairly regardless of such factors as race, religion, gender, disability, age, or national/regional origin and shall not show favoritism to a specific employee or group of employees.
6. Members shall accept responsibility for making decisions consist with the policies and Bylaws of the Temple.
7. Members shall reject bribery in all forms from suppliers, contractors, or any other agencies that provide services to the Temple.
8. Members shall operate within the scope of responsibilities assigned to them and shall not interfere with the roles and responsibilities of other members, when they are elected/appointed to various Standing, Special Standing , Ad-hoc, or other committees formed by the BoD from time to time.
9. Member shall not interfere with the duties, or undermine the authority, of the elected Officers of the Temple.
10. Members shall treat each other with respect and civility at all times.

Conflicts of Interest Avoidance

In order to avoid conflicts of interest in the operation of the Temple, the following policies shall be complied with at all times

1. Spouses of the Officers of the Temple shall not be elected as Chairpersons or Co-chairpersons of the Standing Committees, Special Standing Committees, Trust Fund Committee, or AD Hoc Committees.
2. Immediate relatives (spouses, parents, children, siblings) of the members of the Board or Executive Committee shall not be appointed to any of the Temple Staff positions.

Conflict Resolution

In case a conflict arises between any members of the Temple, or between any two bodies of the Temple, a written request shall be made to the Board of Directors, for resolution. The Board shall require the Bylaws & Ethics Committee to investigate the conflict and recommend a resolution. The recommendations of the Bylaws & Ethics Committee, when accepted by the Board of Directors, shall be binding on all parties involved. The decision of the Board of Directors can be appealed to the Corporate Body.

Grievance Handling

If a member has a grievance against the Temple or another member of the Temple, a written request shall be made to the Board of Directors, for corrective action. The Board shall appoint a committee or taskforce to investigate the grievance and recommend a corrective action. Assistance or guidance from external professionals or organizations may be sought, if required, with the Board's approval. The recommended corrective action(s) shall be implemented immediately upon acceptance by the Board of Directors.

Consequences of Violation of Code of Conduct

Per Article IX, Clause 9.3, of the Bylaws, any member, if found to have violated the Code of Conduct of the Temple (See Policy 1) through a due process conducted by the Bylaws & Ethics Committee, may be removed from the membership of the Temple and from any positions held in the Temple by a two-thirds vote of the Corporate Body.

No-Smoking Policy

Policy Owner

The primary contact for questions regarding this is:

HARI Temple
(717) 774-7750

Due to the various health dangers associated with smoke, including, secondary smoke, and tobacco products, smoking and other use of tobacco products is not permitted on any part of HARI Temple's property, except in designated areas.

Drug & Alcohol Policy

Policy Owner

The primary contact for questions regarding this is:

HARI Temple
(717) 774-7750

HARI Temple is an alcohol free and drug free workplace. Employees found to be consuming alcohol or drugs while at work on the Temple premises will be subjected to severe disciplinary action. HARI Temple will require applicants for employment to undergo drug testing. Also, current employees will be required to undergo drug and/or alcohol testing whenever a reasonable suspicion or other question exists as to a possible problem with drugs or alcohol.

Policies Applicable to the Temple as a Religious Place

Policy Owner

The primary contact for questions regarding this is:

HARI Temple
(717) 774-7750

The Temple office must ensure that devotees, employees, contractors, vendors and other visitors are made aware of the following policies:

1. Meat or meat products (Sandwiches, etc.) shall not be brought into the Temple premises. The Temple office shall advise the employees, contractors, and other workers who eat meat or meat products, about the designated areas in which they can eat such items during their working hours at the Temple.
2. Wearing any form of footwear in the main Temple premises is prohibited.
3. Hunting or killing of animals on the Temple property is prohibited unless explicitly approved by the Temple Authorities.
4. Firearms or other weaponry or articles that pose threat to life are strictly prohibited on the Temple property.
5. Use of lewd or obscene language, or derogatory statements or material about any religion, organization, or person on the Temple premises is strictly prohibited.
6. Displaying or distribution of any obscene material on the Temple premises is strictly prohibited.

No-Harassment Policy

Policy Owner

The primary contact for questions regarding this is:

HARI Temple
(717) 774-7750

It is HARI Temple's policy to maintain a working environment free from sexual, racial, age based, religious, ethnic, disability, and any other form of forbidden harassment by or of any employee. This policy prohibits harassment by HARI Temple personnel against any person, as well as harassment directed towards HARI Temple personnel by contractors, consultants, suppliers, vendors, devotees, officers, the Board of Directors and other non-employees, when such conduct occurs at Temple locations or in connection with Temple activities or the performance of Temple work.

The Temple will make reasonable efforts to see that its actions, and those of its agents and supervisory employees, are free from forbidden harassment of Temple personnel and will take appropriate corrective action when it investigates and verifies such forbidden harassment. Based upon the totality of the circumstances, appropriate disciplinary and/or other corrective action, up to and including termination, will then be taken. The Temple will also take appropriate corrective action where it, its agents, or supervisory employees, learn of forbidden harassment of any Temple personnel.

HARI Communication Policy

Policy Owner

The primary contact for questions regarding this is:

HARI Public Relations (PR) Committee
HARI Temple
(717) 774-7750

HARI Publications

HARI Times

- Frequency: Bimonthly or about five newsletters per year as typically no programs are slated for the months of May and December.
- In Y2K, BOT established an Editorial Board for a period of five years (2001-2005). The 2005-BOT renewed this term for the next five years (2006-2010).
- Current members are Hiten Amin (Editor), Ashok Shukla (Editor), and Mukul Parikh (Member).
- The current HARI President and Chairman are part of this committee by the power of their office.
- Help from the other committee members and HARI devotees is requested on need-basis.
- An electronic copy of the HARI Times is sent to the Webmaster for online postings

Other Publications

- Publications other than HARI Times (new or reprint) must expressly be approved by the BOT (what, why, when, and budget).
- Content from all sources will be compiled by the Editorial Board or a designee of the BOT
- Initial draft needs to be reviewed and approved by the PR Committee
- It is recommended that the Final draft be reviewed by the HARI Editorial Board for quality purpose (only)
- Making HARI Publications available on web needs express approval from the BOT

E-mails

- Mass e-mails: At the time of this compilation (March 2006), mass e-mailing from HARI are limited to notification. HARI President controls the content of such e-mails. E-mails are prepared and distributed by the Secretary at the express request of the President. A typical notification includes date, time, and related program details. Related links for the program may be provided via HARI Webpage.
- Individual e-mails: Responding individual e-mails will be handle by the EC or its designee (School Directors, PR committee, or BOT)
- A standard disclaimer must be included in all HARI e-mails.

Web logs

- Web logs (or blogs) and other electronic postings on behalf of HARI are not in practice as of March 2006. The PR Committee will review this policy periodically or upon a request from the BOT. Therefore, until such comprehensive policy is in place, all HARI devotees, including all committee members, are advised not to engage in publishing blogs on behalf of HARI.

HARI Web Page

- The PR Committee will work with the Web Page Committee to maximize PR Strategy
- The PR Committee will evaluate and recommend updates to the links and other content provided on the web periodically to the HARI Web Page Committee
- At the time of the creation of this policy, the Web page committee comprises of the Webmaster, President, and Chairman, BOT. It is recommended that a permanent HARI Web Page Committee be formed and charged with the following tasks.
- The HARI Web Page Committee be the sole responsible committee for all web page related operations
- Receives, evaluates, and implements web page changes and enhancements from all sources
- Periodically evaluates and recommends web security measures to the BOT
- Prepare and present any budgetary items to the EC President for approval

Speaking at a gathering

- Speaking at a gathering including students groups, interfaith meetings, etc.
- So far, the following HARI Volunteers have been tasked with such events. Just as in the media coverage item above, it is recommended that the PR Committee review and update this list periodically with new volunteers.
 - Mr. Hiten Amin
 - Dr. Ray Kathiresan
 - Dr. Mukund Kulkarni
 - Mr. Jeff Long
 - Dr. Mukul Parikh
 - Mr. Ashok Shukla
 - List of New Members who will be initially shadowing and then be official HARI Presenters:
 - Mr. Manpal Singh
 - Mr. Srinu Subramaniam
 - Mr. Aman Sapra
 - Mr. Jagannath Yedatore

Media Coverage

- At times HARI is covered in news by outside media (TV, Radio, Periodicals, Newspapers, etc). If the information about the event is known and scheduled in advance, the PR Committee coordinator will designate one of the following devotees as the HARI spokesperson. This current list includes previous volunteers who have taken initiative and demonstrated an understanding of both Hinduism as well as HARI Policies & Practices and the need for a communal harmony message in a sensitive time period.
 - Mr. Hiten Amin
 - Mr. Deep Gupta
 - Dr. Nirmal Joshi
 - Dr. Mukund Kulkarni
 - Dr. Ray Kathiresan
 - Dr. Mukul Parikh
 - Dr. Neelima Parikh
 - Dr. Shashikant Patel
 - Mr. Hasu Shah
 - Mr. Ashok Shukla

- The PR Committee will seek to update this list periodically as new volunteers are trained and emerge. It is recommended that the new volunteers mentor one or more of the following peers for a specific period before taking the responsibility of full media coverage. Following is a list of volunteers in this context;
 - Mr. Manpal Singh
 - Mr. Srinu Subramaniam
 - Mr. Aman Sapra
 - Mr. Jagannath Yedatore

Student bodies and other non-Hindu groups visiting HARI

- Non-Hindu groups regularly visit the temple. It has been a practice to invite such groups during HARI Sunday School hours (between 10:30 am to 12:00 noon on a school Sunday). The HARI School Directors will give a guided tour to the visiting group, followed by a short question/answer session. The group is then introduced to the gathering, just before the noon Aarti.
- If the visit is off-Sunday School Hours, the PR Committee coordinator will designate a HARI volunteer well-versed in Hinduism, familiar with HARI Policies & Practices, and is comfortable in hosting such events.

Special Fundraisers

- During the time of natural disasters, the BOT appoints a coordinator to conduct special fundraisers. The PR Committee members will work with this special fundraiser committee to gain maximum PR advantage while promoting the fundraiser activity. It is expected that the fundraiser coordinator will seamlessly work with the PR Committee Coordinator for all PR needs.

