

**HINDU AMERICAN RELIGIOUS INSTITUTE
301 STEIGERTWALT HOLLOW ROAD
NEW CUMBERLAND, PA 17070**



**BY-LAWS
(November 2018)**

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AMENDMENTS

**BY-LAWS OF
HINDU AMERICAN RELIGIOUS INSTITUTE**

(Originally adopted 3-17-1984)

(And amended 12-12-1987, 1-05-1994, 11-13-1999, 11-09-2002,
11-6-2011, 04-29-2012, 11-05-2016 and 11-10-2018)

**ARTICLE I
General Provisions**

Section 1. Name:

The name of this corporation is Hindu American Religious Institute (H.A.R.I. or HARI).

Section 2. Registered Office:

The address of the registered office of this corporation is 301 Steigerwalt Hollow Road, New Cumberland, PA 17070.

Section 3. Seal:

The seal of this corporation shall have inscribed upon it the name of this corporation, the year of its incorporation, the state of its incorporation and the designation as the corporate seal.

Section 4. Fiscal Year:

The fiscal year of this corporation shall begin on January 1.

**ARTICLE II
Purpose**

Section 1. Purpose:

This corporation has been established for the following purposes: continuation of the practice of Hindu religion in North America;

establishment and maintenance of a temple for religious worship; conducting of religious services in the manner and tradition prescribed by the tenets of the Hindu faith; securing the services of Hindu Pujari to minister the spiritual needs of the membership; conducting of a religious school for children; advancement of the study of the Hindu culture and the promotion of cultural exchanges; and engaging in related religious, social, educational and recreational activities.

ARTICLE III

Membership

Section 1. Classes of Membership:

There shall be two classes of members in this corporation.

- a) Members - Any person or family of the Hindu faith who shall make application for membership and who shall receive the affirmative vote of a majority of the members of the Board of Trustees shall be a member of this corporation. Membership shall entitle a person and his/her spouse to the privilege of attending and voting at membership meetings and to stand for election as a trustee or as an officer.

- b) Affiliate Members - All persons who shall be members of affiliated organizations, as hereinafter provided, shall automatically become affiliate members of this corporation. Affiliate members shall be entitled to such privileges of affiliate membership as shall be prescribed by the Board of Trustees. Affiliate members shall not be entitled to vote or hold office.

Section 2. Affiliated Organizations:

Any Organization which shall make application for affiliation with this corporation and which shall receive affirmative vote of a majority of the members of the Board of Trustees voting shall be an affiliated Organization of this corporation. An affiliated Organization shall be entitled to send one non-voting observer to every meeting of the membership and of the Board of Trustees.

Section 3. Place of Membership Meetings:

Meetings of the membership shall be held at the registered office of the corporation or at any other place within the Commonwealth of Pennsylvania that the Board of Trustees shall designate.

Section 4. Annual Membership Meeting:

An annual meeting of the members shall be held on the HARI's Diwali Celebration Day of each year but no later than November 20th. The members shall elect officers, trustees and transact other corporate business.

Section 5. Special Meeting:

Special meetings of the members may be called by the President upon his own determination or at the request of the Board of Trustees. Refer quorum rules mentioned in section 8 - Quorum.

Section 6. Notice of Membership Meetings:

Written notice of each membership meeting, stating the place, date and time of such meeting, and in the case of a special meeting the purpose for which it was called, shall be given by the secretary. This notice shall be sent not less than ten days before the meeting (unless a greater period shall be required by law in a particular case) to each regular member and affiliated Organization by United States mail or by email, postage or charges prepaid, at the address appearing on the records of the corporation. Any by-law amendments will be notified to the general body members in a printed form thru US. Postal service 30 days before the general body meeting.

Section 7. Waiver of Notice:

A member, before or after a membership meeting may waive notice of the meeting. Such waiver shall be deemed the equivalent of receiving notice. Attendance at a membership meeting by a person entitled to notice shall constitute a waiver of notice unless such person attends for the express purpose of objecting to the transaction of

business on the ground that the meeting was not properly called or convened.

Section 8. Quorum:

The presence of one-third of the members entitled to vote present shall constitute a quorum for the transaction of business at any membership meeting. The secretary shall maintain a current record of membership, which includes family members, entitled to vote.

