

SRI SIVA KRISHNA TEMPLE
31 MARSILING RISE, SINGAPORE 739127
CONSTITUTION

1 NAME

The Society shall be known as “Sri Siva Krishna Temple”, hereinafter referred to as the “Temple”.

2 DEFINITIONS

In these Rules, unless there is anything repugnant in the subject matter or context:

- (a) “Annual General Meeting” means a General Meeting of the Temple under Rules 9(a), 10, 11 and 12.
- (b) “Assistant Treasurer” means Honorary Assistant Treasurer.
- (c) “Assistant Secretary” means Honorary Assistant Secretary.
- (d) “Auditor” means the Honorary Internal Auditor and excludes any reference to External Auditor.
- (e) “Calendar Year” means the period from 1 January to 31 December, of that same year.
- (f) “Close Relative” means (i) a parent, or (ii) a sibling, or (iii) a spouse, or (iv) a child, or (v) a parent-in-law, or (vi) a sibling of a parent, and (vii) the spouse and children of any of the above.
- (g) “Committee” means the Management Committee of the Temple.
- (h) “Committee Member” means a member of the Management Committee of the Temple, excluding Office-Bearers.
- (i) “Extraordinary General Meeting” means a meeting held pursuant to Rules 9(b).
- (j) “Financial Year” means a Gregorian calendar year commencing on the 1st day of January and ending on the 31st day of December of each year.
- (k) “Majority Vote” means a simple majority vote of the Committee or the General Meeting of the Temple, where applicable.
- (l) “Management Year” means the period between two (2) subsequent Annual General Meetings, which may vary between nine (9) to fifteen (15) months.

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- (m) "Office-Bearers" means members of the Management Committee holding the positions of President, Vice President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer.
- (n) "President" means the Honorary President of the Temple and the head of the Management Committee.
- (o) "Rule" means the paragraphs and sub-paragraphs stated in the Constitution.
- (p) "Secretary" means Honorary Secretary.
- (q) "Society" means the Sri Siva Krishna Temple and any or all of its branches, which in turn is referred to in these Rules as "the Temple".
- (r) "Temple premises" or "Temple precinct" means all those buildings and open spaces within the perimeter fence enclosing the lands on which the Temple is situated.
- (s) "Treasurer" means Honorary Treasurer.
- (t) "Trustee" means an Ordinary/Founder Member with whom the immovable properties of the Temple are vested with, in trust for the benefit of the Temple.
- (u) "Voting Member" means any Member of the Temple in accordance with Rule 6, except "Associate Member" as defined in Rule 6(b).
- (v) Words in the singular shall be deemed to include the plural and vice versa.
- (w) References to masculine gender shall be deemed to include the feminine gender and vice versa.

3 PLACE OF BUSINESS

Its place of business and address for correspondence shall be at "31 Marsiling Rise, Singapore 739127" or such other address as may subsequently be decided upon by the Committee and approved by the Registrar of Societies. The Temple shall carry out its activities only in places and premises which have the prior written approval from the relevant authorities, where necessary.

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4 OBJECTS

(a) Main Objects are:

- (i) To conduct the management of the Temple.
- (ii) To disseminate religious knowledge
- (iii) To assist similar bodies in the Hindu religion.
- (iv) To promote the educational, religious, spiritual, moral, cultural and social interests of Members and their families, and others associated with the Temple.
- (v) To organize religious and charitable activities for the public in general, and for the underprivileged and poor, in particular.
- (vi) To participate in activities at national level and to promote the general well-being of all communities in Singapore.

(b) In furtherance of the above main objects, the Temple may with the approval of the relevant authorities where necessary,

- (i) Collect, compile, print, publish and to sell or distribute gratuitously or otherwise, journals, periodicals, leaflets and books the Temple may consider desirable for the promotion of its objects.
- (ii) Campaign for, receive, hold, invest and apply funds, gifts, trusts, donations, bequests and endowments, or the proceeds thereof, to any of the purposes described in these objects or to any other purpose the Committee deems desirable.
- (iii) Purchase, sell, lease, deal with, take on hire or otherwise acquire, whether in part or in whole, any movable and/or immovable property and/or other rights, title, interest and/or privileges.
- (iv) Borrow money on interest or otherwise (and if necessary, to give security for the same) for the purpose of acquiring any movable and/or immovable property, other rights, title, interest and/or privileges and/or developing immovable property, and for repayment of such loan(s).
- (v) Permit the use of the Temple premises and/ or its facilities for weddings, conferences, meetings, cultural performances and other activities designed to promote the aforementioned objects or for any other purpose the Committee deems desirable.

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- (vi) Open and operate branches consistent with the abovementioned objects. The branches shall be approved by the Registrar of Societies and be under the control of the Temple. They shall function in accordance with the provisions of this Constitution and the rules made thereunder.
- (vii) Any other activity that are incidental to the above objectives.
- (c) The Temple shall not engage in any activities that may undermine the racial and religious harmony in Singapore.