Rental of Temple Facility Policy

Policy Owner

The primary contact for questions regarding this is:

HARI Temple
(717) 774-7750

(Amended 02-06 2003)

The Board of Trustees has passed the following addendum to Policies and Practices:

HARI Temple's lower level hall is available for private use for a fixed duration, amount and subject to the terms and conditions that are described in this document. All rentals are from 7:00 AM in the morning to 11:00 PM unless the President of the Executive Committee has approved extended hour use.

- Terminologies used in this document are defined below:

TERM	DEFINITION
HARI or HARI Temple	Hindu American Religious Institute (HARI), located at 301 Steigerwalt Hollow Road, New Cumberland, Pa 17070
HARI Member	A devotee who has paid yearly membership dues or is a life member of HARI
Non-Paid Member	Person who does not qualify as the current member of HARI
Non-profit Organizations	Organizations that are operating as "non-profit organizations" in the Greater Harrisburg area and are comprise mostly of HARI devotees. Examples of such organizations are: AIACPA, Gujrati Samaj, Harrisburg Area Tamil Sangham (HATS), Jain Center of South Central PA, etc.
Other organizations	All other organizations that are not covered under the above classification of non-profit organization
Rent	Charges for such use, currently \$250.00 per day
Rental	Use of Temple's lower level hall for private event
Renting Party	Person(s) or organization(s) renting the temple hall
Security Deposit	Refundable deposit, currently \$150.00 per day

- Temple hall will not be rented during HARI sponsored events and HARI School days. HARI School activities may be postponed at the discretion of HARI School Committee for special events like marriages and/or sacred occasions. These exceptions are only to be made for paid HARI members and non-profit organizations that give at least one-month advance notice to HARI President and School Director. In addition, such postponements of HARI School activities may not exceed two days per school year unless approved by the Board of Trustees.
- HARI Temple's upper level hall is never rented and not part of any rental agreement. The upper level hall is open to visitors and devotees as per the published Temple Hours. Subject to this provision, the renting party may use the upper level hall for congregation purpose. Consumption of food and drink, including water, is strictly prohibited on the upper level hall areas.
- Temple shall be rented strictly on the first come first served basis. The rental can be booked over the phone but is considered confirmed only after HARI Treasurer receives appropriate rent and deposit money as described in Section E below.
- **Rental Charge, Security Deposit and Duration:**

- **HARI Members:** The rental charges and security deposit for paid HARI members are as follows. The rent plus the deposit money must be paid in advance without exception. As of July 2001, the rental charges are as follows:

RENT DAYS	RENT	DEPOSIT	TOTAL
1	\$250.00	\$150.00	\$400.00
2	\$500.00	\$300.00	\$800.00
3	\$750.00	\$450.00	\$1,200.00
4	\$1,000.00	\$600.00	\$1,600.00
5	\$1,250.00	\$750.00	\$2,000.00
6	\$1,500.00	\$900.00	\$2,400.00
7	\$1,750.00	\$1,050.00	\$2,800.00
8	\$2,000.00	\$1,200.00	\$3,200.00
9	\$2,250.00	\$1,350.00	\$3,600.00
10	\$2,500.00	\$1,500.00	\$4,000.00

Note: Rental usage over 10 days is subject to Board of Trustees approval only.

- **Non-paid members:** Non-paid members residing in the Greater Harrisburg area may qualify for rentals at the following rate. If such request exceeds over five days per calendar year, the President of the Executive Committee must obtain an express approval from the Board of Trustees. Such rentals are subject to all other prevailing rental policies.

RENT DAYS	RENT	DEPOSIT	TOTAL
1	\$500.00	\$300.00	\$800.00
2	\$1,000.00	\$600.00	\$1,600.00
3	\$1,500.00	\$900.00	\$2,400.00
4	\$2,000.00	\$1,200.00	\$3,200.00
5	\$2,500.00	\$1,500.00	\$4,000.00

- **Non-profit organizations:** Non-profit organizations may rent the facility by paying 50% of charges as described in Section E (a) above. The renting party still needs to pay appropriate security deposit as described in Section E (a) above. If such rental request exceeds over five days per calendar year, the President of the Executive Committee must obtain an express approval from the Board of Trustees. The Board may decline such renting requests in favor of HARI's financial interest. Such rentals are subject to all other prevailing rental policies.
- **Preparing for Cultural Events:** Devotees and/or their children preparing for presentation at private events or at events sponsored by non-profit organizations may rent the **lower level hall** at \$25.00 per day or for a flat \$250.00 per event. Such rentals are subject to the use of the lower level hall only. Temple's upper level hall should never be used for practicing film songs and dances. Such rentals do not include use of the kitchen area and audio-systems. The **lower-level audio-system** can be rented for additional \$25.00 per day. It is the responsibility of the event organizer to ensure that participating artists of their programs are not violating this policy.
- **Rent-Free Reservations:** Paid HARI members and non-profit organizations reserving HARI facility for religious activities without serving food shall not be charged any rental fees. Such rent-free reservation does not include usage of the kitchen and lower level dining hall areas. The renting party still needs to pay appropriate security deposit as described in Section E (a) above. It is imperative that such requests be submitted to the President of the Executive Committee at least one month in advance. The Executive Committee, in consultation with Temple Priest, may decline if such rent-free request fails to merit as a religious activity.

- Tuhe Executive Committee may not approve rent-free requests for non-paid HARI members and other organizations unless the President of the Executive Committee obtains expressed approval from the Board of Trustees in advance. Similar approval must also be obtained from the Board of Trustees if the rent-free usage described above exceeds over three days per calendar year for the same renting party. The Board may decline such rent-free requests in favor of HARI's interest.
- Decorations: Paid HARI members and non-profit organizations may decorate temple's lower-level hall for their functions on the previous night without additional charges provided the temple is not in use on that night. Non-paid members and other organization must pay additional rent for similar usages. The renting party may set up stage area and clean the facility but is requested not to engage in decorations that damage walls and/or wall paint. The renting party is responsible to remove all decorations immediately upon the conclusion of the function.
- Alcoholic beverages and non-vegetarian food are strictly prohibited within HARI premises at any time.
- Rent does not include such supplies as paper plates, paper cups, other paper products, cutlery etc.
- This rental agreement does not include Priest services. Priest services may be reserved separately with the Executive Committee. Unless the Priest services are booked, the Priest may not be available and/or present on the rental day at the temple.
- The renting party may use other HARI owned equipments such as chairs, tables, kitchen supplies, bathroom supplies, trash bags, etc. while using the Temple facility. These items may not be taken out of HARI premises at any time. Please do not call Executive Committee members and/or the members of the Board of Trustees with your request as no one is authorized to approve such request.
- The renting party may use the audio system provided such use was requested at the time of rental. The Executive Committee members authorizing the rental requests are responsible for arranging for a member of the Audio/Visual Committee for the assistance on the day of the rental. If the renting party found using the audio system without the aid of authorized Audio/Visual Committee member, the renting party will be responsible for all damages that are found after such usage.
- Aarti donations collected, including special Aarti that are observed at religious and other sacred occasions, need to be deposited into the donation box located by the main alter. Further clarification regarding this policy may be obtained from the current Board of Trustees at their regular monthly meetings.
- Non-profit organizations renting the temple facility may accept donations from its members to cover the cost of the religious or non-religious program. However, temple's main entrance and other entrances/exists may not be blocked to facilitate their collections. The main entrance must be kept open during normal business hours as described in Section C above. Similarly, for access during emergencies and to meet the requirement of building fire-code, all exists must be kept blockage-free.
- Temple's upper level prayer hall is never rented and is always open to devotees for prayer during normal business hours as described in Section C above. Devotees wishing to enter the prayer hall solely for prayer purposes shall be allowed to enter the hall free of charges, even if the facility is rented for private religious or non-religious program.
- Cancellation Charges: The renting party must give two weeks cancellation notice before occupancy. Any notice less than two weeks will result in forfeit of the security deposit.
- It is the responsibility of the renting party to return the facility clean. This includes cleaning of the upper level (if used), lower level (if used), kitchen area (if used) and restrooms. The renting party must also pick up any trash and/or debris from outside of the building area littered by the invited guests.
- The security deposit will be refunded provided the devotee renting the facility cleans the facility properly after use and meets other requirements as notified by the Executive Committee at the time of renting the facility.
- HARI reserves the right to cancel any prior booked rentals with at least two weeks notice to the renting party. Appropriate cause must be given, in writing, to the renting party with 100% of the rental charges and deposit refunded.
- HARI will not be held liable for personal injuries and damages incurred to individuals and/or group of individuals during such rentals. The renting party will be held liable for such injuries and damages under this agreement. The renting party will also be responsible for damages incurred to the building, HARI property, and/or HARI owned equipments.

- Violators of any of the policy described herein will lose future renting privileges after the Board of Trustees declares the defaulting party as a violator of the renting agreement. After a 60 day show-cause notice given to the defaulting party, their name and address of the defaulting party will be published in the HARI Times.

(Amended 01-28-2007)

The Board of Trustees has passed the following addendum to Policies and Practices:

Rental of lower-level hall for non-profit organizations for more than once a month:

As recommended by the Rental Policy Review Committee, the BOT has approved the following guideline on Sunday, January 28, 2007. This rental policy is applicable only to frequent (more than once a month) programs by non-profit organizations that promote Hindu religion and support the Mission of HARI:

- The organizer should schedule the events in advance on a quarterly basis with the President.
- The organizer shall appoint a single focal point of contact.
- Without the use of Temple kitchen facility, supplies, and PA system, using the Temple facility more than once a month, a discounted rent of \$60 (sixty) per event is payable in advance.
- The rent is subject to existing HARI policies and procedures regarding the decorations, upkeep, and the use of temple facility.
- The organizers of the event should make sure that participants vacate the temple by 10:30 pm .
- The aisle leading to the main sanctorum must be kept open all the time for HARI devotees.
- Programs organized by HARI or regular rentals will take precedence over this rental.
- For all other rentals (no more than once a month), the existing rental policy will continue as stated in the HARI policies and procedures.

