

OKLAHOMA MALAYALEE ASSOCIATION

CONSTITUTION

ARTICLE I (NAME)

The name of the organization shall be "Oklahoma Malayalee Association", hereafter referred to as "OMA", which was established in Oklahoma in May 1995.



A. The name, logo and address of the association shall appear in all communications and publications.

B. LOGO: Outer Circle: Oklahoma Malayalee Association estd. 1995. Inner circle: Integrated outline maps of Oklahoma and Kerala, two coconut leaves and OMA in a circle.

C. COLOR: Sky Blue

ARTICLE II (AIMS AND OBJECTIVES)

The OMA shall be secular, non-partisan and non-profit making and shall:

- a. Promote social and cultural integration of Malayalees in Oklahoma.
- b. Foster and promote cultural heritage of India in general, Kerala in particular.
- c. Promote and encourage the enrichment of life of Malayalees in Oklahoma and also promote their general welfare.
- d. Represent Keralites in governmental, quasi governmental, and other public and private organizations and institutions.

The service of the OMA shall not be refused on the basis of race, color, creed or nationality.

ARTICLE III (MEMBERSHIP)

A. The association's membership shall be open to individuals of Kerala/Malayalee origin currently residing in Oklahoma, sharing the objectives of the association as evidenced by the payment of membership fee and submitted supporting document(s) to prove the current Oklahoma State residency, and to those individuals who abide by the Constitution and Internal Regulations of the association.

B. The application for membership shall be made in the prescribed form provided by the association and be submitted to the secretary.

C. The membership if approved by the executive committee shall be valid from the date of approving such application to the end of the running fiscal year or such other dates as decided by the executive committee. The executive committee shall have the right to refuse any membership application.

D. Membership is open to all Keralites, their spouses and children currently residing in Oklahoma. The word Keralites for this Constitution shall refer to the natives of, or the descendants of natives of, or persons whose heritage is rooted in Kerala, India.

E. Family Membership: Families consisting of husband, wife, unmarried children living with parents, and dependent parents. The voting rights shall be restricted to two adult members 18 years or above.

F. Single Membership: Any Keralite at the age of eighteen shall be eligible for single membership. The individual holding the single membership shall be eligible for one vote.

G. Honorary Membership: The General Body of the OMA may confer honorary membership to persons who have rendered valuable, outstanding, and long service to the community. Honorary members shall be exempted from membership fee and shall have no voting rights in any matters of the association. Honorary Membership shall be open to all person of any national origin.

H. Life Membership: Life membership shall be granted to any eligible member and shall be exempted from annual membership fee and enjoy all privileges of an active member. If Executive Committee found out any life member moves out of Oklahoma State for more than six months, their life membership shall be automatically converted to an honorary membership. Upon return to Oklahoma to reside in Oklahoma such member can submit a written request to the Executive Committee to reinstate their Life Membership.

I. Membership Period: The membership period shall be the calendar year, beginning on January 1st and ending on December 31st. Membership renewal is due on December 31st. A grace period of 30(thirty) days may be allowed for renewal.

J. Membership Fee: Annual membership fee shall be: Ten dollars (\$10) for single. Twenty dollars (\$20) for family. Fifty dollars (\$50) for life membership single. Hundred and fifty dollars (\$150) for life membership family. The General Body may review/revise the fee structure from time to time.

ARTICLE IV. (MEMBER'S RIGHTS)

The member shall have the following rights:

A. Attend the general body meeting, discuss and vote on items included in the agenda.

B. Obtain a copy of the constitution and the internal regulations.

C. Benefit from the facilities provided by the association for its members.

D. Obtain the associations circulars and publications.

E. Have access to review the records, documents and correspondence of the association at the times determined by the executive committee in the presence of the person(s) responsible.

F. Any good standing Life or Regular member duly authorized by the executive committee only can represent OMA in governmental, quasi-governmental, and other public and private organizations and institutions.

ARTICLE V (GENERAL BODY MEETINGS)

A. A properly called General Body meeting is the supreme authority of the OMA. The non-receipt of the notice by any person shall not invalidate the proceedings of the meeting.