5 MEMBERSHIP

(a) APPLICATION FOR MEMBERSHIP

- (i) The membership of the Temple shall be confined to members of the public who practice the religion of Hinduism domiciled in Singapore and who have attained the age of 21 (twenty-one) years.
- (ii) Application for membership shall be made in the prescribed form and forwarded to the Secretary, together with a recent passport size photograph.
- (iii) The Committee shall decide on the application for membership, within the next two (2) monthly meetings, which are held thirty (30) days from the date of acknowledgement of receipt of the application. The Committee may at its discretion approve or reject the application for membership without assigning any reason.
- (iv) Every applicant whose application has been approved by the Committee shall upon payment of the entrance fee and the current annual subscription, be registered by the Secretary in the Register of Members of the Temple as a member and be supplied with a copy of the Constitution of the Temple.
- (v) The date of admission into membership shall be the date of the Committee meeting in which the membership application was approved.

(b) RIGHTS AND PRIVILEGES OF MEMBERS

- (i) Members shall be entitled to all rights and privileges of membership of the Temple.

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- (ii) Only Ordinary Members have the right to vote in accordance with Rule 12(b) herein and to hold office in accordance with these Rules.
- (iii) Any person who was once a Member but ceases to do so, resigns or is expelled from the Temple shall forfeit all monies paid to the Temple and shall lose all rights, benefits and privileges held or claimed by Members of the Temple, whether such rights, benefits and privileges are accrued or otherwise.

(c) RESIGNATION OF MEMBERS

- (i) Any Member may resign from the Temple by giving two (2) weeks' written notice to the Secretary.
- (ii) The Member shall, before the expiration of the said two weeks, pay all arrears of subscriptions due and/or other monies owing by him to the Temple.
- (iii) The Secretary shall accept any such resignation on behalf of the Committee.

(d) EXPULSION AND REMOVAL OF MEMBERS

- (i) Any Member found to be acting in a manner prejudicial to the interests of the Temple or in contravention of any of these Rules shall be served with a written notice to show cause to the Committee in writing, as to why he should not be expelled. If within fourteen (14) days of such notice, the Member does not furnish, a satisfactory explanation for his conduct, the Committee shall decide on the course of action. If expulsion is desired, it shall only be made by two-thirds (2/3) majority vote of the Committee Members present. The Committee's decision is final and binding unless revised by a General Meeting.
- (ii) Membership will cease upon death or incapacity of a member, and the Committee shall remove his name from the Temple's Register of Members, upon the Committee being informed or becoming aware of his death or incapacity.

(e) RE-ADMISSION OF MEMBERS

- (i) Any person who was once a Member but who has ceased to be a Member of the Temple may apply for re-admission provided that an expelled former Member shall not be eligible for membership within one (1) year of his expulsion.
- (ii) Subject to the above Rule, any application for re-admission shall be treated as originating from a new applicant and shall be subject to the provisions of Rules 5 and 6 herein.

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6 CLASSES OF MEMBERS

Members of the Temple shall consist of “ORDINARY”, “ASSOCIATE” and “FOUNDER” members.

- (a) **ORDINARY MEMBERS:** Ordinary membership is granted to Singapore Citizens and Permanent Residents, who satisfy the criteria stated under Rule 5 above.
- (b) **ASSOCIATE MEMBERS:** Associate membership is granted to persons who satisfy all the criteria listed in Rule 5 above and, further, are:
 - (i) persons who are holders of either employment passes or work permits issued by the Singapore authorities at the time they are admitted into as well as during the subsistence of their membership; or
 - (ii) spouses of the above stated persons, who also hold either employment passes or work permits or dependent passes issued by the Singapore authorities at the time they are admitted into as well as during the subsistence of their membership; or
 - (iii) Should an Associate Member described in Rules 6(b)(i) and 6(b)(ii) cease to be employment pass, work permit or dependent pass holder (as the case maybe) during his membership in the Temple, he would cease to be an Associate Member of the Temple.
 - (iv) Upon acquiring Singapore citizenship or Singapore permanent residency, Associate Members may apply to the Committee to become Ordinary Members.
 - (v) Associate Members are not entitled to attend and vote at the Temple’s General Meetings.
- (c) **FOUNDER MEMBERS:** Founder Members’ names should be compiled by the President and Secretary who shall be responsible for its accuracy. No more names shall be added to the Founder Member List which was created during formation of the Temple.

7 ENTRANCE FEE AND ANNUAL SUBSCRIPTION

- (a) Each Member shall pay an entrance fee of \$10.00 (Singapore Dollars Ten only) or such other sum as determined from time to time by the Society at the General Meeting.
- (b) The annual subscription payable by each Member shall be \$20.00 (Singapore Dollars Twenty only) per year, or such other sum as determined from time to time by the Society at the General Meeting, payable on or before the start of every Calendar Year.