Guideline for the formation of the Nominating Committee

Policy Owner

The primary contact for questions regarding this is:

HARI Temple
(717) 774-7750

(Amended 09-08-2002)

The Board of Trustees has passed the following addendum to Policies and Practices:

Guidelines for the Board in forming the Nominating Committee and subsequent steps to follow through completion of the election process

Introduction

Article IV, Section 10 of HARI Bye-laws covers the Nomination of Officers of the Executive Committee and Article V, Section 3 of HARI Bye-laws addresses the Nomination of Trustees.

The above two Articles call for the appointment of a Nominating Committee by the Board of Trustees. Time frame for its formation, number of committee members, composition of the Nominating Committee and guidelines to be followed by the Nominating Committee are spelled out in the Bye-laws as follows:

For the nomination of officers of the Executive Committee, Article IV, Section 10 states:

“Forty-five (45) days before the annual membership meeting, the Board of Trustees shall appoint a nominating committee consisting of five members which shall select a slate of officers/trustees to be presented to the members at the annual membership meeting. The nominating committee shall consist of a trustee, the President, and three members from general body. Nominating committee shall not nominate its own member/members. Additional written nominations may be submitted by members provided at least ten members sign such request for nomination and the request is received by the Secretary/Treasurer prior to the Officers’ election meeting.”

For the nomination of Trustees Article V, Section 3 states:

“At least forty- five (45) days before the annual membership meeting, H.A.R.I. Board of Trustees shall appoint a nominating committee consisting of five members which shall select a slate of trustees to be presented to the members at the annual membership meeting. Persons so nominated should have actively participated in H.A.R.I. activities.

Due consideration should be given to represent surrounding communities. The nominating committee shall consist of a trustee, President, and three members from general body. Nominating committee shall not nominate its own member/members.

Additional written nominations may be submitted by members provided at least ten members sign such request for nomination and the request is received by the Secretary/Treasurer prior to the trustee’s election meeting.”

The guidelines are similar for the selection of Officers of the Executive Committee and the Trustees with an additional requirement of “active participation in H.A.R.I. activities” and “representation of the surrounding communities” imposed for the selection of the trustees.

The above guidelines are not comprehensive enough and lack checks and balances in the process of selecting officers and trustees because presently there is no requirement that the selected candidates do receive pre-certification by the Board that they conform to the requirement of the bye-laws. Therefore, in order to address these deficiencies certain amendments have been proposed to the Bye-laws. However, even after the passage of these amendments by the general body, detailed guidelines would still be needed to guide the process and those guidelines are listed below.

The following guidelines were approved by the Board of Trustees at the September 8, 2002 Board meeting for the use of the Trustees and the Nominating Committee and will be included as an Appendix to the HARI's Policies and Practices document after the amendments to the HARI Bye-laws are approved by the general body on November 9, 2002.

Guidelines for the formation of the Nominating Committee (for use of the Board of Trustees) and subsequent steps to follow until completion of the election process

The following procedure outlines the steps that the Board of Trustees shall follow in the formation of the Nominating Committee and thereafter until the completion of the election process:

1. The chairman of the Board shall include an item "Formation of the Nominating Committee" on the Agenda of the Board meeting of the appropriate month, to allow at least 45 days lead-time before the election day, to complete the process of nomination of candidates for the next year's Executive Committee and the Board of Trustees.
2. The Chairman of the Board shall nominate the President of last year's Executive Committee (who is one of the members of the Board) to chair the Nominating Committee. If he/she is unwilling or unavailable to serve as the chairperson, one of the senior members of the Board (preferably a third year trustee) shall be nominated to serve as the chairperson.
3. Current President of the Executive Committee shall be the second person appointed to serve on the Nominating Committee.
4. Three additional members representing a cross-section of the community shall be nominated by the Board of Trustees using the criteria that the nominees are longstanding members of H.A.R.I. (at least five years standing membership or life membership of H.A.R.I. desired) with sufficient familiarity with the membership of H.A.R.I. Nominees shall be approved by a simple majority vote of the trustees present.
5. The Chairman of the Board shall provide members of the Nominating Committee with lists of the current years members (as of September 15th of the year) and the list of life members along with the guidelines that the Nominating Committee should follow.
6. Prior to their appointment, members of the Nominating Committee approved to serve shall commit to attend majority of the meetings of the nominating committee. The members selected from the general body must not have served on the Nominating Committee for at least three (3) years prior to their appointment.
7. If for any reason, the chairperson of the nominating committee becomes unavailable or unwilling to continue as the chairperson, the Chairman of the Board shall replace him/her by another trustee.
8. The names of the Nominating Committee members and their telephone numbers shall be published in the immediate next issue of HARI TIMES along with a notification that devotees can submit names of nominees (with at least ten signatories supporting such nominations) for the Executive Committee and Trustee positions out of the membership lists of H.A.R.I. (which can be accessed from the H.A.R.I. website) to the Secretary until fifteen (15) days prior to the election day. The Secretary shall promptly submit such names to the chairperson of the nominating committee.
9. Upon receiving notification from the Nominating Committee chairman that the slate of candidates has been finalized (which should happen at least three days prior to the election day), the Chairman of the Board convenes a joint meeting of the Board of Trustees and the Nominating Committee at least one day prior to the election day.

10. At this meeting, the Board reviews the list of candidates for conformity with the requirements of the Bye-laws and certifies the slate of candidates by endorsing them for presentation to the general membership on the election day.
11. If any of the candidates do not meet the criteria of the bye-laws, alternate candidates are selected by the Board in consultation with the Nominating Committee out of the list of alternate candidates that the nominating committee has compiled.
12. The Board of Trustees authorizes the Nominating Committee Chairperson to present the revised slate of candidates to the general body on the election day.
13. After the election of the Executive Committee and the Trustees either by a voice vote or by a show of hands at the general membership meeting, the names of the elected members shall be published in the subsequent month's HARI TIMES.
14. Within one month following the general membership meeting (at which the election of the officers and the trustees was completed), the Chairman of the Board shall hold a meeting of the Board of Trustees (which shall include the incoming trustees) in order to elect by a majority vote a new chairman of the Board for the following year.

Guidelines for the Nominating Committee in finding a slate of Candidates for the Executive Committee and the Board of Trustees

- a. After the formation of the Nominating Committee by the Board of Trustees at least 45 days before the election day, the Chairman of the Board shall provide a list of annual and life members and these guidelines to the members of the Nominating Committee.
- b. A preliminary meeting of the Nominating Committee shall be called by the chairperson of the Nominating Committee. The Chairperson assigns various responsibilities to the members and notifies the members of the schedule of meetings for accomplishing their task of proposing a slate of candidates and alternates at least three (3) days prior to the election day.

For the Executive Committee

The following guidelines shall be used by the Nominating Committee members in selecting nominees for the positions shown below in the Executive Committee.

a. Senior Vice-President, b. Secretary, c. Treasurer, d. five vice-presidents

1. The Nominating Committee shall not nominate its own members to any of the positions in the Executive Committee.
2. The Senior Vice-President of the current year who shall become the President of the Executive Committee during the following year may be allowed to recommend candidates of his choice for Treasurer, Secretary and up to three (3) vice-presidents in order to ensure smooth day-to-day operations of HARI. If he does not have a preference or has only some of the candidates who are appropriately qualified, then the Nominating Committee has the option to select all or some of the candidates, as required.
3. The Nominating Committee shall nominate candidates for Senior Vice-President (with due consideration being given to the preference of the current Senior Vice-President), at least two vice-presidents and two alternates based on candidates' qualifications.
4. As the candidate for Senior Vice-President will be the President during the following year, the Nominating Committee must select the best-qualified person for this position with due consideration being given to bring in a good regional and gender balance to the Executive Committee.
5. Representation of the surrounding communities (York, Lancaster etc.,) should be given due consideration in selecting the candidates for vice-presidents.
6. Selected candidates shall be capable of performing all the tasks required of them by the President of the Executive Committee.

7. Candidates accepting officers' positions on the Executive Committee shall commit to attending meetings, planning sessions etc., and also be available to take responsibility for various tasks during weekend programs and celebrations at the temple.
8. If the current year's Senior Vice-president declines to become President next year, another member of the current Executive Committee, if he/she is interested, shall be given consideration in the selection for the Senior Vice-President.

For the Board of Trustees

1. Members of the Nominating shall not nominate its own members to the Board of Trustees.
2. Candidates who have just served a full term on the Board of Trustees shall not be eligible for reappointment for at least three years.
3. Only persons who have volunteered services to HARI and who have taken an active role in the activities of HARI shall be eligible to serve as Trustees.
4. Persons who do not have a track record of community service or who are on business or visitor visa do not qualify to serve as Trustees.
5. Outgoing Trustees shall be replaced in such a way that their replacement continues to provide a balanced representation for the surrounding communities.
6. It is important to ensure that there is adequate representation of all sections of the Hindu community on HARI Board.
7. The Nominating Committee shall strive to achieve a regional and gender balance as appropriate, on the Board of Trustees.
8. Two alternates shall also be included in the slate of candidates.
9. The Nominating Committee shall complete the task at least three (3) days before the election day and shall promptly notify the Chairman of the Board of Trustees of the completion of their task.
10. The Nominating Committee shall attend a joint meeting of the Board of Trustees and itself at least one day prior to the election day so that the Board can pre-certify the slate of candidates for presentation to the general membership.

Guideline for Administering HARI School

Policy Owner

The primary contact for questions regarding this is:

HARI Temple
(717) 774-7750

(Amended 11-06- 2002)

The Board of Trustees has passed the following addendum to Policies and Practices:

(Amended 02-22- 2009)

The Board of Trustees has passed the following addendum to Policies and Practices:

(Amended 08-30- 2016)

The Board of Trustees has passed the following addendum to Policies and Practices:

Guidelines for Administering HARI School and Procedures for Appointing School officials:

The following procedures will govern the election/selection of the HARI school officials beginning January 1, 2003. The Board of Trustees approved these procedures at the November 6, 2002 Board of Trustees meeting in anticipation of the Revised Bye-laws receiving approval by the general body at the November 9, 2002 general body meeting (which did occur as expected) and also the Board approved to make these procedures part of the Policies and Practices document as Appendix C.