Section 9. Eligibility to vote:

Only the members who have paid their dues are entitled to vote. Members paying dues after September 15th shall not be eligible to vote at meetings.

Section 10. Voting:

Members of the Board of Trustees and officers of this corporation shall be elected at the annual membership meeting. A simple majority vote by written ballot or by show of hands of the members present shall be required to elect.

Section 11. Annual Dues:

The annual dues per family for each calendar year shall be as determined by the general body. Family membership shall consist of husband, wife, dependent children under the age of 26 (excluding physically or mentally challenged) and dependent parents living in the same household. Members are eligible for senior membership at the age of 65.

**ARTICLE IV
Officers**

Section 1. Officers:

All the officers of this corporation including school Co-Directors (who shall be elected after the end of the school year by the School Committee and endorsed by the Board of Trustees) shall be elected at the annual meeting of the members to be held on the day determined by Article III, Section 4. The officers shall consist of a

President, a Senior Vice-President, a Secretary, a Treasurer, eleven vice-Presidents, and school Directors and Youth Forum Directors. Only members who have paid membership dues by September 15th of the year and also commit to continue their membership through their term of office are eligible to hold any office. An elected Board of Trustees member shall not be elected as an officer.

Section 2. Terms:

The officers of the corporation shall hold office for one year term and until their successors are elected and have qualified. A term is defined as a calendar year.

Position (for EC and other Positions)	Term	Re-election criteria
Senior Vice President	1 Year	None but may be nominated for President
Executive Committee Vice Presidents	1 Year	2 times (max 3 years in any position or combinations thereof)
President	1 Year	None
Treasurer, Secretary	1 Year	2 times (max 3 years in any position or combinations thereof)
School Director	3 Years	None
Assistant School Director	6 months	None but may be nominated for School Director
Youth Forum Director	3 Years	None
Assistant Youth Forum Director	6 months	None but may be nominated for Youth Forum Director
Trust Fund Coordinator	3 Years	None
HARI Times Editors	3 years	None

Position should be one per family (Mother /Father /Son /Daughter/ Husband/Wife/Brother/Sister). Cooling Period should be 3 years since the last time the family member occupied HARI Elected position. Member/Member of the family cannot be selected for 3 years since the member/family last time occupied any position. Also, a person/family cannot hold any position for more than a cumulative of 3 years.

Section 3. Removal:

The Board of Trustees may remove an officer whenever in its judgment the best interest of the corporation will be served thereby, after a full membership hearing.

Section 4. Vacancies:

Whenever a vacancy occurs by reason of resignation, removal, or death of an officer, the Board of Trustees shall meet forthwith and select a replacement who shall hold office for the balance of the term of the person vacating the said office.

Section 5. President - Powers and Duties:

The President shall be the chief executive officer of the corporation and shall be responsible for general and active supervision and management of its business. He shall preside at all membership meetings, appoint all committees and be an ex-officio member of all committees. He shall have such other duties as may be assigned to him from time to time by the Board of Trustees. He shall be an ex-officio member of the Board of Trustees with full voting rights. The President shall assign various duties and responsibilities to Senior Vice-President, Vice-Presidents, Secretary, Treasurer and School Co-Directors individually or as a group. Major areas of participation are: communication; membership and donation; property maintenance; supplies; children's activities; organizing Bhajans; Puja; Satsang; Prayers etc.; organizing special events like annual program and Diwali; looking after well-being and activities of the Temple priest and the smooth functioning of the HARI.

Section 6. Senior-Vice President - Powers and Duties:

The senior vice-President shall preside in the absence of the President. He shall, upon the return or availability of the President, provide to the President summary of the decisions made or actions taken in the President's absence. He shall be responsible for communication between HARI and its members and shall have such other duties as may be assigned by the President or the Board of Trustees, in the absence of the President.

Section 7(a). Secretary - Powers and Duties:

The person in this position shall have custody of all the corporate documents and the corporate seal. This person shall process all incoming mail and outgoing correspondence in a timely manner. This person shall also be responsible for recording minutes of the Executive Committee meetings and maintain an up-to-date list of members and their addresses and shall also perform the duties of the Treasurer, in Treasurer's absence.

