

Constitution of Harrogate Malayalee Association (HMA)

www.harrogatemalayalees.org.uk

Harrogate Malayalee Association (HMA) is non-profit, non-political, non-religious cultural organization of people from Kerala, the southern state of India.

Main Objectives of the association

Provide a forum for friendly social activities among the Malayalee community members in Harrogate and nearby areas in the Harrogate regions. Through various cultural programs and other social gatherings conducted by the association every year, the goal is to spread the ethnicity of our culture among the society in general and also impart a good understanding of our heritage, culture and values to the youth in our community.

The Constitution

1. Name

The Name of the organization shall be Harrogate Malayalee Association (HMA) (herein after called association)

2. Aims and Objectives

The aim of the association shall be

- A) To promote social cohesion and good fellowship among the people of Kerala origin living in an around Harrogate regions of United Kingdom.
- B) To provide and promote opportunity for literacy, cultural and entertainment activities.
- C) To promote Malayalam language and culture.
- D) To discuss and exchange ideas and values to enhance quality of life and friendship.
- E) To liaise with other organizations and similar associations in areas of common interest.
- F) To impart an understanding of Kerala heritage, culture and values among the British society in general and other ethnic communities through cultural and social activities.
- G) To encourage all type of voluntary activities and extend helping hand to anyone in distress, and if needed, to raise money for charity as appropriated by the general body/executive committee.

3. Membership

The membership of the association shall be open to all persons of age 18 and over who is of Kerala/Malayalee origin, descendants of Keralites, persons related to Keralites and their

descendants and willing to abide by the rules and regulations of the association. Membership categories A and B below will be valid only after a membership form is being filled in by the person(s) and handed over to the Office.

There shall be three categories of membership.

A) Individual membership

Shall be open to all persons described in the above paragraph of the age 18 and above living in the Harrogate regions.

B) Family membership

Includes both the parents and children below the age of 18

C) Associate membership

Shall be those persons invited by any other member of the association who feel their representation is in accordance with the organization objectives. Associated member are liable to pay a prescribed fee for attending any functions as a contribution, which shall be decided by the executive committee. They have no voting rights.

A member can be dismissed from the association if the majority of the members vote for it in a duly called General Body meeting. The committee's decision must be informed to the individual in writing. The dismissed member will have no voting rights and cease his/her membership from the association.

4. Office

The office of the association shall be the address of the General Secretary as due to the non availability of a permanent building for the association.

Once the building for office is finalized, the office shall not be changed, except by a resolution of a special general meeting by the Executive committee members.

5. Executive Committee

The affairs of the association shall be carried out by an executive committee elected annually at the AGM, which shall be empowered to conduct the general administration of the association. The executive committee shall consist of the president, the general secretary, the joint secretary, the treasurer, the web coordinator, the cultural program coordinator and four other area coordinators.

All members of the committee shall serve a period of one year in the office. A person cannot hold an executive member post if he/ she leave the Harrogate regions. 50% or more of the executive committee members will make the quorum for all meetings. The executive committee shall meet together for the planning organizing and ministering the activities of the association.

The General Secretary shall record the executive committee minutes. The executive committee shall meet once in at least 3 months, with a week prior notice. No members of the association shall serve for more than two consecutive full terms in the same positions in the executive committee.

The President or the General Secretary on the request of any two members of the executive shall call for a meeting of the executive committee. Questions arising at any meeting of the executive committee shall be decided by a majority of votes of those present. In case of an equality of votes the President of the meeting shall have a second or casting vote.

If, in the judgment of the executive committee, an executive committee member fails to discharge his/her duties or act to the detriment of the association, that member be removed from the position by a two third majority decision in a duly called executive meeting. For this all the executive members should vote, either in person or by post on a signed paper. The aggrieved party, however may appeal the decision to the general body.

In any contingencies or of a similar situation, the resolution can be decided by a duly called executive committee meeting. Any product or service sourced by third party shall be invited via a quote and the same shall be presented during audits.

6. Annual General Meeting (AGM)

The annual general meeting shall be held in the month of Nov/Dec every year giving 3 weeks notice, inviting members of the association and new executive committee will take over charges on a chosen convenient date in the month of February every next year. The regular business of AGM shall be to receive and pass the annual report and financial statement and to elect the executive committee. Thirty percent of members will form the quorum for the AGM.

7. General Body Meeting

The General Body Meeting is conducted to discuss the affairs of the association where views from all members required. The General Secretary on behalf of the executive committee will have the power to call for a General Body Meeting. Thirty percent of members will form the quorum for the General Body Meeting. Any member of the association can request for a general body meeting in writing to the general secretary and detailing the reason for the request. The executive committee will make a decision on whether to accept the request.

