



**BYE-LAWS
OF
THE HINDU ASSOCIATION
HONG KONG
2020**



**Registered under the Societies Ordinance
on 4th August 1949**

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OF
THE HINDU ASSOCIATION

A. THE TEMPLE

1. The Temple's normal opening hours and the *Aarti* timings are as follows:

Opens	8 am daily
Morning <i>Aarti</i>	9 am daily
Closes	1 pm daily except 3 pm on Sunday
Re-opens	4 pm daily, except 5 pm on Sunday
Evening <i>Aarti</i>	7:30 pm daily, except 8:30 pm on Monday
Closes for the day	8 pm on all days, except 9 pm on Monday

Sunday Special

<i>Amritvani</i>	11 am
<i>Bhajans</i>	11:30 am
<i>Aarti</i>	1 pm, followed by <i>Langar Prasad</i>

2. The Hindu Association ("Association") reserves the right of admission to the Temple and reserves the right to ask any visitor or devotee not adhering to its Rules and Regulations to leave the Temple.
3. Visitors and devotees visiting the Temple are to maintain sanctity, tranquility and decorum of the Temple.
4. Everyone entering the Prayer Hall must remove their footwear and stack them on the racks provided at the Temple.
5. No food or drink is allowed inside the Prayer Hall.
6. All must refrain from private conversations during service to God and during all prayers.
7. No posters, announcements or advertisements shall be placed or displayed without prior permission from the Managing Committee.
8. All air conditioning and electrical systems and facilities must not be violated or changed by anyone other than a Managing Committee member or persons permitted by the Managing Committee.
9. Only authorized and trained persons should use or adjust the Public Address System.
10. Parents shall supervise children at all times and make sure that children do not cause any disturbance.

11. No item belonging to the Association should be borrowed or removed from Temple premises. No personal and household items of visitors should be left in the Temple premises.
12. Persons desirous of reserving the Prayer Hall for any event are required to download the Reservation Form from the Association's website (www.hinduassociationhk.com) and submit the completed form to the Association.
13. The Association's Tariff list is available at its website. The Managing Committee of the Association may from time to time decide on the amount of charges to be imposed for the use of any facility or service of the Association by the public.
14. All persons who reserve and hire the Prayer Hall (the "hirers") must assume the legal liability and responsibility of conducting any event.
15. Any Hirer who has booked an event in the Temple shall be solely and fully responsible for all actions, behaviour and conduct of all his invited visitors at the Temple premises.
16. The Hirers must clean or make arrangements to clean the premises after use and this includes the Prayer Hall and adjoining rooms, if used, including the kitchen, dining hall and the foyer.
Refrigerator, stove, oven, microwave oven, sinks, countertops, furniture are to be properly utilized and cleaned after use.
17. Any trash or garbage generated during the Hirer's activity must be properly disposed-off and deposited in the trash bins provided.
18. After performing special puja/ceremonies, all personal items (e.g. picture of deity, puja related materials) must not be left in the Temple premises.
19. All Hirers, visitors and devotees must mute or switch off mobile phones when in the Prayer Hall.
20. No inappropriate or loud music shall be played in the Temple, except with the approval of the Managing Committee.
21. The Association shall issue an official receipt for all donations received over HK\$ 100 and the donors must ensure that they collect these receipts. This does not apply to donations made under Clause 25 herein.
22. All correspondences to the Temple shall be addressed to the President or Secretary.
23. Smoking, consumption of alcohol and/or drugs is strictly forbidden within the Temple premises.
24. No meat or non-vegetarian food is to be brought or consumed within the Temple premises.

25. The *hundi* (cash collection boxes) in the Temple are to be kept locked at all times and are to be opened once weekly or periodically as agreed by the Managing Committee only in the presence of the Treasurer and a Managing Committee member or two (2) more Managing Committee members who will record the collection amounts in a register and sign the same. The register is to be counter-signed by the President every week.
26. All payments to settle Temple expenses for amounts over and above HK \$1,000 are to be settled by cheque signed by two (2) authorized signatories.
27. The Treasurer shall maintain a proper record of all receipts and payments supported by vouchers and documentary evidence.
28. The Hindu Association shall maintain its status as a Charitable Institution under Section 88 of the Inland Revenue Ordinance.
29. All visitors/devotees are responsible for their own personal property. The Association is not responsible for any damage or loss of personal items that are brought into the Temple.
30. CCTV surveillance systems are installed within the Temple. Images, videos or other information collected will be used only for managing daily operations, safety and security purposes.
31. The Association reserves the right to amend the Bye-laws from time to time as it deems necessary with due approval of the Managing Committee and the Board of Trustees.