Section 7(b). Treasurer – Powers and Duties:

The person in this position shall have custody of all corporate funds and securities. He shall keep a full and accurate account of all receipts and disbursements, deposit all corporate monies and valuable effects to its credit in depositories designated by the Board of Trustees, disburse the funds of the corporation upon proper vouchers with disbursements to be effected upon the counter-signature of the President and shall render a report of the corporation's financial condition at the annual membership meeting and at such other times as the President or the Board of Trustees shall request.

Section 8. Vice-Presidents - Powers and Duties:

The persons in these positions shall have such duties as may be assigned to them individually or in a group by the President, as referred to in section 5 of Article IV, or others for the smooth running of the HARI.

Section 9. School Committee:

The school co-directors (School Director, Assistant School Director, Youth Forum Director, and Assistant Youth Forum Director) shall organize the school by nominating teachers and by supervising day-to-day activities. All policies pertaining to school such as school fees, curriculum, etc., shall be established by a School Committee which shall consist of the President, the school Co-Directors, Teachers, Treasurer, and one appointed Trustee. All policies pertaining to school

such as school fees, curriculum, etc., must be approved by the Board of Trustees.

Section 10. Nomination of Officers:

At least forty-five (45) days before the annual membership meeting, the Board of Trustees shall appoint a nominating committee consisting of five (5) members. The nominating committee shall select a slate of officers to be presented to the members at the annual membership meeting, after the Board of Trustees has reviewed and pre-certified the list for conformance with the By-Laws at a special joint meeting of the trustees and the nominating committee held at least three day prior to the general membership meeting. The nominating committee shall consist of a Trustee, the President, and three members from the 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 at least two (2) weeks prior to the Officers' election meeting.

A special joint meeting of the trustees and the nominating committee must be held at least 3 days prior to the membership meeting to finalize the Executive committee members. Nominating committee shall not nominate its immediate family member (s) (Spouse/ Children / Brother/ Sister / Mother/Father).

All the elected positions in HARI will be filled by one centralized process thru Nomination committee. All positions getting vacant including HARI Editors will be identified by the nomination chair. All positions except the School Positions will have the term of Jan thru December and School positions will have the term from June thru May. Nomination committee may apply different criteria in the selection of different positions.

ARTICLE V

Board of Trustees

Section 1. Board of Trustees:

The property and business of this corporation shall be managed by its Board of Trustees, consisting of eleven (11) members of the corporation, comprising of the following:

- a) Nine elected members. One third of who shall be elected every year at the annual membership meeting.
- b) One immediate past president for a term of one year.
- c) One current president.

Section 2. Term:

The term of an elected trustee is limited to three (3) years. An elected trustee cannot be reelected for a 2nd consecutive term without an interval of three (3) years.

Section 3. Nomination of trustees:

At least forty-five (45) days before the annual membership meeting, HARI Board of Trustees shall appoint a nominating committee consisting of five (5) members. The nominating committee shall select a slate of trustees to be presented to the members at the annual membership meeting, after the Board of Trustees has reviewed and pre-certified the list for conformance with the By-Laws at a special joint meeting of the trustees and the nominating committee held at least three day prior to the general membership meeting. Persons so nominated should have volunteered their services to HARI and should have taken a very active role in HARI activities. Due consideration should be given to represent surrounding communities. 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 at least two (2) weeks prior to the Trustees' election meeting.

A special joint meeting of the trustees and the nominating committee must be held at least 3 days prior to the membership meeting to finalize the Board of Trustees. Nominating committee shall not nominate its immediate family member (s) (Spouse/ Children / Brother / Sister / Mother / Father).

Section 4(a). Removal:

A trustee may be removed by a majority of two-thirds vote of the members of the corporation for cause/s shown and after a full membership hearing.

Section 4(b). Resignation:

If a trustee fails to attend three or more consecutive Board meetings except in case of sickness or any other unavoidable circumstances, he/she will be obliged to resign the position from the Board of Trustees.

Section 5. Vacancies:

Whenever a vacancy occurs by reason of resignation, removal or death of a trustee, the Board of Trustees shall meet forthwith and by a majority vote of the remaining trustees select a replacement who shall hold office for the balance of the term of the person vacating said office.

Section 6. Powers and duties of Trustees:

The Board of Trustees shall have the control and the management of the affairs and business of this corporation. It shall act in the name of the corporation only when its chairman has regularly convened a meeting of the Board. Trustees shall attend the majority of meetings of the Board and shall take active participation in the smooth running of the HARI's affairs. Persons in these positions shall have duties as may be assigned to them by the Chairman.