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- (c) Any special subscriptions for particular purposes may only be raised from members with the consent of the General Meeting of the members.
- (d) The annual subscriptions are payable in advance at the beginning of each Calendar Year without demand.
- (e) Any Member whose subscription is in arrears for two (2) consecutive years shall be informed by the Treasurer by notice sent to his last known address stating his arrears have to be paid within thirty (30) days from the date of such notice and in the event, he fails to pay the arrears, he shall automatically cease to be a Member of the Temple on the expiration of the said thirty days' notice.
- (f) A Member who loses his membership pursuant to Rule 7(e) may be reinstated as a Member at the discretion of the Committee, on his application which is received no later than ninety (90) days from the date of such cessation and payment of his arrears together with an administrative charge.
- (g) The rate of entrance fee, annual subscription and administrative charges in case of re-admission shall only be varied at the General Meeting by Majority Vote.
- (h) The income and property of the Temple whensoever derived shall be applied towards the promotion of the objects of the Temple as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Temple or to any of them or to any person claiming through any of them.

8 MEMBERS AND MANAGEMENT

- (a) The supreme authority of the Temple is vested in a General Meeting of the members.
- (b) The management of the Temple shall be vested in the Management Committee, which shall comprise of Ordinary Members or Founder Members, as set out in Rule 14(a) and headed by the President.

9 GENERAL MEETING

(a) Annual General Meeting

The Annual General Meeting of the Temple will be held on any day between 15 April and 30 June (both days inclusive) each year, but not before completion of the annual Brahmotsavam Festival celebrated in the months of April/May of the same year.

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(b) Extraordinary General Meeting

- (i) An Extraordinary General Meeting of the Temple, to consider any special matter, shall be called by the Secretary on the order of the Committee.
- (ii) The Committee shall cause an Extraordinary General Meeting to be convened within twenty-one (21) days of the receipt of a written requisition signed by not less than twenty percent of the total eligible voting membership or thirty (30) eligible voting members, whichever is lesser, specifying the purpose of the meeting.
- (iii) At an Extraordinary General Meeting, only such specific matters for consideration of which the meeting was convened shall be considered.
- (iv) If the Committee does not within two (2) months after the date of receipt of the written request proceed to convene an Extraordinary General Meeting, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten (10) days' notice to voting members setting forth the business to be transacted and simultaneously posting the agenda on the Temple's notice board.

(c) The business of the Annual General Meeting shall be

- (i) to confirm and approve the minutes of the last Annual General Meeting and other General Meetings after the previous Annual General Meeting, if any, and to consider matters arising therefrom.
- (ii) to receive and adopt the audited Statement of Accounts of the previous year and report of the Committee.
- (iii) to elect Management Committee biennially at every alternate General Meeting.
- (iv) to elect Honorary Internal Auditors where necessary.
- (v) to appoint a Public Accountant as External Auditor to audit the annual accounts of the Temple where applicable.
- (vi) to elect Trustees when necessary.
- (vii) to consider and approve estimates of income and expenditure for the ensuing year.
- (viii) to consider any item(s) the Committee may deem necessary to place on the agenda.

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(ix) to consider any item on the agenda of which at least seven (7) clear days' notice in writing shall have been received by the Secretary.

(x) to consider any resolution of which at least seven (7) clear days' notice in writing shall have been received by the Secretary.

(d) Every eligible Voting Member shall be provided with a copy of the agenda together with the Annual Report and the audited Statement of Accounts including the Balance Sheet.

(e) The preferred mode of conduct for Annual general Meetings or Extraordinary General Meetings shall be physical meetings. However, the Committee may call for a virtual Annual General Meeting or an Extraordinary General Meeting if circumstances warrant it.

10 NOTICE OF MEETINGS

(a) The Secretary shall give all Members at least fourteen (14) days' notice of all General Meetings. Notices for all General Meetings shall be deemed validly given if the notice of the meeting is conveyed or otherwise sent to the Members by post or electronic means to their last known address, at least fourteen (14) days prior to the date fixed for the respective meeting.

(b) Notices for Annual, or Extraordinary General Meetings shall be sent to all Members, irrespective of their ability to attend and vote at the time of Notice.

11 PLACING ITEMS FOR DISCUSSION

(a) Any Member who wishes to place an item on the agenda of a General Meeting may do so provided he gives written notice to the Secretary seven (7) days before the respective meeting.

(b) The proposed agenda shall be sent to all Members besides posting on the Temple's notice board at least five (5) days before the respective General Meeting.

12 GENERAL MEETING - QUORUM AND VOTING RIGHTS

(a) Quorum

(i) At least twenty-five (25) percent of the total eligible voting membership or fifty (50) eligible Voting Members, whichever is lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.

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- (ii) If a quorum is not present after half (½) an hour from the time appointed for the meeting, the Chairperson of the meeting shall, if the meeting has been called on a requisition of members dissolve it.
- (iii) If otherwise convened, the Chairperson of the meeting shall adjourn the meeting to a date at least seven (7) days and not more than ten (10) days later as may be decided by those members present and the business to be transacted at such adjourned meeting shall be the same as and no other than proposed for the original date of the meeting.
- (iv) At the adjourned meeting should the members then present be insufficient to form a quorum, those present shall be considered a quorum but they shall have no power to amend any part of the existing Constitution.