A. HARI School Committee

The school committee will consist of the President of the Executive Committee, school co-directors, namely, the Director and the Youth Forum Director, teachers, treasurer and one appointed trustee.

B. School Staff

The school staff will consist of the Director, the Youth Forum Director, the lunch coordinator, teachers and coordinators of the other (educational) programs such as Universal Healing Program, Stress Free Life Program etc.,

C. Terms of Office

1. The terms of office of the Director and the Youth Forum Director will be three years. These appointments can occur independent of each other and as and when these position/s become/s vacant. Normally, the co-directors cannot be reappointed for at least three (3) years after serving one (1) three year term unless this requirement is waived by the Board of Trustees upon receiving written recommendation of the School Committee in the better interest of HARI School.
2. The term of office of the school teachers and the lunch coordinator will be one school year; however, reappointments for more terms can be permitted.

D. HARI school year

School year will run from September of the year until August of the following year for other programs or from September of the year until June of the following year for the school programs, with summer recess running for the rest of the year.

E. Remuneration

Except for the reimbursement of the actual expenses made on behalf of HARI school, no remuneration will be paid to volunteering school officials. Professional teachers may exempt from this policy.

F. Other Programs

Besides religion, language, music and fine arts classes, other programs of general interest such as Stress Free Life, Universal Healing and any other educational programs can be conducted in the temple under the umbrella of HARI school. Coordinators of such programs shall be accountable and answerable to the HARI School Director. All the rules of HARI School shall apply to all such programs, without exception.

G. Accounting

1. School co-directors will submit an income/expense statement quarterly to the President/Treasurer. For tracking purposes, treasurer will maintain a separate account-head for HARI School under the operating account.
2. About two (2) weeks before the annual general membership meeting (Diwali celebration day), the School Director will gather all necessary information from the Youth Forum Director and the coordinators of the other programs and submit it to the treasurer. This is necessary because the treasurer is required to present a financial statement during the general membership meeting. It is also necessary so that the outgoing treasurer can close the books before the end of his term in December.
3. Similar submission of accounts by the School Director will also occur in June of each year right after the graduation program.

H. Tuition fee for special classes

Professional non-volunteer teachers who want to provide religious and cultural training to HARI devotees/children may be allowed to collect reasonable fee from the students directly upon obtaining approval from the School Director and the Executive Committee. In such instances, twenty percent (20%) of the fee so collected will be contributed to HARI for cleaning, upkeep and utility costs. Upon receiving a written request from the School Director, the Board of Trustees may waive this requirement where overall benefits outweigh the monetary gain to HARI.

I. Registration

All the students who wish to enroll in HARI school including those that wish to attend the other programs will register with the school during the month of September, annually, by completing the Registration Form and by paying the applicable registration fee. Students who join the school after the month of September will complete their registrations within 21 days of joining the school. The School Director may apply a uniform late-fee policy for non-complying students. Starting from September 2000, the school committee has adopted the following registration-fee policy.

1. First time registration or non-continuous renewals: \$40.00 per student
2. Continuous renewals (students registered for the immediate prior school year): \$40.00
3. Late fee: \$10 per child

Any change to school fees must be approved by Board of Trustees.

No change in fees will be announced to the HARI School participants before the approval is obtained from the Board of Trustees.

J. Reporting and approval Requirements

Coordinators of the other programs will be required to submit quarterly or semi-annual account statement to the School Director who in turn is responsible for the entire school budget. The school director will obtain approval and/or authorization of the school budget from the school committee and/or the Executive Committee. All the expenses of the other programs need to be pre-approved by the School Director. The treasurer is advised against making payments on behalf of school without the express approval of the school director.

K. Procedures for appointment of school officials

1. A school committee meeting will be held during the month of May and before the Sunday School's annual event held in June (Graduation Program). At a minimum the agenda should include the following:

- i. Review of terms of HARI School Co-directors and initiate a replacement process, if necessary.
- ii. Availability of teachers, including lunch coordinator and coordinators for other programs for the next academic year.
- iii. Any other resignations on the school committee.
- iv. Review and verification of the school accounts (number of students attending the school, fees collected etc.,).
- v. Distribution of assignments for the graduation program.

The above step will provide the School Committee and the Board of Trustees sufficient time to name appropriate replacements on the School Committee.

Vacancies can also occur in the middle of the school term or in the middle of the term of appointment due to unforeseen or unavoidable circumstances. However, sufficient lead-time must be allowed while submitting resignation/s to find suitable replacement/s.

2. Upon receiving resignation or notice of intent to quit from the School Director or Co-director positions, the President/Chairman will call a meeting of the School Committee promptly to address the issue of selection of suitable replacements for the position/s being vacated.
3. A slate of candidates will be put together with input from the departing Director/Co-director, school teachers, president, chairman, treasurer and other interested parents and devotees.
4. President/chairman will contact the potential candidates to ascertain their availability to serve as Director/Co-director.
5. A short-list of suitable candidates will be prepared by holding a second meeting of the school committee.
6. An attempt will be made to find an unanimous choice of candidate/s from the short list. If there is no unanimous choice in selecting the candidate/s, a secret ballot of the school committee shall determine the selected candidate/s. The name/s of the selected candidate/s will be forwarded to the Chairman of the Board so that final approval can be obtained from the Board of Trustees.
7. Appropriate announcements will appear in the HARI TIMES after the selected candidate/s have been notified.
8. The selected school Co-director/s will organize the school by nominating teachers, lunch coordinator and by supervising day to day activities. All policies pertaining to school such as school fees, curriculum etc., shall be established by the School Committee.
9. Registration fee will be charged as described in Section I above. Non (paid) members will be charged a sum of \$50 per school year more than what (paid) members are charged. HARI's Secretary will provide an updated list of members to HARI School Co-directors every month.
10. When vacancy of school Co-director/s occur/s in the middle of a school term, interim appointments will be made by the school committee with the approval of the Board of Trustees

using the above procedures except that the appointment/s will be made for a duration of the remaining term of office of the Director/Co-director.

L. Duties and responsibilities of the HARI school director

1. Run the HARI school operation.
2. Coordinate activities with the Executive Committee and the HARI Youth Forum Director. Any activity and/or program that costs over \$250.00 must be approved by the President. President of the Executive Committee will request approval/authorization from the Board of Trustees, if the cost is above \$500.00
3. Appoint teachers/coordinators for school activities.
4. Appoint lunch coordinator.
5. May have an advisory group of parents, teachers to device a curriculum and other activities.
6. The HARI Sunday School Program schedule for the School year will be prepared by school

committee in advance for the school year and will be approved by the Board of Trustees. Any unplanned events must be reported to President and must have approval of Board of Trustees.

M. Duties and responsibilities of the HARI School Co-Director (Youth Forum Director):

1. Provide primary back-up support for the director, in director's absence and ensure that HARI School operates smoothly.
2. Coordinate activities for the youth members (ages 13 and older) of the community.
3. Encourage, guide and inspire the youth to prepare and post articles of interest on HARI website.
4. Organize "Kar-seva" and other social service activities for the temple and the community.
5. Arrange field trips outside the temple, as appropriate. The School Director shall be kept appraised of the budget of such trips. The school director may fund such trips after appropriate consultation with the President and, optionally, other school committee members.
6. Organize activities/discussions/lectures on youth related issues.
7. May charge appropriate fee for the activities, and maintain and submit accounts to the School Director and treasurer.

N. General

1. President/Executive Committee is responsible for all HARI facilitated events that includes HARI School events.
2. In case of any conflict or issue, School Committee should address it to President/Executive Committee. In case of unresolved issues, President/School Committee should present it to Board of Trustees.

Guideline to Sponsors of HARI Facilitated Programs

Policy Owner

The primary contact for questions regarding this is:

HARI Temple
(717) 774-7750

(Amended 10-31-2005)

The Board of Trustees has passed the following addendum to Policies and Practices:

Guidelines to Sponsors of HARI facilitated Programs

HARI facilitated programs are those programs of religious nature that have been approved by the President of the Executive Committee and the Board of Trustees, to be held on HARI's premises under the sponsorship of a private entity and limits HARI to provide only the use of its premises with no other commitment of HARI's resources.

The President will assign one of HARI's officers to coordinate with the sponsor to facilitate the smooth conduct of the program.

The following guidelines have been approved by the Board of Trustees and are provided for the use of the sponsor of the program:

- A written request must be submitted to the HARI President providing details about the nature of the program, its duration and other relevant details, sufficiently in advance of the program's proposed date for approval by the President and the Board of Trustees.
- Upon receiving approval as a HARI facilitated program, the sponsor can request publication of the program details in HARI Times by submitting the required information in a timely manner.
- The Prayer Hall will be provided free of charge for such approved programs.
- Appropriate decorations in good taste can be put up by the sponsor without causing any structural alterations or damage to HARI facility. At the conclusion of the program, it is the responsibility of the sponsor to take down all the decorations and leave the hall in its original condition.
- The temple facility including the prayer hall, kitchen, downstairs hall, water fountain room, both bath rooms, stair cases, coat room and outside entrance and inside foyer areas should be thoroughly cleaned and left in a sanitary condition at the conclusion of the program.
- If dinner/Prasad is to be served using the HARI kitchen facility and/or the downstairs hall with the use of HARI provided paper products, a donation box should be kept during the dinner/prasad at all times. The donation box is necessary to collect an amount to defray the cost of paper supplies, cleaning of the facility and general upkeep. If the sponsor is unwilling to keep a donation box or average collection is not sufficient to cover the above expenses, then a donation of \$150 per day of facility use is payable to HARI to cover the cost of the above.
- All Aarti and Pothi collection will go to HARI. This should be clearly made known by the sponsor of the program to the speaker before arranging the program.
- All normal parking rules and regulations should be obeyed by the sponsor of the program as well as the attendees.