Section 7. Chairman of the Board:

At an Organization meeting, which shall be held each year within one

month following the annual membership meeting, the Board of Trustees shall select a chairman from among its members by secret ballot. The chairman shall serve until the trustees' next Organization meeting and shall preside over all meetings of the Board of Trustees. No person shall serve as the chairman of the Board for more than one year per term. The chairman shall be responsible to formulate a long-term development and improvement planning for the corporation. He/she shall be responsible for filing the income tax returns of the corporation for the immediate preceding year. He shall assign various duties and responsibilities to the trustees, individually or in a group. The major thrust being long term financing; building construction, maintenance and improvements; children's education; investment of the corporation funds; land/lot maintenance and improvement; legal affairs and the management of the Endowment Fund. The chairman in consultation with the President, shall also assign, to the trustees, such other responsibilities as may be necessary for the smooth running of the HARI activities.

The Chairman shall conduct the meetings of the Advisory Council of the Temple from time to time. The Advisory Council shall consist of previous and current presidents and chairmen of HARI.

ARTICLE VI

Annual Report

Section 1. Annual Report:

The President and Chairman of the Board of Trustees shall, at each annual membership meeting, present a full and complete statement of the affairs and activities of the corporation for the preceding year.

Section 2. Auditor:

The Board of Trustees shall appoint an independent auditor for a term of five years. The auditor shall audit the corporation's accounts and affairs and submit a written report to the Board, which shall be submitted to the membership.

ARTICLE VII

Compensation

Section 1. Compensation:

No officer or trustees shall receive any compensation for the services to the corporation but each may be reimbursed for actual, necessary and reasonable expenses incurred on behalf of the corporation.

ARTICLE VIII

Corporate Records

Section 1. Corporate Records:

There shall be kept at the registered office of the corporation a record of the proceedings of the meetings of the membership and Board of Trustees, the Articles of Incorporation, a copy of these By-Laws and all amendments thereto, current list of all members in good standing and the corporation's financial records.

Section 2. Right of Inspection:

Every member shall have the right to examine, in person or by agent designated in writing, at any reasonable time for any reason whatever, the records and the books of the corporation and to make notes there from and copies thereof.

ARTICLE IX

Fund Raising Activities

Section 1. Fund Raising Activities:

HARI shall not be involved in fund raising activities for any other organization or any individual except HARI sponsored programs for/in HARI's interest.

ARTICLE X

Policies and Practices

Section 1. Policies and Practices:

Any change to policies and practices must be approved and voted by at least 8 members from the full Board of Trustees (11 members). In the event of any conflict between the By-law sections and HARI Policies, HARI By-laws will prevail.

ARTICLE XI

Amendments

Section 1. Amendments:

These By-Laws may be amended by the affirmative vote of two-thirds of the regular members entitled to vote at any annual membership meeting or special meeting at which a quorum of the membership is present, provided that the full text of the proposed amendment is set forth in the meeting notice.

AMENDMENTS HISTORY

This document is intended to guide Board of Trustees and the Executive committee in daily operation of H.A.R.I. These policies were formulated by Board of Trustee. IN CASE OF ANY CONFLICT AND OR DISPUTE, H.A.R.I. BY-LAWS SHALL PREYAIL.

(Amended 11-05-1994)

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

1. Any article, material, advertisement or language which can create discrimination and/or controversy among H.A.R.I. Devotees shall not be printed in H.A.R.I. publication.
2. H.A.R.I. Priest compensation and duties will be based on compensation paid and duties performed by the priests of surrounding temples of similar size.
3. Temple priest is available for services in the temple whenever the priest is present at no charge to H.A.R.I. Devotees
4. Temple priest services are available outside H.A.R.I. Premises based on: a. Priest availability b. First come first serve basis subject prior approval of H.A.R.I. President and providing transportation to the priests.
5. Suggested donations payable to H.A.R.I. are specified in policies. For priest services outside H.A.R.I. Premises are: a. Katha, Puja, Havan, Religious Ceremony, Naam karan, Baby Shower, etc.

(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 By-laws covers the Nomination of Officers of the Executive Committee and Article V, Section 3 of HARI By-laws addresses the Nomination of Trustees.