(b) Voting Rights

- (i) All Founder Members and Ordinary Members of the Temple, who are not in arrears of subscriptions shall be entitled to attend and vote at all General Meetings referred to under Rule 9 herein and shall form part of the quorum.
- (ii) The Members who are in arrears of subscription shall make payment before start of any General Meeting or elections in order to be eligible to attend and vote at these meetings or elections.
- (iii) At all meetings, the President shall have a casting vote in the event of any equality of votes.
- (iv) Voting at any meeting shall be by a show of hands on a simple majority vote of eligible Voting Members present, except for voting under Rule 20(j) relating to borrowing, Rule 28 relating to “Amendments to Rules” and the secret ballot for electing Management Committee. Ballot papers may be used if situations call for the same.

MANAGEMENT COMMITTEE

13 ELIGIBILITY FOR NOMINATION

The Ordinary Members and Founder Members,

- (a) who are not in arrears of subscriptions and/or other dues to the Temple,
 - (b) who are not an undischarged bankrupt, and
 - (c) who are not gainfully employed by the Temple, during the current and the immediate Management Years,
- shall be eligible for nomination and election to any office in the Temple, subject to satisfaction of the criteria stated under Rule 14 hereinbelow.

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14 ELECTION OF THE MANAGEMENT COMMITTEE

- (a) The Annual General Meeting shall elect by secret ballot a Management Committee consisting of the following Eleven (11) members;
- (i) President
 - (ii) Vice President
 - (iii) Secretary
 - (iv) Assistant Secretary
 - (v) Treasurer
 - (vi) Assistant Treasurer
 - (vii) Five Committee Members
- (b) All the above Office-Bearers and Committee Members shall be Singapore Citizens, subject to the exceptions below:
- (i) Either Singapore Citizens or Singapore Permanent Residents may be elected to the position of Committee Members.
 - (ii) Total number of Singapore Permanent Residents electable under Rule 14(a)(vii) shall not exceed two (2).
- (c) The term of office is two (2) Management Years, and all Office-Bearers and Committee Members except Treasurer and Assistant Treasurer, may be re-elected for consecutive terms, subject to eligibility criteria stated under Rule 13.
- (d) Election of Office-Bearers and Committee Members shall be held biennially at every alternate Annual General Meeting. Any changes in the Management Committee shall be notified to the Registrar of Societies and the Commissioner of Charities within two (2) weeks of the change.
- (e) **Election Procedure**
- (i) The Secretary shall send the Election Notice for Committee Members whenever an election is due together with Notice of Annual General Meeting to all members irrespective of their eligibility to vote at the time of Notice.
 - (ii) The Election Notice shall specify the eligibility criteria under the Temple's Constitution, and the date, time, expected duration, agenda and venue of the election. The venue for the election shall be within the Temple premises.
 - (iii) Nomination forms may be collected from the Secretary/Temple Office during the office hours as notified in the Election Notice.

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- (iv) The nomination form may be collected by the candidate or by any other person, by presenting a letter of authorization from the candidate and a copy of the candidate's NRIC.
- (v) Any eligible Member can contest only for one position, either Office-Bearer or Committee Member, and must file the nomination accordingly. If a Member files nominations for more than one position, all such nominations shall be rendered invalid.
- (vi) An eligible candidate who wishes to contest the election shall complete the nomination form as required, and shall ensure that it is duly signed, proposed and seconded by two (2) members of the Temple.
- (vii) A proposer or seconder, who is also a member of the Temple, can sign any number of nomination forms. The candidate should ensure that there are no arrears of subscriptions payable by his proposer and seconder.
- (viii) The nomination form must be completed accurately and the candidate bears full responsibility for his nomination form. Modifications are not allowed in the nomination form after submission. Any wrongful declaration would lead to disqualification of his nomination form.
- (ix) The completed nomination forms shall reach the Secretary/Temple Office at least seven (7) clear days before the date of the Election/Annual General Meeting.
- (x) The nomination form shall be submitted by the candidate or by any other person, who is presenting a letter of authorization from the candidate and a copy of the candidate's NRIC.
- (xi) Upon receipt of the nomination form, the Temple Office shall issue an acknowledgment duly signed by the Temple's staff on a photocopy of the nomination form that has been submitted. For the avoidance of doubt, the issuance of the said acknowledgement shall not be construed as a confirmation that the nomination form has been validly or properly submitted and the responsibility to ensure that a nomination form is validly and properly submitted lies with the candidate.
- (xii) The Secretary will verify all the nomination forms received to ensure compliance with the eligibility criteria under the Temple's Constitution, and also ensure that there are no arrears of subscriptions and other amounts payable to the Temple for ubayams, etc.
- (xiii) The Secretary shall also perform formal background checks on the candidates which will look into the candidate's bankruptcy status.
- (xiv) The candidates whose nominations are validated by the Secretary will be notified by the Secretary via post or electronic means and their details will be displayed at a prominent location at the Temple not less than five (5) clear days before the date of the Election/Annual General Meeting.