- Programs that support HARI's mission are encouraged to be held at HARI. However, if monetary contribution, such as a tuition fee is sought from the attendees of a program that is held on HARI premises, and then 20% of the collection should be donated to HARI when no dinner is involved. No fund-raising of any kind for any other cause is permitted.
- Violation of the requirements mentioned in item 5 above will result in the sponsor being liable for professional cleaning charges which will be payable to HARI.

Music & Performance Policy

Policy Owner

The primary contact for questions regarding this is:

Mr. Pallav Bhonde
HARI Temple
(717) 774-7750

OVERVIEW

Indian music remains an extraordinarily significant component of all aspects of secular life and religious practice wherever Indian culture is present. It aids in maintaining cultural ties, religious faith and moral discipline. Performed by skilled musicians, artists or lay enthusiasts, Indian music continues to serve as both a vehicle for entertainment and a source of spiritual renewal and ecstasy. Alongside the modern popular, film and bhajan forms, the traditional religious and devotional music endures in temples, shrines and the Hindu Diaspora.

Since everyone has his own personal preferences and opinions when it comes to musical styles and because there is nothing in scripture to indicate that a given type of music is inherently good or evil, the institute should be considered a "gray or debatable" matter. As such, the general principles laid down in following should govern both our attitudes and behaviors toward one another.

PURPOSE

Hindu American Religious Institute, believing that music is a vital part of the organization and being sensitive to the diversity of opinion which exists among the individuals, have chosen to establish guidelines to evaluate the music which is to be used or performed at various functions or events. While there will be room for subjective interpretation, it is believe that the following guidelines will serve the very helpful purpose of giving direction to those responsible for planning activities involving music.

QUALIFICAITONS

The Program or Event Coordinator(s) must:

1. Be a member of HARI who demonstrates agreement with the Mission, Vision and by-laws of Hindu American Religious Institute.
2. Be responsible for a given function will also be responsible for following the intent of the below guidelines and should direct any questions it may have to the President or Chairman prior to the event.

SELECTING MUSIC GUIDELINES

In order to fulfill the purpose of music at HARI, the following guidelines and comments should be adhered to in selecting any music or song for any function or an event at HARI.

1. Music performed for religious purposes focuses closely on the text and its clear pronunciation.
2. Musical virtuosity for its own sake is normally discouraged, as a distraction from the devotional purpose of the music.
3. Songs should lead the listener in worship or praise toward God or encourage the listener in his or her personal walk with God.

4. The words or message of the song must be doctrinally sound. Avoid using songs that have ambiguous or abstract meaning.
5. Words accompany the song should be God-honoring, wholesome and edifying. The words should, for the most part, be able to be heard and understood above the music.
6. Songs containing objectionable words strictly prohibited.
7. The music should be appropriate for its intended use and serve as an effective medium for making melody in our hearts.
8. If an artist is uncertain as to whether the music is appropriate under the above guidelines, please contact President or Chairman prior to performance.

STAGE PERFORMANCE AND PRESENTATION

The stage/dance performance at HARI is depicted through various artists and should be spiritual in nature and that does not distract from the congregation's focus on Lord.

Practical guidelines are simply one of the many ways to help us toward that purpose.

1. Indian Traditional or Modest clothes are required for all persons on the stage; nice jeans are acceptable.
2. The following should be avoided:
 - a. Shorts; clothing with objectionable words and/or pictures; t-shirts; muscle shirts; spaghetti straps; halter tops; tube tops; clothing that bares midriffs (i.e. low rise pants with shorter shirts, etc.); see-through clothing; excessively short dresses or skirts, and slits in skirts or dresses that are thigh-revealing or inappropriately placed
3. If an artist is uncertain as to whether an outfit is appropriate under the above guidelines, please contact President or Chairman prior to performance.

HARI Trust Fund Gift Acceptance Policy

Policy Owner

The primary contact for questions regarding this is:

HARI Temple
(717) 774-7750

Donor Relations

As an organization of donors and as a not-for-profit organization under the laws of the State of Pennsylvania and the Internal Revenue Service (IRS), the HARI is committed to serving the interest of gift planning donors by:

- Ensuring that the donor's interest be protected and that those interests be the primary concern in the development and execution of any gift plan.
- Encouraging donors to explore all aspects, opportunities, costs and alternatives with regard to gift planning decisions.
- Maintaining confidentiality throughout the entire gift planning process. Pertinent information will be shared to the extent that is necessary and appropriate with professional counsel and Board of Trustees..
- Refraining from releasing information that is not public without the express written permission of the donor.
- Encouraging donors to seek independent professional counsel to represent their interests.

Professional Relationships

HARI will seek professional counsel in the exploration and execution of all planned gifts.

Internal Relationships

HARI Board of Trustees (BOT) shall have jurisdiction with regard to the approval of policies, products and the procedures relating to HARI gift acceptance program.

BOT assigns the day to day enforcement of gift acceptance program to HARI Trust Fund Committee (HTFC).

HTFC will periodically review and update the "Gift Acceptance" Policy to reflect the current charity giving environment.

The following officers are authorized to negotiate gift agreements with donors:

- Chairperson of BOT
- Chairperson of Finance Committee
- Trust Fund Coordinator of HTFS

Conditions for the Acceptance of Gifts

A. In general.

- a. HARI reserves the right to decline any gift which does not further the mission or goals of HARI or which would result in the incurrence of excessive expense or administrative effort. HARI must be the sole or majority (greater than 50%) beneficiary of any gift received.
- b. Federal tax law does not permit donors to dictate or restrict investment decisions with regard to irrevocable gifts.
- c. HARI will require strict compliance with the IRS trust forms and other IRS regulations related to any trusts.
- d. The Chairperson of HARI shall have the sole authority to sign all planned giving agreements on behalf of HARI.
- e. The donor will generally pay for costs associated with the acceptance of gifts.

B. Cash and Publicly-Traded Securities.

- a. Gifts of cash will be accepted by HARI and placed in the HARI Trust Fund (HTF) unless otherwise directed by the donor.
- b. Gifts of publicly traded securities may be accepted by HARI. Such gifts may be accepted by the HARI, to be retained or disposed of as deemed appropriate for the benefit of HARI.
 - i. Such securities may be sold immediately upon receipt; however, if the number of shares involved is sufficient to have a depressing impact on the price of the stock, in the opinion of HTFC, the sale may be extended over a period of time necessary to avoid such an impact.
 - ii. Stock controlled under Securities and Exchange Commission Rule 144 will be held until the restriction on sale expires, and then may be sold in the same manner as in 1) above.

Note: In the absence of accessible market value, gifts of restricted securities will be carried on HARI's books at \$1.00 until they are sold, or a market value can be assigned.

C. Closely-Held Stock.

- a. Gifts of non-publicly traded securities (such as closely held stock, partnership interests or limited liability company units) may be accepted only by HARI Board approval after a thorough review by the Board and by such professionals as the Board deems appropriate.

- i. Gifts of closely held securities will be carried on HARI's books at \$1.00 until a determination of 'market value' is made.
 - ii. As applicable, the following criteria must be met in order for HARI to approve and/or accept gifts of non-publicly traded securities:
 - 1. There must be a written donative instrument indicating the donor's intention to make the gift and its purpose.
 - 2. The donor must provide financial/valuation information on the stock, including appraisals and/or statements of value and information on potential liabilities.
 - iii. Copies of any governing instruments and agreements restricting transferability should be provided and information on other holdings.
 - iv. The ownership of securities must be properly assigned by the donor to HARI.
- b. Gifts of securities that are not likely to be accepted; include the following:
- i. Securities which would create a liability to HARI
 - ii. Securities which, by their nature, may not be assigned (such as Series E Savings Bonds).
 - iii. Securities which, on investigation, have no apparent value.

D. Real Estate

For the purposes of these policy guidelines, real estate shall be defined to include land and anything permanently affixed to the land that is donated or bequeathed to HARI regardless of type, location(s) or designated use of the funds to be derived therefrom.

- a. All gifts of real estate must be evaluated and inspected by an authorized representative of HARI and shall be subject to approval by HARI Board of Directors prior to acceptance.
- b. An evaluation of the return expected from a gift of real estate shall include but not be limited to such factors as income potential, development characteristics, type of property interest, holding costs, management requirements, holding period and location, restrictions of sale or existing easements.
- c. HARI Board will accept only real estate which (a) can be used by the HARI or one of its supported organizations in furtherance of HARI or the organization's charitable purpose; or, (b) can be sold within a reasonable period of time.
- d. Prior to acceptance, the following information should normally be provided by the donor:
 - i. Map showing location of property.
 - ii. Legal description of property.
 - iii. Proof of ownership (deed).
 - iv. Survey of Subject property.
 - v. List of improvements.
 - vi. Copies of current leases, if any.
 - vii. List of encumbrances, including deed restrictions or covenants, liens and current expenses if any.
 - viii. Copy of current year's tax bill.

- ix. Proof of payment of taxes and association fees, if any.
 - x. Copy of title policy or a recent title commitment, including copies of all documents shown as exceptions to title on the report.
 - xi. Recent appraisal or other acceptable valuations, which will be attached to the Donor's IRS Form 8283.
 - xii. A written statement from donor identifying any known waste disposal sites or spills of hazardous waste material on the property or a statement to the contrary.
 - xiii. Written statement from the donor outlining purpose of gift.
 - xiv. Environmental Impact Study – Level 1 Environmental Impact Study and Audit and, if necessary, a Level 2 stud and Audit, with all costs to be borne by the Donor.
- e. HARI reserves the right to consult with professionals, including appraisers in determining whether or not to accept such gifts.

E. Gifts of Life Insurance

Life insurance is an excellent vehicle for providing larger gifts for our donors. Acceptance of Life Insurance Policies will be considered by HARI on a case-by-case basis and generally will be restricted to paid-up or self-sustaining policies. Donors can name HARI as beneficiary of their policies.

F. Retirement Plans

The designation of HARI as the beneficiary of retirement accounts is encouraged.

G. Tangible Personal Property

For the purposes of these policy guidelines, other personal property shall be defined as potential contributions including art collections, antiques, jewelry, airplanes, automobiles, boats and other vehicles.

In most cases, title can be obtained with few limitations. However, the property may be subject to certain obligations (e.g., the donor may have pledged the property as collateral for a loan). A lien holder may have a claim (security interest) against the donated property. Such a claim must be extinguished/satisfied before HARI accepts the property.