The above 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 By-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 By-laws. Therefore in order to address these deficiencies certain amendments have been proposed to the By-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 By-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:

- a. 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.
- b. 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.
- c. Current President of the Executive Committee shall be the second person appointed to serve on the Nominating Committee.
- d. 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.

e. 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.

f. 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.

g. 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.

h. 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.

i. Upon receiving notification from the Nominating Committee chairman that the slate of candidates has been formalized (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.

j. At this meeting, the Board reviews the list of candidates for conformity with the requirements of the By-laws and certifies the

slate of candidates by endorsing them for presentation to the general membership on the Election Day.

k. If any of the candidates do not meet the criteria of the By-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.

l. The Board of Trustees authorizes the Nominating Committee Chairperson to present the revised slate of candidates to the general body on the Election Day.

m. 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.

n. 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 or the Executive Committee (Amended 10-28-2012)

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.

9. The term of a HARI Vice President is one year. During the nomination process, new candidates should be given consideration for the Vice Presidents positions.

10. A Vice President shall not be selected after the third year in office. For the purpose of this paragraph, Vice President means any HARI Executive Committee (EC) member who has taken a position as a Vice President, Treasurer or Secretary. Vice Presidents who have served three years, shall not be eligible for reappointment for at least two years. However, a Vice President may be eligible for the position of Senior Vice President, even after serving 3 years in the EC.

11. The Senior Vice-President of the current year, who shall become the President of the Executive Committee the following year, may make certain recommendations to the nominating committee. He/she is limited to recommending the Treasurer, Secretary and up to three (3) Vice Presidents in order to ensure smooth day-to-day operations of HARI.

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 member- ship.

(Amended 11-06- 2002)

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 By-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 positions 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

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.

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.

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: \$30.00 per student (2) Continuous renewals (students registered for the immediate prior school year): \$20.00 (3) late fee: \$10 per child

The above new fees structure were approved by BOT on February 22, 2009. The school committee may change the registration fee starting from a new school year. However, the registration fee may not be eliminated in its entirety until it is approved by 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:

- a) Review of terms of HARI School Co-directors and initiate a replacement process, if necessary.
- b) Availability of teachers, including lunch coordinator and coordinators for other programs for the next academic year.
- c) Any other resignations on the school committee.
- d) Review and verification of the school accounts (number of students attending the school, fees collected etc.).
- e) 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 a 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 these 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/sin 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 Executive Committee. President of the Executive Committee will request approval/authorization from the Board of Trustees, if the cost is beyond his authorization limit.
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. May charge a nominal fee for school and other activities and maintain and submit accounts to the treasurer.

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 "Karseva" 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.

(Amended 02-06 2003)

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

RENTAL OF TEMPLE FACILITY POLICY

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 7:00AM 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	\$150	\$400
2	\$500	\$300	\$800
3	\$750	\$450	\$1200
4	\$1000	\$600	\$1600
5	\$1250	\$750	\$2000
6	\$1500	\$900	\$2400
7	\$1750	\$1050	\$2800
8	\$2000	\$1200	\$3200
9	\$2250	\$1350	\$3600
10	\$2500	\$1500	\$4000

Section E

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.

- 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 rent- ed 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 nonprofit 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.

- The 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 equipment 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 re- 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 pro- gram. 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 equipment.

- 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 01-11- 2004)

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

EXTENDED SERVICES

HARI provides the following services to its Devotees:

Temple Hours: 7:00am to 1:00pm and 3:00pm to

9:00pm

HARI Temple Services: (no charge to devotees)

Daily Aarti: 8:00AM, 12:00 PM, and 7:00PM

Daily morning Puja: 9:00 am (Suprabatam)

Vishnu Sahasranama: Every Saturday

Extended Services to devotees at HARI Temple:*

- Archana (in person or by mail) \$10.00
- Vahana (Car) Puja (in person) \$21.00
- Abhishekams \$21.00 (Temple sponsored)
- Satyanarayana Puja:
 1. Every Purnima at 7:30pm \$21.00 (Temple sponsored)
 2. Any day at 11:00 am \$51.00 (pre-schedule with the Priest)
- Other Ceremonies (Annaprashan, Aksharabhayasam, Namakaran, etc.) ... \$51.00 (pre-schedule with the Priest)

- Wedding / Engagements (does not include facility rental):
 1. Members \$151.00
 2. Non-members \$201.00

*Note: 1. Not to exceed one (1) hour for Puja services at the temple. For every additional hour of service, \$50.00 per hour will be charged.
 2. Extended Services are provided only if they do not conflict with HARI scheduled programs.