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- (xv) A candidate can withdraw his nomination form by submitting a withdrawal letter to the Secretary/Temple Office on or before one (1) clear day before the date of the Election/Annual General Meeting.
- (xvi) Voting to elect the Office-Bearers and Committee Members will be held at the Temple premises at the time mentioned in the Notice of Election.
- (xvii) The candidates must be present on the election floor fifteen (15) minutes before the election time mentioned in the Notice of Election.
- (xviii) Voting Members must bring their valid Photo Identity Proof showing their NRIC number for verification before voting. If the member does not provide his identity proof, the Secretary/Trustee may use his discretion to allow him to vote, after asserting his identity.
- (xix) All candidates must be present throughout the entire election process to witness the election results.
- (xx) Voting floor will be closed at the time mentioned in the Notice of Election. Voting Member who arrives after the closure of voting floor, will not be allowed to cast his vote.
- (xxi) Any form of proxy will not be allowed.
- (xxii) The outcome/result of the election will be announced on the floor after completion of voting process.
- (f) All candidates who are filing nomination for election to the Management Committee should declare affiliations to other Charitable and/or Religious Organisations, etc in the Conflict of Interest Disclosure Declaration submitted together with the Nomination Form, which shall be informed to the members before the voting begins for the position they are contesting for. For the avoidance of doubt, a candidate who is filing for nomination for a position in the Management Committee should not be a member of the management committee of another charitable or religious organisation.
- (g) If there is only one nomination for a position, that person is automatically elected unopposed. If no nomination for a position exists at the Annual General Meeting, nominations for that position are called from the floor. If more than one nomination exists, an election is held.
- (h) **Close Relatives**
 - (i) No two (2) members who are close relatives as defined in Rule 2(f) can be elected to the Committee, concurrently.
 - (ii) If the second candidate from a close relative group is well qualified and experienced and his contribution is essential in managing the Temple, he may be elected to become a Committee Member.

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(iii) The close relationship between both the candidates should be reported in advance to the members of the Temple, before the start of election process and recorded in the minutes.

(iv) Election of such second candidates, one each from different 'close relative' groups, is restricted to two (2) members in a Committee, without increasing the total number of elected members stated in Rule 14(a).

(i) Treasurer and Assistant Treasurer

(i) Treasurer and Assistant Treasurer can only serve two (2) consecutive terms of two (2) Management Years each as Treasurer and/or Assistant Treasurer. After serving two (2) consecutive terms, they shall not be re-elected to the position of Treasurer or Assistant Treasurer, until after a lapse of at least one (1) term of two (2) Management Years.

(ii) Also, any close relative of the outgoing Treasurer and Assistant Treasurer as defined in Rule 2(f) shall not be elected to the position of Treasurer or Assistant Treasurer, until after a lapse of at least one (1) term of two (2) Management Years.

(j) Office-Bearers

(i) The term of office for Office-Bearers with the exception of Treasurer and Assistant Treasurer is capped at 5 (five) consecutive terms of two (2) Management Years each. He shall not be re-elected for the same post until after a lapse of at least one (1) term of two (2) Management Years.

(ii) Should the Temple consider it necessary to retain a particular Office-Bearer for the same post beyond the maximum term limit of 10 consecutive years, the extension should be deliberated and approved at the general meeting where the Office-Bearer is being re-appointed or re-elected to serve for the Temple's term of service. The Temple should disclose the reasons for retaining any particular Office-Bearer who has served on the management committee for more than 10 consecutive years in its General Meeting.

15 REMUNERATION FOR SERVICE

The service of all Office-Bearers and Committee Members shall be gratuitous.

16 MEETINGS OF THE MANAGEMENT COMMITTEE

A Committee Meeting shall be held at least once a month after seven (7) days' notice to the members of the Management Committee. The President may call a Committee meeting at any time by giving five (5) days' notice. More than half of the members of the Management Committee shall form a quorum.

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17 DUTIES OF THE MANAGEMENT COMMITTEE

The duty of the Committee is to organise and supervise the daily activities of the Temple. The Committee may not act contrary to the expressed wishes of the General Meeting without prior reference to it and shall always remain subordinate to the General Meetings.

18 AUTHORISING EXPENDITURE

The Committee has power to authorise capital and monthly expenditures of sums not exceeding the limits set by the General Meeting from time-to-time from the Temple's funds for the Temple's purpose.

19 APPOINTMENT OF SUB-COMMITTEES

The Committee may appoint Sub-committees as it may determine by drawing up standing orders for the same if necessary. Sub-committee formed must have at least one (1) member from the Committee and one or more member(s) of the Temple.