8. Responsibilities

Executive committee

- A. Approval of the programs for the year.
- B. Submission of the budget to the general body
- C. Provision of an annual audit of the accounts
- D. Smooth running of the association

The President

The president shall be elected in accordance to the procedure at election who shall represent the association on all formal occasions and shall represent and shall be the chairman on all meetings. He/she shall provide leadership and guidance to members within the framework of the constitution. He shall be an ex-officio member of all subcommittees. The president may have a second or casting vote on the event of a tie. The president will serve as a spoke person for the association.

The General Secretary

The general secretary shall be the chief executive officer responsible for conducting the affairs of the association. He /she shall be responsible for maintaining records via minutes of meetings etc. He /she shall provide leadership and guidance to members within the framework of the constitution. He shall monitor all activities of the association and take appropriate actions as and when necessary within the framework of the constitution. He / She shall convene the general body at the request of the executive committee and keep an official roster containing the address and telephone numbers of all the members.

The Joint Secretary

To assist and when necessary stand in for the general secretary.

The Web Coordinator

The Web Coordinator will be responsible for managing web site of the association. He / She shall update the news/events on the portal as and when necessary.

The Treasurer

The treasurer shall responsible for the executive committee and members of the association for the accounts and shall not spend any funds of the association without the approval of the executive committee. He shall keep adequate records of all financial transactions and make available for auditing and presentation, collect and disburse the operating funds as directed by the executive committee. Cheques issued in the name of the association by the treasurer should be countersigned jointly by the President, or General Secretary.

The Cultural Program Coordinator

The Cultural Program Coordinator will be responsible for smooth conducting of association's events especially any cultural programs in liaison with the executive committee.

9. Election

Any two or more members of the association may nominate candidate for various positions in the committee at an AGM and should have majority support of the members present at AGM. In case of more than one candidate for one position, election shall be held with a ballot. All resolutions can be carried out on a simple majority in committee and in annual AGM except for

constitution amendment. A person cannot stand and be elected for the same post more than 2 times in a row. He /She can be elected for the same post after 9 months. A vacancy arising in any position of the executive committee can be filled by election at a duly called general body meeting of the association and the duration of the post will be until completion of term of that committee.

10. Voting Rights

Each individual member shall have one vote and each family shall have two votes, one per spouse. All resolutions can be carried out on a simple majority of those present at the AGM/general body meeting except changes to the constitution. Only members who are eighteen years of age or older are eligible to vote and hold any elected office except for the Cultural Program Coordinator. Cultural Program Coordinator shall not have any voting rights if they are below 18 years of age. Associate members shall have no voting rights.

11. Amendment

The executive committee may, if it thinks fit make proposal for the amendment of the constitution. Any such proposals will have no effect unless it has been passed by the executive committee and then by two thirds members present at the AGM/General Body Meeting. Any member who desires to make an amendment to the constitution shall give notice in writing to the General Secretary 15 days before the meeting called for the purpose with the amendment duly proposed and seconded by two members. The Executive Committee shall have the full power to decide whether the motion shall be brought before the AGM/General Body meeting. Any motion to amend the constitution shall be deemed to have failed unless there is a majority of 2/3rds of the association members present at the AGM/General Body Meeting and 2/3rds of the members present voting in favour of the motion for amendment.

12. Source of Income

The Association could raise the income through donations/sponsorships subject to the ratification by the Executive Committee. The Association could also attempt to raise income from the members through appeals at various times such as conducting cultural programs and social events, as well as funding from external agencies such as the city council.

13. Accounts and Audit

The accounting year of the Association shall be the calendar year. All the funds and other assets of the association shall be held in the name of the Association. Any form of money received by the association shall be deposited in the association's account at the earliest possible date. Only the Treasurer and two appointed members (president & secretary) can make money transactions and deal with financial matters. All accounts shall be presented to and passed for payment at an Executive Committee Meeting and details of all such approvals shall be entered in the Minute Book.

The auditor or auditors shall be nominated or elected at the general body meeting. They shall examine all accounts, vouchers, receipts, books etc, and furnish a report there on to the

members at the annual general meeting. Audit shall be conducted at regular intervals of not more than twelve months.

14. Property

All inventories of properties and documents including correspondence, publication and accounts relating to the association activities belong to the association. Their counterparts shall deliver all documents, data, and properties of the association to the newly elected officers of the association no later than end of February every year.

A verified and appropriately signed itemized list of the documents transferred shall form part of the documents. In case of dissolution of the association, the properties shall be handled by the decision made on a duly called general body meeting.