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BY-LAW
ENFIELD MALAYALI ASSOCIATION [ENMA]

ARTICLE I
Name of the Association

The name of the association shall be **Enfield Malayali Association**
and also known as
ENMA

ARTICLE II
The specific Objectives and powers

The objectives of the ENMA shall be:-

- a) To promote an awareness of the culture and language of Kerala (Malayalam).
- b) To promote friendship and community spirit within the Malayali community.
- c) To provide a forum that enables our children to learn the culture and language of Kerala and value of Kerala family life.
- d) To enhance social integration with the local population of Enfield.
- e) To establish a forum for youth to maintain and invigorate the cultural heritage of Kerala.
- f) To provide leadership and support to the Kerala community in Enfield.
- g) To organize and celebrate major festivals such as Onam, Christmas and Easter etc

Powers

In furtherance of the above objectives, but not otherwise, ENMA shall have the following powers:

- a) To provide services and publicize its activities.
- b) To raise funds and invite contributions.
- c) To purchase, rent or lease property or equipment.
- d) To Co-operate with other voluntary, charitable or statutory organizations.
- e) Power to consult the public by arranging meetings and surveys.
- f) Power to do all such other lawful things as is necessary for the achievement of the objectives.

ARTICLE III
Membership

Membership in **ENMA** shall be open to any person of Kerala / Malayali origin who is completed eighteen (18) years and residing in Enfield, borough of London and its adjacent areas. Any one interested in becoming a member of **ENMA** should submit a duly filled prescribed membership form of **ENMA** forwarded by any of the Executive committee

member. Requests for new membership will be reviewed by the Executive committee and if approved new member will be notified.

Annual membership fee is £5 (Five pounds only) accounted for a calendar year January 1 to December 31. No pro-rating of membership will be made for people joining at different times of the year. The membership fee may be revised by the general body from time to time. Members paying the regular subscription shall have the right to participate in all activities of **ENMA** organization. Vote on any issues raised in the General Body. All members are eligible to hold elected offices if they meet the required criteria as indicated in Article VI.

Cancellation of membership

- a). A member who does not renew his membership by prescribed membership fee annually shall cease to be a member.
- b). A member convicted by a criminal court for a serious criminal offence shall cease to be a member.
- c). Membership shall cease by death, resignation, or dissolution of the association. Any member who intends to discontinue his/her membership temporarily or to resign from the association shall communicate his/her intention in writing to the secretary.
- d). If any member found to be disrupting the functioning of the **ENMA** with hidden motives, like abusing the organizer, or trying to interrupt the program will lead to immediate suspension from the association and the executive committee for further action. If any member found guilty by the executive committee will lead to dismissal of membership.

ARTICLE IV Executive committee of ENMA

ENMA shall have 5 members collectively known as the Executive Committee. The Executive Committee will include the President, Vice- President, Treasurer, Secretary and Joint Secretary. All member of the Executive committee are elected to serve a term of 1 year. Members of the Executive committee can continue to serve for subsequent years if they are elected again. Maximum term as an Executive Committee member in the same capacity shall be three years.

The Executive committee can appoint a member as internal auditor for auditing the accounts before Annual General Body meeting.

An executive Committee member who abstain from executive committee meeting without valid reasons shall lose his position in the Executive committee. Vacancies arising in the executive committee can be filled by calling general body meeting and by majority votes. A member can be co opted for short term by the executive committee by carry out the work of Treasurer. For other posts substitute persons are available.

**ARTICLE V
Duties**

1. DUTIES OF THE PRESIDENT shall be

- a). To preside at meetings of the Executive Committee and the organization.
- b). As may be required by the committee, to act as the principal spokesperson on public occasions or when representations are being made on behalf of the organization to public bodies.

2. DUTIES OF THE VICE - PRESIDENT shall be

- a). To take over the duties of president in his absence.
- b). To assist the President to carry over his duties.
- c). To take any additional responsibilities as required by the committee.