20 DUTIES OF MEMBERS OF THE MANAGEMENT COMMITTEE

Duties of Office-Bearers are as follows:

(a) The President shall:

- (i) Preside at all General and Committee meetings.
- (ii) Also represent the Temple in its dealings with outside persons.
- (iii) be entitled to sign cheques on behalf of the Temple together with the Secretary and Treasurer. All payments including electronic payments are to be approved by three (3) signatories who will be as below:
 - (1) The President or in his absence the Vice President
 - (2) The Secretary, and
 - (3) The Treasurer
- (iv) exercise general supervision over the affairs of the Temple and shall act with the approval of the Committee.
- (v) keep in safe custody in the Temple premises or such other place approved by the Committee, the seal, deeds and other important documents of the Temple entrusted to him.

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- (vi) bear primary responsibility for all movable assets of the Temple and keep an inventory of the same.
- (vii) be responsible for making decisions on the use of the Wedding Hall and/or the facilities of the Temple for ceremonies, functions or other permitted activities.
- (viii) be empowered to appoint Sub-committees from time to time for specific duties and to receive report from them for discussion with the Management Committee.

(b) The President must be an Ordinary or Founder Member who satisfies the following additional criteria:

- (i) He must be at least forty-five (45) years old at the time when he is supposed to assume his office.
- (ii) He must not be an undischarged bankrupt.
- (iii) He must have served for a minimum period of two (2) terms of two (2) Management Years each as an Office-Bearer, at the time when he is supposed to assume his office.
- (iv) Within a period of fifteen (15) years immediately preceding the time when he is supposed to assume office, he must have resided in Singapore for the period of at least ten (10) years.

(c) **The Vice President shall**

- (i) assist the President in the performance of his duties and
- (ii) deputise for the President in his absence.

(d) **The Secretary shall**

- (i) keep all records, except financial, of the Temple and shall be responsible for their correctness.
- (ii) keep minutes of all General and Committee meetings.
- (iii) maintain an up-to-date Register of Members at all times.

(e) **The Assistant Secretary shall**

- (i) assist the Secretary in the performance of his duties and
- (ii) deputise for the Secretary in his absence except signing of cheques or making electronic payments.

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(f) The Treasurer

- (i) shall keep all funds and collect and disburse all moneys on behalf of the Temple and shall keep an account of all transactions and shall be responsible for their correctness.
- (ii) is authorised to spend amounts approved by the Committee or General Meeting from time-to-time, as the case may be.
- (iii) will not keep cash and monies exceeding the limits approved by the General Meeting from time-to-time and amounts in excess of this will be deposited in the name of the Temple in a bank approved by the Committee.
- (iv) signs cheques or make electronic payments, etc. for withdrawals from the bank together with the President or the Vice-President and the Secretary.

(g) The Assistant Treasurer shall

- (i) assist the Treasurer in the performance of his duties and
- (ii) deputise for the Treasurer during his absence except signing of cheques or making electronic payments.

(h) Committee Members shall

- (i) attend meetings of the Committee.
 - (ii) assist in the general administration of the Temple.
 - (iii) perform duties assigned by the Committee from time to time.
- (i) An Office-Bearer, save for the President, must have served a minimum period of one (1) term of two (2) Management Years as a Committee Member, at the time when he is supposed to assume his office.
- (j) The Committee shall not borrow any moneys on behalf of the Temple except with the consent of not less than fifty-one (51) percent of the total voting membership of the Temple at a General Meeting called for this specific purpose, by giving at least fourteen (14) days' notice.
- (k) The members of the Temple may entrust further duties to any Office-Bearer, relevant to his office, or in general to the Management Committee, for efficient conduct of the business of the Temple.

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(I) Conflicts of Interest

- (i) Whenever a member of the Management Committee is in any way, directly or indirectly, has an actual or potential interest in a transaction or project or other matter to be discussed at a meeting, the member shall disclose the nature of his interest before the discussion on the matter begins.
- (ii) The member concerned should not participate in the discussion or vote on the matter, and should also offer to withdraw from the meeting and the Management Committee shall decide if this should be accepted.

21 REMOVAL OF MEMBERS OF THE MANAGEMENT COMMITTEE

- (a) Any Office-Bearer or Committee Member absenting himself from three (3) meetings consecutively without satisfactory explanation shall be deemed to have withdrawn from the Committee and a successor may be co-opted by the Committee to serve until the next Annual General Meeting.
- (b) If an Office-Bearer or Committee Member has resigned, the Committee shall proceed to co-opt a successor to serve until the next Annual General Meeting.
- (c) An Office-Bearer or Committee Member shall be removed from office on the following grounds:
 - (i) Unsoundness of mind;
 - (ii) Long-term illness rendering the person unfit to carry out his duties;
 - (iii) Misconduct which renders the person unfit to remain in office;
 - (iv) Acting in a manner which is prejudicial to the interest of the Temple;
 - (v) Undischarged bankruptcy, dishonesty or has committed a criminal offence; or
 - (vi) Is ineffective and do not help the Committee with the running of the Temple.
- (d) Any resolution to remove an Office-Bearer or Committee Member, except circumstances stated above in Rule 21(a) & 21(b), should be first tabled for discussion at a Committee Meeting.