B. The General Body meeting shall consist of all the eligible members who have full-filled their obligations pursuant to the constitution and internal regulations.

C. Quorum for the annual general body meeting shall be fifty (50) or twenty percent (20%) of the membership which ever is less. If the quorum is not available, the meeting shall be adjourned and a second meeting shall be convened after thirty minutes (30 Min.) Or within fifteen days (15 days) of the adjournment. This meeting shall be considered valid if attended by forty (40) members or fifteen percent (15%) of the membership whichever is less.

D. The executive committee shall call the annual General Body meeting before January 31st annually.

1. Notice of at least fifteen days (15) shall be sent to all members in good standing, which shall include financial statements for current fiscal year and proposed amendments to constitution and/or internal regulations if any.

2. The secretary shall present an updated list of eligible members at the General Body meeting.

E. The agenda for the annual General Body meeting shall include the following:

1. Receive an annual report of the activities of the OMA.

2. Receive an audited financial statement for the preceding year.

3. Discussion of resolution.

4. Any other relevant matters as deemed necessary by the executive committee.

5. Elect an auditor for next fiscal year.

6. Elect the members of the executive committee for next fiscal year.

F. EXTRA ORDINARY GENERAL BODY MEETING:

1. The executive committee may call an extra ordinary General Body meeting if requested by two third (2/3) of the executive committee members or under the provisions of ARTICLE VI Section 4.

2. Fifty members (50) or one third of the eligible members in good standing may request in writing to the executive committee to convene an extra ordinary General Body meeting, giving specific reasons for such a request. The executive committee shall call the extra ordinary General Body meeting with in fifteen days (15) of such a request.

(a) Notice of at least ten days (10) shall be given for such meetings.

(b) Only matters for which the extra ordinary General Body meeting was called will be discussed at such meetings.

(c) Quorum for such meetings shall be fifty members (50) in good standing or fifteen percent (15%) of the membership which ever is less.

3. In a situation where the Association becomes non-functional or unconstitutional, the Advisory Board shall meet and discuss the situation and with a minimum of three votes in favor shall call the General Body and guide the General Body to take appropriate action.

RULES FOR EXTRA ORDINARY GENERAL BODY MEETING:

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(b) Only matters for which the extra ordinary General Body meeting was called will be discussed at such meetings.

(c) Quorum for such meetings shall be fifty members (50) in good standing or fifteen percent (15%) of the membership whichever is less.

ARTICLE VI (THE EXECUTIVE COMMITTEE)

The executive committee is the highest executive authority in the association. It shall implement the policy drawn up by the General Body meeting and the resolutions adopted thereby for the realization of the association's legitimate objectives.

1. The executive committee of the association shall be elected for one year, coinciding with the fiscal year of the association, at the annual General Body meeting. The executive committee shall meet at least once in every three months. The quorum for the executive committee meetings shall be nine (9).

2. Upon the affirmative vote of at least two third (2/3) of the executive committee an executive committee member shall be removed if:

(a) A member failed to attend three (3) consecutive meetings of the executive committee, despite notifications of such meetings without providing acceptable reasons.

(b) An executive committee member who has been found misusing his/her authority, or association's funds or consistently working against the interests and objectives of the association.

3. Any vacancy occurring in the executive committee shall be filled from the active general members by the affirmative vote of two third (2/3) of the executive committee by appointment and such appointment shall be held valid until the no expired term of the executive committee.

4. The executive committee shall cease to exist if more than half of the executive committee members shall resign at one time or if the number of committee members is reduced to less than one half (1/2) for any reason whatsoever, then the remaining committee members shall authorize one among them to call and conduct an extra ordinary General Body meeting.

A. THE PRESIDENT shall preside over the General Body and Executive committee meetings, regulate the order of business at such meetings, receive and put lawful motions to the floor. The president shall, with the secretary, sign all the papers and documents requiring signatures on behalf of the OMA, unless the General Body designates someone else.

B. THE VICE-PRESIDENT shall assume the responsibilities of the president in the absence of the president and shall assist the president in performing his/her duties.