*Extended Services to Devotees at their Homes / other locations**:*

- Any Puja or Ceremony (Gruhapraves, Groundbreaking, etc.): Members: \$101.00 Others: \$151.00
- Wedding / Engagements: Members: \$201.00 Others: \$251.00
- Funeral Services: Members: \$ 0.00 Others: \$ 0.00

**Note:

1. Above charges are for a maximum of two (2) hours of Puja services at the devotee's place. Travel time is not included I not charged. For every additional hour of Puja service, a \$50.00 per hour will be added.
2. Devotees need to pre-schedule this with HARI President and the Priest.
3. All Extended Services are first come, first served basis.

(Amended 02-26-2012)

GUIDELINE TO SPONSORS OF HARI FACILITATED PROGRAMS

The Board of Trustees (BOT or Board) has passed the following addendum to Policies and Practices and shall supersede all previous issuance of the "Guideline to Sponsors of HARI Facilitated Programs."

Definition:

A "HARI Facilitated Program" is a religious event that promotes Sanatan Dharma and Hindu culture and being proposed to be held at HARI with the total sponsorship of private and/or public entities. Any such proposal must limit HARI's role to providing the use of temple premises with no other commitment of HARI's resources.

Guideline:

- The sponsor(s) of the event must submit a written request (electronically or on paper) to the HARI President providing pertinent details of the program, its duration, etc., sufficiently in advance for a formal approval by the Executive Committee (EC) and the Board.
- At the time of submitting the request, the sponsors of the event must designate a primary coordinator of the program. The designated coordinator will receive all communications on behalf of the program sponsors and will be responsible for communicating with the sponsors.
- HARI President will inform the EC about the program request (via email, conf-call, or in a formal meeting) and obtain a general consensus. It is the responsibility of the EC members to ensure that the event has met the requirements of HARI Sponsored Programs and that the sponsors have agreed to obey the established guideline.
- HARI President will notify BOT Chair of the event proposal and re-quests a formal approval from the Board. Depending on the circumstances, BOT Chair will present the request to the Board via email, in a conf-call, or at the formal meeting. All questions from the Board must be addressed prior to a formal vote. A simple majority of Board's vote will approve or disapprove the event. Any such decision will be entered into BOT's Meeting Minutes for the record purpose.
- HARI President will communicate Board's decision to the designated event coordinator. If the event was approved by the

Board, the President will also designate one or more EC members to coordinate the program and communicate the particulars with the event coordinator.

- Subsequent to receiving approval as a HARI facilitated program, the event coordinator may request publication of the program details in HARI Times and/or email distribution by submitting the required information in a timely manner.
- Board's approval of the event authorizes the use of the Prayer Hall.
- Decorations in good taste can be put up by the sponsors without causing any structural alterations or damage to HARI facility. It is the responsibility of the sponsors to take down the decorations at the conclusion of the program.
- The temple facility including the prayer hall, kitchen, downstairs hall, water fountain room, bathrooms, stair cases, coat rooms, outside entrance, and the inside foyer areas should thoroughly be cleaned and left in a sanitary condition at the conclusion of the program. Program coordinators will inspect the entire facility for cleanliness daily and again at the conclusion of the event. If the facility found unclean or unsanitary then HARI will hire a professional cleaning service to get the job done. The program sponsors will be held liable for the professional cleaning services charges (payable to HARI).
- If food (Dinner-Prasad or Lunch-Prasad) is served in the downstairs hall, a donation box will be kept in accordance with existing HARI policy. It is the responsibility of the designated HARI coordinator and HARI Treasurer to manage this collection.
- The program sponsors may forgo the Dinner-Prasad collection for a flat donation of \$150.00 for each lunch or dinner

served during the course of the program. The program coordinators (designated by HARI President and by the program sponsors) must have a clear understanding of how the dinner collections will be handled during the program.