Serious valuation problems can exist in a number of proposed gifts of personal property, especially with art or other "collectibles." Efforts must be made to obtain a bona fide appraisal by a qualified appraiser or documentation of fair market value before HARI accepts the gift. Valuations and the marketability of property gifts must be reviewed by HARI on a case-by-case basis.

Conditions for Acceptance of Gifts by Form of Gift

A. Charitable Trusts

Donors will be encouraged to use banks or other corporate fiduciaries as trustees for charitable trusts. However, if specifically requested by the donor, HARI may act as a trustee or will appoint a trustee for charitable remainder unitrust or annuity trusts on a case-by-case basis based upon the following guidelines.

HARI as Trustee – Conditions

Before agreeing to serve as the trustee of a charitable remainder trust or lead trust, HARI should determine that the trust agreement or will contains the following provisions and that certain other

conditions are met:

- HARI is the sole or majority (greater than 50%) charity remainder on the terms set forth in this policy.
- HARI's remainder may not be decreased.
- The donor may retain the right to terminate HARI as trustee but must appoint a successor trustee that is a professional corporate trustee.
- HARI retains the power to resign as trustee and appoint a successor trustee that must be a professional corporate trustee.
- There shall not be more than two income beneficiaries for a charitable remainder trust or lead trust.
- A minimum gift of \$100,000 is required for the establishment of a charitable remainder trust or lead trust.
- The fixed percentage paid by a charitable remainder trust or lead trust shall be no less than 5% (as required by law) and usually not more than 10%, and shall be approved by the HARI Foundation Board upon recommendation.
- Non-income producing property will be accepted to fund the trust only with approval of the HARI Board upon recommendation.
- Any fees associated with the administration of a trust or for the payment of investment advisors shall be paid out of the trust.

HARI as Trustee – Responsibilities

- When HARI is named as trustee of a charitable remainder trust or lead trust, the HARI staff responsible for major gifts and planned giving and the Chairperson of the Finance Committee will serve as HARI representatives in the administration of the Trust, upon approval by the Board of Directors.
- HARI may appoint an agent, administrator, investment manager or custodian for such duties as investment advice, actuarial, accounting, statements, tax letters, etc. All fees will be paid by the trust.
- Transmittal of information and revenues to donors will be made through the office of the HARI staff responsible for major gifts and planned giving.
- Administrators of all gift plans will forward all communication and revenues to the HARI staff responsible for major gifts and planned giving for transmittal to beneficiaries and donors.
- HARI will put in place the most economical mechanisms from an administrative and staff standpoint for the administration of charitable remainder trust or lead trusts.
- HARI Board will review the performance of each trust on a quarterly basis.
- HARI's Director of Finance will review the administration of each trust on a quarterly basis including the review of statements, accounting and tax returns. The administration of these

trusts may be reported and reviewed by HARI Board at least annually.

- HARI will have total discretion for the investment when acting as a sole trustee.
- Investment of trust assets will be supervised by HARI Board. If the trust is one which extenuating circumstances require a payout rate greater than the current rate of return, the higher rate of return must be approved by HARI Board.
- HARI Board may appoint investment advisors for the investment of assets.

B. Bequests

All bequests received are placed in HARI Trust Fund unless otherwise directed by the donor.

C. Additional Gift Planning Options

HARI seeks to satisfy the charitable giving needs of all of its donors and is willing to explore alternative gift planning options that will satisfy those needs.

Alternative gift plans which require administrative and financial obligations on the part of HARI must be approved by HARI Board and Legal Counsel.

These alternative gift-planning options may include the following:

a. Gift Annuity

HARI will accept a gift annuity if HARI can place the annuity administration and liability with a third party such as a bank or insurance company. The donor shall be advised of the minimum contribution for a gift annuity.

b. Life Estates/Estate for Term of Years

HARI may accept a gift subject to a life estate agreement or a Term of Years whereby the donor transfers the real estate to HARI. Subject to previous policy and Foundation Board approval, the donor may retain the deed and the use of the property for life or the life of another. Any life estate agreement must clearly establish that the donor will assume responsibility for the costs of upkeep and maintenance, real estate taxes, insurance, capital repairs and other fees related to the property.

c. Bargain Sales

Bargain Sales are subject to the same policies governing all other gift plans and gifts of real estate.

Donor Recognition System

- Any donation above \$2,500 towards HTF or Projects or General Donations or other Gift Instruments will be recognized in the “**Sri Hanuman Tree**”.
- “Sri Hanuman Tree” is a donor recognition sculpture designed by the famous artist “Sanford Werfel”, located on the ground floor, just below the feet of Lord Rama.

- The donor is required to complete the “**Gift Instrument Form**” for HARI record keeping purposes.
- Based on the amount of donation, name of the donor (as requested by the donor through filling in the Gift Instrument Form for example Children, Parents, Business, etc.) will be inscribed on the leaves of the tree.

Note: It is highly recommended to HTFC to get professional assistance from the following Investment Manager for various Gift Instruments like: Donor Advised Fund, Planned Gifts (revocable, irrevocable), Retirement Plans, etc to ensure the intent of the Donor and to protect the 501 c 3 status of HARI Temple:

Kirk Demyan

The Foundation for Enhancing Communities (TFEC)

200 N. 3rd Street

P.O.Box 678

Harrisburg, PA 17108

717-236-5040

kirk@tfec.org

HARI Trust Fund Investment and Spending Policy

Policy Owner

The primary contact for questions regarding this is:

HARI Temple
(717) 774-7750

Foundation/

Endowment Name: Hindu American Religious Institute (HARI)

Trust Date: 2006

Account Information Total Market Value as of 12/31/2009:
\$366,880.00

Primary Objective: Primary emphasis on moderate capital growth with some focus on income

Target Rate of Return: Absolute real return (excess of inflation) of 5%

Time Horizon: More than 10 years

Spending Policy: Need based and approved by the current Board of Trustees

Asset Allocation:

Asset Class	Minimum	Maximum
U.S. Equities – Large Cap	15%	40%
U.S. Equities – Mid Cap	5%	15%
U.S. Equities – Small Cap	5%	15%
International Developed Countries		5% 15%
Emerging Markets	5%	20%
U.S. Core Bonds	5%	55%
High Yield Bonds	5%	10%
International Bonds	0%	15%
Alternative Investments	0%	15%
Cash & Cash Equivalents	0%	10%

The maximum allowable allocation of the aggregate portfolio to illiquid securities is 0%.

Rebalancing Procedures: Portfolio is rebalanced when the portfolio exceeds the minimum or maximum constraints (reviewed annually).

Cash Limits: The Investor wishes to maintain no minimum liquidity needs (cash is handled separately).

Restrictions: Bond quality rated as per the manager's discretion or better

Meeting Frequency: quarterly

INVESTMENT POLICY DISCUSSION

What Is an Investment Policy Statement?

An Investment Policy Statement (IPS) describes the investment philosophies and investment management procedures to be utilized for the funds as further described below, as well as the long-term goals for the Hindu American Religious Institute (HARI).

The Need for an IPS

The principle reason for developing an investment policy and for putting it in writing is to enable you and us to protect your portfolio from ad hoc revisions of a sound long-term policy. Without an investment policy, in times of market turmoil, Investors are often inclined to make impromptu investment decisions that are inconsistent with prudent investment management principles. Your investment policy is intended to provide a well thought out framework from which sound investment decisions can be made.

Steps to Take to Establish an Investment Policy

1. Assess your financial situation—identify your goals and needs.
2. Determine your tolerance for risk and your time horizon.
3. Set long-term investment objectives.
4. Identify any restrictions on the portfolio and its assets.
5. Determine the asset classes and appropriate mix (the "Asset Allocation") to maximize the likelihood of achieving the investment objectives at the lowest level of risk.
6. Determine the investment methodology to be used with regards to investment (manager) selection, rebalancing, buy-sell disciplines, portfolio reviews and reporting, etc.
7. Implement the decisions.

The Uniform Management of Institutional Funds Act ("UMIFA") was originally promulgated in 1972 with revisions in 2004 and provides guidance to institutional nonprofits of investment authority, permits delegation of authority to independent financial advisors, and authorizes the expenditure of appreciation of investment funds.

The Uniform Prudent Investor Act ("UPIA") was approved for use in all states at the 1994 annual Conference of Commissioners on Uniform State Law and by the American Bar Association in 1995. The Act is applicable to all trusts (including irrevocable trusts, by-pass trusts, QTIPs, ILITs, CRTs, QPRTs, QDTs, and GRTs) and sets

forth appropriate practices for the management of trust assets. Noncompliance with these rules can expose a trustee to significant personal liability.

Key provisions of the UPIA include:

- ❖ No investment is inherently prudent or imprudent, except in how its inclusion or exclusion impacts the portfolio as a whole.
- ❖ Trustees are expected to use all reasonably available strategies to improve the risk-reward relationship of the portfolio.
- ❖ Under most circumstances, the assets of the trust must be diversified.
- ❖ Trustees are obliged to spread portfolio investments across asset classes to enhance performance and reduce risk.
- ❖ The possible effect of inflation must be considered as part of the investment strategy. As a result, use of equities is encouraged to allow the possibility that the portfolio's growth will outpace inflation.
- ❖ Fiduciaries have a duty to either demonstrate investment skill in managing trust assets or to delegate investment management to another, more qualified party.

Definitions

1. "HARI Trust Fund Committee (HTFC)" shall refer to the decision making body established to administer the portfolio as specified by applicable ordinance.
2. "Investment Manager" shall mean any individual, or group of individuals, employed to manage the investments of all or part of the portfolio's assets.
3. "Fiduciary" shall mean any individual or group of individuals that exercise discretionary authority or control over the fund management or any authority or control over management, disposition or administration of portfolio assets.