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- (i) If the Committee passes a resolution with simple majority, the Office-Bearer or Committee Member concerned shall be served with a written notice to show cause to the Committee in writing as to why he should not be removed within fourteen (14) days from the date of the notice.
- (ii) Upon expiry of the fourteen (14) days period, the Committee shall be reconvened to consider the reply, if any, received from the Office-Bearer or Committee Member concerned and determines by a simple majority whether the reply can be accepted or to escalate the issue to an Extraordinary General Meeting.
- (iii) If a decision is taken to call an Extraordinary General Meeting, it shall be convened within ten (10) days of the said decision.
- (iv) If the resolution to remove him is passed with a two-third (2/3) majority of eligible members present at the Extraordinary General Meeting, the Office-Bearer or Committee Member concerned will cease to hold office from the time, the said resolution is passed and shall surrender all documents, properties, assets in his possession belonging to the Temple forthwith.
- (e) The Committee shall have the power to remove the Committee Member who is co-opted by the Committee before expiration of his period of office and may co-opt another person in his stead.

AUDIT

22 HONORARY INTERNAL AUDITORS

- (a) Two (2) persons, not restricted to the Members of the Temple, but not being members of the Committee, will be elected as Honorary Internal Auditors by the members at Annual General Meeting and shall hold office for a term of two (2) Management Years.
- (b) They will assist the Committee to ensure a high standard of governance by providing an independent review of the effectiveness of internal controls across the Temple. They may be required by the President to audit the Temple's account for any period within their tenure of office at any date and make a report to the Committee.
- (c) A Honorary Internal Auditor can only serve two (2) consecutive terms of two (2) Management Years each. After serving two consecutive terms, he shall not be re-elected to the same position, until after a lapse of at least one (1) term of two (2) Management Years.

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23 EXTERNAL AUDITOR

The accounts of the Temple shall be audited by a firm of Public Accountants and Chartered Accountants, appointed as External Auditor, if the gross income or expenditure of the Temple falls within the audit requirement as specified in the Societies Act, Charities Act and relevant Regulations.

24 TRUSTEES

- (a) Three (3) persons, not being members of the Committee, shall be elected as Trustees at a General Meeting and shall hold office for a term of four (4) Management Years and may be re-elected for the consecutive term, subject to eligibility criteria stated under Rules 24(i) and 24(j).
- (b) All immovable assets of the Temple shall, subject to a declaration of trust, be vested in these three (3) trustees.
- (c) The Trustees shall, deal with such immovable assets of the Temple in such a manner as the Committee may direct, except that the Trustees shall not effect any sale or mortgage of property without prior approval of the General Meeting of members.
- (d) A Trustee shall be deemed to have resigned his trusteeship and a General Meeting shall be convened to consider election of a successor, on the ground of ill health, unsoundness of mind, death, absent from the country for a period of one year or that he is unable or unsuitable for the performance of his duties.
- (e) In the event of the office of a Trustee falling vacant from any cause whatsoever the vacancy shall be filled at a General Meeting.
- (f) Notice of any proposal to remove a Trustee from his trusteeship or to appoint a new Trustee to fill a vacancy must be given by posting it on the notice board in the Temple premises at least two (2) weeks before the General Meeting at which the proposal is to be discussed. The result of such meeting shall then be notified to the Registrar of Societies and the Commissioner of Charities.
- (g) Any two (2) Trustees shall sign on behalf of the Society if a decision on buying, selling, mortgaging of an immovable property or acquiring leasehold immovable property has been approved by Members at the General Meeting, unless the law or the authorities impose a different requirement.
- (h) The address of each immovable asset, name of each Trustee and any subsequent change must be notified to the Registrar of Societies and the Commissioner of Charities.
- (i) A Trustee must be an Ordinary or Founder Member who satisfies the following additional criteria:

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- (i) He must be a Citizen of Singapore.
- (ii) He must be at least fifty (50) years old at the time when he is supposed to assume his office.
- (iii) He must not be disqualified under the Charities Act.
- (iv) He must be an eligible voting member of the Temple for a minimum period of four (4) continuous years or served as an Office-Bearer for a minimum period of two (2) continuous years at the time when he is supposed to assume his office.
- (v) Within a period of ten (10) years immediately preceding the time when he is supposed to assume office, he must have resided in Singapore for the period of at least six (6) years.
- (vi) He must not be serving as a Trustee for another religious or charitable organisation.
- (j) The term of office for a Trustee is capped at two (2) consecutive terms of four Management Years. He shall not be re-elected for the same post until after a lapse of at least one term of four (4) Management Years.