3. DUTIES OF THE SECRETARY shall be

- a). Certify and keep the original, and a copy of these Bylaws at the principal office of **ENMA** Or at a place designated by the President, and as adopted by the general body of the Membership, and make it available to any member who may request to see a copy of it;
- b). Keep a book of minutes of all meetings of the Executive committee as well as minutes of the meetings of the general membership, including names of attendees at each of these meetings, at the principal office or at a place designated by the President. The minutes shall reflect the time and place of each meeting, whether regular or special, how called, how notice thereof was given, the names of those present, and the proceedings thereof;
- c). Maintain at the principal office or at a place designated by the President, a membership book containing the name, details of family members and current address of every member of **ENMA** , and in the case where any membership has been terminated for any reason, such fact in the Membership book together with the date on which such membership ceased;
- d). Responsible for the maintenance of all records of **ENMA** , except the financial records this shall be the responsibility of the treasurer and maintaining the records of asset of the association.
- e). Prepare and distribute minutes of all meetings of **ENMA** to members of the Executive committee.
- f). Responsible for maintaining all official correspondence from / to **ENMA**;
- i). Responsible to liaise with news papers, media like website etc., for the furtherance of **ENMA**.
- J) Responsible for handing over the records and assets to new executive committee.

4). Duties of the Joint secretary shall be

- a. to take over the duties of secretary in his absence
- b. to assist the Secretary to carry over his duties.
- c. to take any additional responsibilities as required by the committee.

5). Duties of the treasurer shall be

- a. The treasurer shall collect dues and contributions, and issue receipts for the same.
- b. the treasurer shall disburse funds on behalf of the association when authorized by the president and the secretary.
- c. Maintain adequate correct auditable records and accounts of all funds and other types of transactions by **ENMA**.

**ARTICLE VI
Elections**

Elections shall be held every year to elect the members of the Executive committee. The Election process should be held during the Nov/Dec time frame completed and the final list of Executive committee announced before the end of the calendar year (Dec 31).

Newly elected office bearers will take office 31st January of every year.

The Election process shall be as follows:

- a. A general body shall appoint an Election Committee for the year comprising of no less than 3 general members in good Standing. These members could also be existing office bearers.
- b. The Election Committee will solicit nominations from the general membership for all available positions except from members of election committee. At least 2 weeks time should be provided to members to submit their nominations. Nominations can be self nominations or recommendation for others.
- c. The Election Committee will collect all the nominations, screen them for eligibility and finalize the list of candidates for each position and submit the same to the Executive committee prior to Election day. If any candidate is found ineligible for any reason by the Election Committee, the candidate shall be notified.
- d. The Election Committee will set a date for a General body Meeting to hold the elections and request Secretary to announce the same to the **ENMA** members giving at least 2 weeks notice for the same.

Eligibility for candidacy.

- a. All positions except that of the President and Secretary are open unrestricted to all current subscribing members. There is additional criteria for these two positions. The President and Secretary nominees must have served as a member of the **ENMA** preceding at least 1 year. This restriction must be communicated by the Election Committee while soliciting nominations. Vice president post is reserved for women candidate. If women candidate is not available for the post, then general body will nominate a women candidate for the same post.

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b. A candidate shall not be a member of any other similar organizations in Enfield or adjacent areas having same objectives .

c. A candidate shall not be a member of election committee.

On **Election day**:

a. All Potential candidates for any position must be present on election day, otherwise they are disqualified. Exceptions to this must be approved by the election Committee.

b. For any position that does not have any nominations, the Executive committee has authority to find / nominate a suitable candidate.

c. For any position that has only 1 qualified nomination, no voting is required for this position. The person nominated is declared the winner.

d. If there is more than one candidate nominated for a given position, a voting by secret ballot will be held to determine the winner. Simple majority vote wins. Tie break will be broken by a coin toss.

e. Members present during the specific time of election day only are eligible to vote.

f. The Elections will be held in the following order – first for the Position of the President, followed by Secretary, Treasurer, Vice-President, Joint -Secretary.

f. The list of Elected office bearers must be announced to the **ENMA** members via email and/ or postal mail within 2 weeks of the election day.

ARTICLE VII Meeting and quorum

The Executive Committee of **ENMA** shall meet at least once every month. The time and place will be decided by the Executive Committee from time to time.