This Investment Policy Statement:

- ❖ Establishes the HTFC's expectations, objectives and guidelines in the investment of the Portfolio's assets.
- ❖ Creates the framework for a well-diversified asset mix that can be expected to generate acceptable long-term returns at a level of risk suitable to the HTFC, including:
 - Describing an appropriate risk posture for the investment of the Portfolio
 - Specifying the target asset allocation policy

- Establishing investment guidelines regarding the selection of investment managers, permissible securities and diversification of assets
- Specifying the criteria for evaluating the performance of the Portfolio's assets

❖ Defines the responsibilities of the HTFC and Investment Manager(s).

❖ Encourages effective communication between the Investment Manager(s) and the HTFC.

This IPS is intended to be a summary of an investment philosophy and the procedures that provide guidance for the HTFC. The investment policies described in this IPS should be dynamic. These policies should reflect the HTFC's current status and philosophy regarding the investment of the Portfolio. These policies will be reviewed and revised periodically to ensure they adequately reflect any changes related to the Portfolio, to the HTFC or the capital markets.

It is understood that there can be no guarantee about the attainment of the goals or investment objectives outlined herein.

INTRODUCTION

One of the important purposes of this Investment Policy Statement (IPS) is to establish a clear understanding as to the investment goals, objectives and management policies applicable to the Hindu American Religious Institute (HARI)'s investment portfolio ("Portfolio").

OVERVIEW COMMENTARY

Investor Information:

Endowment or Foundation Name: Hindu American Religious Institute (HARI)

301 Steigerwalt Hollow Road

New Cumberland, PA 17070

Committee Members:

There are 23 members in the committee with 18 at large and 5 ex-officio members. Please, refer to the "HARI Trust Fund Committee and Related Practices" document.

Date of Trust

Original: 2006

Authorized Decision Makers

The authorized decision maker(s) for the assets under this IPS and their capacity are: HTFC.

A simple majority of the decision makers must approve any decisions.

Assets to be considered under this IPS

The investments being managed under this IPS have a current approximate value of \$366,880.00.

Account Information

<u>Acct. Title</u>	<u>Mkt. Value as of</u> <u>12/31/2009</u>
HARI Growth Project	\$366,880.00
Total:	\$366,880.00

At present, HARI Growth Project consists of three Funds:

- 1) HARI Educational Fund (Permanent Endowment Fund) \$ 50,395
- 2) HARI Trust Fund (Permanent Endowment Fund) \$215,662
- 3) Rainy Day Operational Fund (Board restricted fund intended to be utilized for emergency operational needs of HARI Temple) \$100,824

Investment Manager:

Kirk Demyan
The Foundation For Enhancing Communities
200 N. 3rd Street
P.O.Box 678
Harrisburg, PA 17108
717-236-5040
kirk@tfec.org

INVESTMENT OBJECTIVES

The investment objectives addressed in this investment policy statement represent the portfolio's overall investment objectives.

The HTFC's objective for this investment portfolio is primary emphasis on moderate capital growth with some focus on income.

The long-term objective for the assets under this policy is to achieve after fees and expenses, a pre-tax: absolute real return (excess of inflation) of 5%.

TIME HORIZON

The Hindu American Religious Institute (HARI)'s objectives for this portfolio are currently anticipated to continue without significant modification for a period of: more than 10 years.

SPENDING POLICY

Goal of Foundation/Endowment

The Investor feels that grants to be made in the future are as important as grants made today. This is consistent with the philosophy that this Foundation/Endowment is to exist in perpetuity, and therefore, should provide for grant making in perpetuity. To attain this goal, the overriding objective is to maintain purchasing power. That is, net of spending, the objective is to grow the aggregate portfolio value at the rate of inflation over the investment horizon.

Attitude toward Gifts

Future giving (contributions) is expected to be relatively consistent, and therefore, predictable. However, the Investor has set an investment strategy with the objective of maintaining purchasing power of the assets before consideration of gifts. Accordingly, future giving will serve to increase purchasing power. Therefore, expectations may be expressed by the following equation:

$$\begin{aligned} \text{Total Return} &= \text{Spending} + \text{Inflation} + \text{Expenses,} \\ \text{while Giving} &= \text{Increase in Purchasing Power} \end{aligned}$$

Spending Policy/Distributions Amount

The Investor will attempt to balance the shorter-term grant making obligations with its goal to provide grants into perpetuity, and therefore design a spending policy, which is flexible. Since expected investment returns from "riskier" portfolios are not consistent and predictable, the Investor feels that shorter-term spending in dollar terms must be flexible enough to endure periods of underperformance without excessive deterioration of real principal. Therefore, the Investor may tend toward a more "aggressive" investment strategy seeking higher long-term investment returns than would be the case if grant making from year to year were less flexible.

The spending policy for the endowment will be as follows:

- Up to 4% of the most recent five year moving average asset value could be disbursed, without dipping into the principal, based on the needs of the Temple.
- For the withdrawals beginning immediately, the frequency with which they will occur will be annually.
 - After June of every year, the Investment Manager shall inform the HTFC the distribution amount available on various funds for the upcoming Calendar (HARI Budget) year.
 - HTFC Recommends to the BOT, by September of every year, the available disbursement amount from the HTF assets for the upcoming year.
 - Based on the needs, the Board of Trustees will decide to fully/partially utilize or not to utilize the proposed disbursements from various funds. For example:

- Disbursement from HARI Educational Fund could be used for awarding Scholarship, HARI Sunday School expenses, etc.
- Disbursement from HARI Trust Fund could be used for Donor recognition system, Strategic Planning expenses, Fund Raising expenses, etc.
- Disbursement from HARI Rainy Day Operational Fund could be used for upgrades and replacement of HVAC systems, facility upgrades, etc.
- There is no carry over of the unutilized annual disbursements.

Capital values fluctuate, especially so over shorter periods of time. The HTFC recognizes that the possibility of capital loss does exist. However, historical data suggests that the risk of principal loss can be minimized if the long-term investment mix employed under this Investment Policy Statement is maintained over a holding period of at least three to five years.

TAX POLICY

Tax minimization is not a concern for this investment portfolio.

RISK TOLERANCE

Investment theory and historical capital market return data suggest that, over long periods of time, there is a relationship between the level of investment risk assumed and the level of return that can be expected. In general, in order to attain higher returns one must accept higher risk (e.g. volatility of return).

Given this relationship between risk and return, a fundamental step in determining the investment policy for the Portfolio is the determination of the amount of risk the HARI Trust Fund Committee HTFC can tolerate.

A comfort level with investment risk influences how aggressively or conservatively a portfolio can be invested. Like a scale, risk needs to be balanced with the need for returns to achieve the investment goals. The HARI Trust Fund Committee HTFC desires long-term investment performance sufficient to meet the objectives. The HARI Trust Fund Committee HTFC understands that to achieve such performance the portfolio may experience periods of decline. The HTFC further understands that in a severe market, the potential recovery period could be extensive.

Although the HTFC prefers to limit the portfolio's volatility, they are comfortable with fluctuations in their portfolio, and the possibility of large declines in value, in order to seek to grow their portfolio over time.

ASSET ALLOCATION

Academic research offers considerable evidence that the asset allocation decision far outweighs security selection and market timing in its impact on portfolio variability and performance. After reviewing the long-term performance and risk characteristics of various asset classes and balancing the risk and rewards of market behavior, the following asset classes were selected to achieve the objectives of Hindu American Religious Institute (HARI)'s portfolio.

Asset Class	Minimum	Maximum
U.S. Equities – Large Cap	15%	40%

U.S. Equities – Mid Cap	5%	15%	
U.S. Equities – Small Cap	5%	15%	
International Developed Countries		5%	15%
Emerging Markets	5%	20%	
U.S. Core Bonds	5%	55%	
High Yield Bonds	5%	10%	
International Bonds	0%	15%	
Alternative Investments	0%	15%	
Cash & Cash Equivalents	0%	10%	

The maximum allowable allocation of the aggregate portfolio to illiquid securities is 0%.

Portfolio Returns and Volatility

The HTFC's willingness to accept risk and their expectation for investment growth have a direct bearing on the rate of return objective for this portfolio.

It should be recognized that the portfolio will invest in a variety of securities and that the actual weighting of these securities can and will vary. It is also important to note that future returns of the securities with the portfolio and the portfolio itself can be expected to vary from the historical returns.

The portfolio's historical rate of return is not a guarantee of future investment returns, nor an indication of expectation regarding future results. Future returns could differ significantly and capital loss is possible. This Investment Policy Statement shall not be construed as offering a guarantee.

Updated Allocations

Over time, it may be desirable to amend the basic allocation. When such changes are made, updates will be considered part of this Investment Policy Statement.

Rebalancing Procedures

From time to time, market conditions may cause the Portfolio's investment in various asset classes to vary from the approved allocation. To remain consistent with the asset allocation guidelines established by this Investment Policy Statement, the HTFC shall periodically review the portfolio and each asset class in which the Portfolio is invested.

This portfolio will be rebalanced periodically as follows: when the portfolio exceeds the minimum or maximum constraints (reviewed annually).

Adjustment in the Target Allocation

Modifications to the approved allocation may be needed from time to time for a variety of reasons. When such a change to the approved allocation needs to occur, it shall only be made with the concurrence of the HTFC.

INVESTMENT PHILOSOPHY

The basic tenets under which this Policy will be managed include the following:

1. Modern Portfolio Theory, as recognized by the 1990 Nobel Prize, will be the philosophical foundation for how the portfolio will be structured and how subsequent decisions will be made. The underlying concepts of Modern Portfolio Theory include:
 - ❖ Investors are risk averse. The only acceptable risk is that which is adequately compensated by potential portfolio returns
 - ❖ Markets are efficient. It is virtually impossible to anticipate the future direction of the market as a whole or of any individual security. It is, therefore, unlikely that any portfolio will succeed in consistently “beating the market”
 - ❖ The design of the portfolio as a whole is more important than the selection of any particular security within the portfolio. The appropriate allocation of capital among asset classes (stocks, bonds, cash, etc.) will have far more influence on long-term portfolio results than the selection of individual securities. Investing for the long term (preferably longer than ten years) becomes critical to investment success because it allows the long-term characteristics of the asset classes to surface
 - ❖ For a given risk level, an optimal combination of asset classes will seek to maximize returns. Diversification helps reduce investment volatility. The proportional mix of asset classes determines the long-term risk and return characteristics of the portfolio as a whole
 - ❖ Portfolio risk may be decreased by increasing diversification of the portfolio and by lowering the correlation of market behavior among the asset classes selected. (Correlation is the statistical term for the extent to which two asset classes move in tandem or opposition to one another)
2. Investing globally helps to minimize overall portfolio risk due to the imperfect correlation between economies of the world. Investing globally has also been shown historically to enhance portfolio returns, although there is no guarantee that it will do so in the future.
3. Equities have historically offered the potential for higher long-term investment returns than cash or fixed income investments. Equities are also more volatile in their performance. Investors seeking higher rates of return must increase the proportion of equities in their portfolio, while at the same time accepting greater variation of results (including occasional declines in value).
4. Picking individual securities and timing the purchase or sale of investments in the attempt to “beat the market” are highly unlikely to increase long-term investment returns; they also can significantly increase portfolio operating costs. Such practices are, therefore, to be avoided.