- Aarti collection at HARI (regular or special, upstairs or downstairs) will go to HARI. It is the designated coordinator's and HARI Treasurer's responsibility to ensure that all parties are aware of this tradition.
- Similarly, Pothi collections and/or Guru Dakshina (monitory offerings by devotees either to Pothi or to the speaker made during religious events) will be deposited to HARI except for one designated day for each program. Pothi collections and/or Guru Dakshina collected only on the designated day can be offered to the guest speaker. This should clearly be made known by the program coordinators to the speaker before arranging the program.
- It is recommended that the event coordinators keep a track of Aarti, Pothi, and Food collections to avoid any misunderstanding at a later time. Although HARI will not issue a receipt of such collections to the program sponsors.
- Existing HARI rules and regulations, including no-solicitation, no smoking, parking, and other such regulations, must be obeyed by the sponsors as well as the attendees of the program.
- Programs that support HARI's mission are encouraged to be held at HARI. If monetary contributions to offset the cost, such as an entrance and/or tuition fees, are sought from the attendees then at least 20% of such collection should be donated to HARI. HARI coordinators, EC President, and sponsors of the event must have a clear understanding of this prior to program.
- HARI policy prohibits solicitation of money or private-ventures except for the BOT approved HARI causes. No fundraising of any kind for any other cause or institute is permitted within the HARI premises.

(Amended 01-28-2007 and 2-26-2012)

The Board of Trustees has passed the following addendum to Policies and Practices for rental of lower-level hall for non-profit organizations for more than once a month:

- 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.
Use of kitchen for "warming of food" only, a discounted rent of \$75 per event is payable in advance.

- With the use of Temple kitchen facility, supplies and PA system, using the Temple facility
more than once a month, a discounted rent of \$125 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.

(Amended 4-29-2012)

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

UNIVERSAL ACCESS TO ALL HARI ACCOUNTS, SITES AND COM- BINATIONS

Account Name	Access
President (or Proxy of President)	Universal Access
BOT Chair (or Proxy of BOT Chair)	Universal Access
haritemple@gmail.com	Secretary
Constant contact	Secretary
FTP Account	Secretary, Webmaster
Website maintenance	Webmaster, Back up webmaster (one of them must be EC/BOT)
PC	Multiple accounts
PC-admin	Technology Committee Designated primary and backup
PC	Office assistant
PC	Treasurer
PC	Secretary
PC	President
PC	BOT Chairman
Facebook Account	PR BOT, Secretary
Orkut	Retire
CCTV	Security admin Priests, EC, BOT
Physical keys	Priests, President + 3 EC

	designees, School Director
HARI PASSES	25 Passes
Audio and Lighting Equipment	Sr. VP, Priests, BOT/EC Designee
Access to Safe Vault	Treasurer, Secretary, Sr. VP, keep log, priests can be a second person.
Online Access 4 a/c	President, Treasurer, TFC coordinator, BOT TFC
Misc operational access	President or Designee
Non-Profit Status	Treasurer, President or his designee.

(Amended 11-05-2016)

Following amendments were approved by General Body on 11-05-2016

1) No Person should be holding more than 1 HARI position during the term of the office. It applies to the following HARI offices.

- Board of Trustees
- Executive Committee
- Trust Fund Coordinator
- HARI School Director
- HARI Youth Forum Director
- HARI Times Editors

2) In line with May 2015 Board of Trustees approval of anyone serving HARI Trust Fund Steering Committee cannot exceed 3 years, BOT in Sep 2016 meeting approved that maximum time period of person serving in any Subcommittee cannot exceed 3 years, in line with Board of Trustees term period. This applies to all the committees and subcommittees including BOT, EC, Trust Fund committee, HARI school committee, HARI editorial Board except HARI Advisory committee which consists of all past

presidents and past chairmen.

3) In Nov 2002, BOT and General Body approved the school fee changes to be considered under policy and School Fee was moved to under Registration section of Policy document, in 2009 BOT approved a school fee increase. Wording in the By-Laws document was not updated to reflect that.

Upcoming print version of book will be updated to reflect the by-laws and policy document.

4) We have sponsorship pledge of around \$205,000.00 towards the capital projects. Any unspent money from this money raised will be spent only towards the Capital projects promised in SANSKRITI. Sponsors permission will be asked if the money is proposed towards any other expense.

(Amended 11-10-2018) : Following amendments were approved by General Body on 11-10-2018.

ARTICLE III, Section 5. Special Meeting: Refer quorum rules mentioned in section 8 - Quorum.