Extra meetings may be called by the President on his/her own initiative or at the request of any other member of the committee when deemed necessary.

General body meeting shall be convened at least once a year but not more than once in three Months. If situation demands at any time general body can be called by the executive committee . The secretary shall schedule general body meetings and shall send out notices to all members at least two weeks prior to any the meeting. Notices may be sent either by regular mail or e-mail or by telephone.

Twenty five (25) percent of the voting members shall constitute a quorum for general body meeting, and a simple majority for the Executive Committee, except a meeting convened for the amendment of the Bylaws. Without a quorum being present, no official business of **ENMA** may be conducted or considered.

If twenty five percentage of the members demands to call for GB, the secretary may call for the General Body , which shall be chaired by president and the procedures to be followed. If the president unavailable to chair the meeting the vice president can chair the meeting. If the vice president is unavailable to chair the meeting the secretary can chair the meeting. If the secretary is unavailable to chair the meeting the any member chosen by the General Body have the right to chair the meeting. All decisions taken by such General Body shall be legal and binding.

Rules and Regulations to be followed during the General Body Meeting

1. first and foremost is " Give respect and take respect". So respect each other.
2. Don't interfere or interrupt when someone is speaking.
3. Ask questions only when the time comes.
4. Finish the current subject, before jumping to another subject.

ARTICLE VIII Amendment of By laws

The By laws of **ENMA** may be amended only by a vote of the general membership. A General body meeting has to be convened after providing the required written notification and any amendments to the bylaws has to be approved by a vote of two thirds of the voting member present in the meeting.

ARTICLE IX Dissolution

- a. The Association may be dissolved at a Special General Body meeting called that purpose and notice must be given 14 days before the meeting.
- b. such proposals to dissolve the association shall take effect only if agreed by a two thirds majority of those present and voting at the General Body Meeting.
- c. surplus fund of the Association, if it is dissolved, shall be given or transferred to such other charitable institutions.

ARTICLE X General Rules followed

- a. Any projects completed or under construction by the previous executive committee should be continued by the new executive committee. The executive committee does not have authority to cancel those projects.
- b. No members are authorized to publish anything to media without the permission from the president and the secretary of the association.

ARTICLE XI Records and Reports

ENMA Shall keep at its principal offices or at such other place as the president may designate

- a. Minutes of all meetings of the executive committee, General body, indicating the time and place of holding such meetings, the names of those present, and the proceedings there of.

b. Adequate and correct books and records of account, accounts of asset, liabilities, accounts payables and receivables, receipts and disbursements.

c. A records of its members including family members indicating their names, current addresses and the termination date of membership if any.

ARTICLE XII Annual General Body Meeting

The Annual General Body Meeting will be held normally in the month of January every year. Date, venue, Time and agenda will be communicated to the members. Handing over and taking over will be done in this meeting. The agenda for the meeting will be normally as follows.
Agenda.

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| 1. Welcome address | | : President. |
| 2. Report | | : Secretary.
Discussion and passing the report. |
| 3. Presentation of accounts | | : Treasurer.
Discussion and passing the report. |
| 4. Handing over charge to the new committee. | | |
| 5. Address by the new president. | | |
| 6. Address by the new secretary. | | |
| 7. Address by the new treasurer. | | |
| 8. Suggestion from members. | | |
| 9. Vote of thanks | | |

ARTICLE XIII Adoption of By Laws

We, members of **ENMA**, here by do adopt the forgoing By laws, consisting ofpages as the official By laws of **ENMA** of this..... ..day.....

Name	Designation	Signature
1. Sri. George Pattiyal	President	
2. Sri. Raji Nanthicatt	Secretary & Constitution committee member	
3. Sri. Alex	Treasurer	
4. Sri. Jacob Chacko (Babu Podimattam)	Vice. President	

- 5. Sri. Joseph Panakkal Constitution committee member
- 6. Sri. George Varghese (Saju) Constitution committee member
- 7. Sri. Praveen Constitution committee member

The above By laws were approved and adopted in the **ENMA**. General Body meeting held on.....