Given these tenets, the underlying approach to managing this Policy shall be to optimize the risk-return relationship appropriate to the Investor's needs and goals. The Policy will be diversified globally employing a variety of asset classes. Mutual funds or managed portfolios will be employed to implement the portfolio and the chosen asset classes will be periodically re-balanced to maintain a more consistent risk/reward profile. In managing investment assets, every advisor has a unique style.

FREQUENCY OF IPS REVIEW

The HTFC recognizes that all investments go through cycles and therefore there will be periods of time in which the investment objectives are not met or when specific managers fail to meet their expected performance expectations. The HTFC accepts the principle that, in the absence of specific circumstances requiring immediate action, patience and a longer-term perspective will be employed when evaluating investment performance.

The Investment Manager and HTFC will meet at least annually to review and update this IPS.

LIQUIDITY

Investor's liquidity requirements are: no minimum liquidity needs (cash is handled separately).

The length for which these needs apply is described as:

DIVERSIFICATION AND INVESTMENT CONSTRAINTS

Investment of the Hindu American Religious Institute (HARI)'s funds shall be limited to securities in the following categories:

Assets Classes

- Money Market Funds
- U.S. Short Term Taxable Bonds
- U.S. Intermediate Term Taxable Bonds
- U.S. Long Term Taxable Bonds
- U.S. Short Term Tax-Free Bonds
- U.S. Intermediate Term Tax-Free Bonds
- U.S. Long Term Tax-Free Bonds
- U.S. Total Taxable Bonds
- U.S. Corporate Bonds
- U.S. High Yield Bonds
- Non-U.S. Bonds
- Total U.S. Equities Market
- U.S. Equities - Large-Cap Companies
- U.S. Large-Cap Value

U.S. Large-Cap Growth
U.S. Mid-Cap
U.S. Mid-Cap Value
U.S. Mid-Cap Growth
U.S. Small-Cap
U.S. Small-Cap Value
U.S. Small-Cap Growth
World Stocks (Ex. U.S.)
Non U.S. Large Stocks- Developed Countries
Non U.S. Small Stocks- Developed Countries
Foreign Equities - Emerging Market
Real Estate Securities/REITS
Hedge Funds
Commodities

Investment Types

Individual Stocks or Bonds
Open-ended Mutual Funds
Closed-end Mutual Funds
Exchange Traded Funds
Managed Separate Accounts

Portfolio Limitations and Restrictions

The Portfolio may only be invested in bonds rated as per the manager's discretion or better.

NON-TRADITIONAL/ALTERNATIVE INVESTMENTS

Definition:

Non-Traditional/Alternative Investments are often structured as private investments and are generally formed as limited partnerships or limited liability companies and, in many cases, organized in low or no tax jurisdictions. The managers of these investments generally are allowed to operate with greater flexibility than most traditional investment managers and their compensation usually includes substantial performance incentives.

Objective:

Investment in alternatives may be considered by this organization within the context of an overall investment plan. The objective of such investments will be to seek to diversify the portfolio, complementing traditional equity and fixed-income investments and improving the overall

performance consistency of the portfolio. It is acknowledged that there is no guarantee that this objective will be realized.

Transparency and Liquidity:

It is acknowledged that these investments are less transparent than traditional investments and that liquidity in such investments is usually significantly limited. Liquidity constraints, including lockup provisions and redemption or withdrawal fees, must be taken into consideration when making allocations to such investments.

Allowable Strategies:

Since alternative investments generally seek to provide diversification by investing in strategies that do not correlate directly with traditional equity and/or fixed-income investments, investments strategies may include, but are not limited to, the following:

- Statistical Arbitrage
- Bayesian Modeling
- Momentum Trading
- Debt/Equity Financing
- Leveraged Buyouts
- Venture Capital
- Mezzanine Debt
- Equity Market Neutral
- Convertible Arbitrage
- Real Estate
- Distress Securities
- Merger Arbitrage
- Fixed Income Arbitrage
- Equity Long/Short
- Global macro
- Short Selling
- Commodities and Futures
- Structured Credit Products
- Special Situations

The foregoing allowable strategies may be pursued in any manner including through collective investment vehicles such as hedge funds, funds of hedge funds, private equity (i.e. LBO, Venture, Mezzanine Debt, etc) funds and funds of funds, real estate funds and funds of funds, commodity pools, and structured credit products such as equity CDOs.

Allowable Investments:

The above referenced strategies may include, but are not limited to, investments (directly or indirectly) in the following: common and preferred stocks, options, warrants, convertible securities, foreign securities, foreign currencies, commodities, commodity futures, financial futures, derivatives, mortgage-backed and mortgage-related securities, real estate, bonds (both investment-grade and non-investment-grade, including high-yield debt, distressed or other securities) and other assets. Strategies may utilize short-selling and leverage.

RISK ACKNOWLEDGEMENT

The organization acknowledges that: (1) alternative investments can be highly illiquid and may engage in leveraging and other speculative investment practices, which may involve volatility of returns and significant risk of loss, including the potential for loss of the principal invested; (2) that there is no secondary market currently available for interests in most alternative investments and that

there may be restrictions imposed by the fund on transferring such interests as stated in the fund's private placement memorandum or prospectus; (3) that investing in alternative investments is only suitable for experienced and sophisticated investors who are willing to bear the high economic risks of the investment and that this organization qualifies as such an investor; (4) that it will carefully review and consider all potential risks before investing including the following specific risks:

- *loss of all or a substantial portion of the investment due to leveraging, short-selling, or other speculative practices;*
- *lack of liquidity in that there may be no secondary market for the fund and none is expected to develop;*
- *volatility of returns;*
- *restrictions on transferring interests in the Fund;*
- *potential lack of diversification and resulting higher risk due to concentration of trading authority when a single advisor is utilized;*
- *absence of information regarding valuations and pricing;*
- *complex tax structures and delays in tax reporting;*
- *less regulation and higher fees than mutual funds; and*
- *advisor risk.*

SOCIALLY RESPONSIBLE INVESTING

The following best describes the HTFC's attitude toward socially responsible investing: alternative-emphasizing investment in the securities of those companies that strive to do good for society in one or more ways while avoiding those companies that may harm society. This is a more extreme form of socially responsible investing.

The following most accurately defines the funds expectations from socially responsible investing: in the long-term, socially responsible investing will provide for superior investment returns as compared to the market. By avoiding companies that 'damage' society, our portfolio should avoid some potential losses due to lawsuits, penalties and showdowns.

SELECTION/RETENTION CRITERIA FOR INVESTMENTS

Investment Management Selection

Investment managers (including mutual funds, separate account managers and limited partnership sponsors) shall be chosen using the following criteria:

- ❖ Past performance, considered relative to other investments having the same investment objective. Consideration shall be given to both performance rankings over various time frames and consistency of performance
- ❖ Costs relative to other funds with like objectives and investment styles
- ❖ The manager's adherence to investment style and size objectives
- ❖ Size of the proposed fund

- ❖ Length of time the fund/manager has been in existence and length of time it has been under the direction of the current manager(s) and whether or not there have been material changes in the manager's organization and personnel
- ❖ The historical volatility and downside risk of each proposed investment
- ❖ How well each proposed investment complements other assets in the portfolio
- ❖ The current economic environment
- ❖ The likelihood of future investment success, relative to other opportunities

INVESTMENT MONITORING AND CONTROL PROCEDURES

Reports

- ❖ The investment custodian shall provide HTFC with monthly statements for each account held by Hindu American Religious Institute (HARI) and subject to this Investment Policy Statement. Such reports shall show values for each asset and all transactions affecting assets within the portfolio, including additions and withdrawals.
- ❖ The Investment Manager shall provide HTFC the following management reports on a periodic basis:
 - Portfolio performance results over varying time periods
 - Performance results of comparative benchmarks over varying time periods
 - Review of current asset allocation versus policy guidelines
 - Any recommendations for changes of the above

DUTIES AND RESPONSIBILITIES

The HTFC

HTFC shall be responsible for:

- ❖ The oversight of the Portfolio.
- ❖ Defining the investment objectives and policies of the Portfolio.
- ❖ Recommending changes in investment policy.
- ❖ Being responsible for exercising all rights, including voting rights, as is acquired through the purchase of securities.

The Investment Manager(s)

Each Investment Manager will have full discretion to make all investment decisions for assets placed under its jurisdiction, while observing and operating within all policies, guidelines, constraints, and philosophies as outlined in this statement. Specific responsibilities of the Investment Manager(s) include:

- ❖ Discretionary investment management including decisions to buy, sell, or hold individual securities, and to alter asset allocation within the guidelines established in this statement.
- ❖ Reporting, on a timely basis, periodic investment performance results.
- ❖ Communicating any major changes to economic outlook, investment strategy, or any other factors, which affect implementation of investment process, or the investment objective progress of the Fund's investment management.
- ❖ Informing the Advisor regarding any qualitative change to investment management organization: Examples include changes in portfolio management personnel, ownership structure, investment policy, etc.
- ❖ Voting proxies, if requested by the HTFC, on behalf of the Hindu American Religious Institute (HARI), and communicating such voting records to the HTFC on a timely basis.

Proxy Voting

The HTFC is responsible for and empowered to exercise all rights, including proxy-voting rights.