ARTICLE III, Section 6. Notice of Membership Meetings:

Email mode is added to the existing communication mode for sending notices to regular members, however the general body meeting notification will be sent by US. Postal service. Any by-law amendments will be notified to the general body members in a printed form thru US. Postal service 30 days before the general body meeting.

ARTICLE III, Section 8. Quorum: One-third of the members entitle to vote present is considered as Quorum for transaction of HARI business for General Body meetings.

ARTICLE III, Section 11. Annual Dues: Dependent children under the age of 26 (excluding physically or mentally challenged) are considered under family membership. Members are eligible for Senior membership at the age of 65.

ARTICLE IV, Section 1. Officers: The number of vice presidents increased to eleven.

Youth Forum Co-Directors are included to the officers list.

ARTICLE IV, Section 2. Terms: The officers of the organization shall hold office for the term period mentioned as

below and/or until their successors are elected and have qualified. A term is defined as in the term column.

Position (for EC and other Positions)	Term	Re-election criteria
Senior Vice President	1 Year	None but may be nominated for President
Executive Committee Vice Presidents	1 Year	2 times (max 3 years in any position or combinations thereof)
President	1 Year	None
Treasurer, Secretary	1 Year	2 times (max 3 years in any position or combinations thereof)
School Director	3 Years	None
Assistant School Director	6 months	None but may be nominated for School Director
Youth Forum Director	3 Years	None
Assistant Youth Forum Director	6 months	None but may be nominated for Youth Forum Director
Trust Fund Coordinator	3 Years	None
HARI Times Editors	3 years	None

Position should be one per family (Mother/ Father/ Son/ Daughter/ Husband/Wife/Brother/Sister). Cooling Period should be 3 years since the last time the family member occupied HARI Elected position.

Member/Member of the family cannot be selected for 3 years since the member/family last time occupied any position. Also, a person/family cannot hold any position for more than a

cumulative of 3 years.

ARTICLE IV, Section 9. School Committee: Assistant School Director and Assistant Youth Forum Director are included to the School committee. All policies pertaining to school such as school fees, curriculum, etc., must be approved by the Board of Trustees.

ARTICLE IV, Section 10. Nomination of Officers: A special joint meeting of the trustees and the nominating committee must be held at least 3 days prior to the membership meeting to finalize the Executive committee members. Nominating committee shall not nominate its immediate family member (s) (Spouse, Children / Brother/ Sister / Mother/Father).

All the elected positions in HARI will be filled by one centralized process thru Nomination committee. All positions getting vacant including HARI Editors will be identified by the nomination chair. All positions except the School Positions will have the term of Jan thru December and School positions will have the term from June thru May. Nomination committee may apply different criteria in the selection of different positions.

ARTICLE V, Section 3. Nomination of trustees: A special joint meeting of the trustees and the nominating committee must be held at least 3 days prior to the membership meeting to finalize the Board of Trustees. Nominating committee shall not nominate its immediate family member (s) (Spouse, Children / Brother / Sister / Mother / Father).

ARTICLE X, Section 1. Policies and Practices: Any change to policies and practices must be approved by at least 8 members from the full Board of Trustees (11 members). In the event of any conflict between the By-law sections and HARI Policies, HARI By-laws will prevail.

Year 2018 Board of Trustees:

Mr. Kumar T	BOT Chairman
Mr. Atria Sindiri	President, Executive Committee
Mr. Basava Sankar Sanke	Legal, Auditing, By-Laws, and Procedure Committee
Mr. Sadanandam Bharatha	Security, Technology & Safety Committee
Mrs. Ashwini Sathe	School and Youth Committee
Mr. Kanti Jasani	Public Relations & Communications Committee
Dr. Yogesh Parikh	Senior Forum Committee
Mr. Pallav Bhonde	Finance Committee
Mr. Laxman Buddineni	Religious Committee
Mr. Anish Patel	HARI Facility maintenance Committee
Mrs. Kalpana Sheth	Nomination Committee

HARI MISSION

The mission of the Hindu American Religious Institute (HARI) is to serve as a center for Hindu worship, to promote spiritual development and conduct cultural and educational activities for the benefit of the Hindu community.

HARI VISION

The vision of the Hindu American Religious Institute (HARI) is to bring together people of Hindu faith coming from various parts of the world so as to promote the Hindu way of life and to preserve and protect the rich Hindu cultural heritage in our present and future generations.

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