25 DEPOSIT OF FUNDS

- (a) The funds of the Temple which are not required for current expenses shall be, at the discretion of the Committee, deposited in the name of the Temple in a bank approved by the Committee.
- (b) The Treasurer would follow the expenditure limits set by the Committee and the General Meeting from time-to-time.
- (c) All cheques / electronic payments or withdrawal orders on the funds of the Temple deposited in the bank shall be signed by the following three (3) Office-Bearers:
 - (i) The President or in his absence the Vice President
 - (ii) The Secretary
 - (iii) The Treasurer

26 VISITORS AND GUESTS

Visitors and guests may be admitted into the Temple premises, but they shall not be admitted as Members or be entitled to the privileges of membership of the Temple. All visitors and guests shall abide by the Temple's rules and regulations.

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27 PROHIBITIONS

(a) Gambling, Opium-smoking and Bad Characters

Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Gambling Control Act, is forbidden on the Temple premises. The introduction of materials for gambling or opium smoking and of bad characters into the Temple premises is prohibited.

(b) Payment of fines

The funds of the Temple shall not be used to pay the fines of members who have been convicted in Court.

(c) Trade Union Activity

The Temple shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.

(d) Lotteries

The Temple shall not hold any lottery, whether confined to its members or not, in the name of the Temple or its Members of the Management Committee except for the purpose of collection of funds for the promotion of Building Fund of the Temple and in aid of social and welfare activities subject to the approval of the Commissioner of Charities and/or the relevant authorities.

(e) Political Activity

The Temple shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.

(f) Fund Raising

The Temple shall not raise funds from the public for whatever purposes without the prior written approval of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities.

(g) Unauthorised Collection

No person, member or non-member of the Temple, shall make a collection of funds (either in cash or kind) in the name of the Temple or in respect of any ceremony, function etc proposed to be held at the Temple without the prior permission of the Committee.

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(h) Sacrificial Offerings

Under no circumstances shall sacrificial offering involving animals, poultry, pigeons and/or other birds be permitted to be made to or be accepted by or on behalf of the Temple, and the rearing or slaughtering thereof within the Temple precinct is strictly forbidden.

(i) Intoxicating Drinks and Drugs

(i) No intoxicating drinks or drugs shall be brought into or consumed within Temple precinct.

(ii) No person, member or non-member of the Temple, shall enter the Temple precinct having consumed or being under the influence of intoxicating drinks or drugs.

(j) Food and Foodstuffs

(i) No food and/or foodstuffs, whether solid, liquid, cooked or raw, other than those vegetarian in nature, shall be served or distributed and/or consumed within the Temple precinct.

(ii) Except for the purposes of food preparation by Temple's Kitchen approved by the Committee, no other food and/or foodstuffs, whether solid, liquid, cooked or raw, shall be brought into the Temple precinct from outside and served or distributed and/or consumed within the Temple precinct.

(k) Matters unconnected with Religion

Any matter contrary to the observance of religious beliefs or principles or any acts calculated to obstruct or interfere with the objects of the Temple as contained in Rule 4 shall not be permitted within the Temple precinct.

28 AMENDMENTS TO RULES

(a) Amendments to any Rules, shall only be made by two-thirds (2/3) Majority Vote of the eligible members present at a General Meeting provided at least fourteen (14) days' notice of the proposed amendments is given.

(b) At least fourteen (14) days' notice of the proposed amendments is given to the Members of the Temple.

(c) The Temple shall not amend its Constitution without the prior approval in writing of the Registrar of Societies and the Commissioner of Charities.

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29 INTERPRETATION

In the event of any question or matter arising out of any point which is not expressly provided for in these Rules, the Committee shall have power to exercise its own discretion. The Committee's decision upon any question of interpretation shall be final and binding unless revised by a General Meeting.

30 DISPUTES

(a) In the event of any dispute, controversy or claim arising among members of the Temple, which involves or arises out of or is in relation to the affairs of the Temple, the affected members shall first attempt to settle the said dispute, controversy or claim in a good faith at a General Meeting.

(b) Should the members fail to resolve the matter, they may bring it to the Singapore Mediation Centre for settlement.

31 CESSATION OF CHARITY STATUS

In the event that the Temple ceases to be a Registered Charity under the Charities Act, all debts, liabilities legally incurred on behalf of the Temple shall be fully discharged, and the remaining funds will be contributed to charitable organisations in Singapore, with similar objectives, which are registered under the Charities Act, as the Members of the Temple may determine at the General Meeting, unless otherwise allowed by the Commissioner of Charities.

32 DISSOLUTION

(a) The Temple shall not be dissolved, except with the consent of not less than eighty percent (80%) of its total voting membership of the Temple, domiciled in Singapore, expressed, either in person or by proxy at a General Meeting convened for the purpose.

(b) In the event of the Temple being dissolved as provided above, or in the event the Temple ceases to be a registered charity under the Charities Act, all debts and liabilities legally incurred on behalf of the Temple shall be fully discharged, and the remaining funds will be given or transferred to other charitable organisations in Singapore, with similar objectives, which are registered under the Charities Act as decided at the General Meeting.

(c) A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies and the Commissioner of Charities.