C. THE SECRETARY shall be responsible to the OMA for the general control and management of business affairs. He/She shall be the public relation/spoke person of the association. He/She shall, with the president, sign and, when necessary, seal with the seal of the association of which He/She shall have custody, all papers and document requiring signature or execution on its behalf. He/She shall maintain an accurate record of the proceedings of the association and the executive committee meetings. It shall be the duty of the secretary to present a general report of the activities of the year at the annual General Body meeting.

D. JOINT SECRETARY shall maintain the correspondence and conduct the business of the association in the absence of the secretary, and shall assist the secretary in his/her duties. He/She shall be directly responsible to the secretary for all matters concerning the association's membership.

E. THE TREASURER shall have charge of all funds of the OMA and shall deposit, or cause to be deposited the same in a local reputed financial institution selected by the executive committee in the name of the association. Out of such funds he/she shall pay the amounts approved by the OMA and submit an audited statement at the general Body meeting, and at any other time required by the executive committee. He/She shall, along with the president or the secretary signs all the notes, drafts and checks.

F. YOUTH REPRESENTATIVE shall be responsible for all the youth activities of the association.

G. SPORTS AND GAMES COORDINATOR He/She shall be responsible for all sports and games activities.

H. ARTS AND CULTURAL COORDINATOR shall be responsible for all arts, cultural and literary activities of the association as decided by the executive committee.

I. LADY REPRESENTATIVE She shall be responsible for all ladies wing activities of the association. She shall be the convener of the ladies wing committee.

J. EIGHT MEMBERS who shall actively seek to promote and coordinate the activities of the association.

K. COMMITTEES: The executive committee shall have the power to appoint permanent and ad hoc committees for special purpose and these committees shall report to the executive committee. The executive committee will chair all committees.

The following are some of the committees that shall be in existence:

1. Socio-Political issue committee.
2. Education, youth affair and sports and games committee.
3. Membership Committee.
4. Public relation committee.
5. Arts and cultural committee.
6. Ladies wing committee.
7. Other committees as when the executive committee sees the need.

All decisions taken by any of the committee formed in this section shall be subject to final approval of the executive committee. Proper minutes shall be kept for such meetings by the convener respective committee and shall submit to the executive committee along with their proposals.

The president and secretary shall be ex-office members of all committees formed under this section.

ARTICLE VII (FUNDS)

Section 1. The executive committee may, from time to time, raise funds by organizing cultural programs for the members and non-members of this association.

Section 2.

a) All the expenses must be substantiated by receipts and must be approved properly by the treasurer. In addition, expense above Fifty dollars (\$50.00) for individual items must also be approved by the president, vice president or secretary. Any expense above five hundred dollars (\$500.00) shall be approved by the executive committee.

b) Books of accounts must be kept in an orderly manner and reconciled against bank statement and bank accounts by the treasurer.

Section 3. (Banking)

a) Funds of the association shall be deposited in the name of the association by the treasurer in a local reputed financial institution.

b) Any withdrawal shall require the signature of the treasurer and any one of the following: The president, vice president or the secretary. A petty cash up to one hundred dollars (\$100.00) may be maintained by the treasurer.

c) A minimum of 75% of the principle amount collected from the life membership fees shall be maintained in a separate designated interest bearing account. A two third (2/3) affirmative vote of the membership present at the general body is required to withdraw any amount from 75% of the principal amount collected from the life membership.

Section 4. The fiscal year of the association shall be January 1st to December 31st.

Section 5. A Qualified accountant shall be nominated by the General Body to audit the accounts of the association. The treasurer at the annual Genaral Body meeting shall present such audited accounts and reports.

ARTICLE VIII (ASSOCIATION PROPERTY)

Section 1. The executive committee shall be responsible for the care of the properties of the OMA. Any members shall not use such properties for any purpose other than that of the association.

Section 2. The custody and maintenance of the movable and immoveable properties belonging to the association shall be vested with executive committee. The executive committee may dispose off such properties, provided the total cost or the market value, whichever is higher, shall not exceed two hundred dollars (\$200.00). The disposal of other such properties, the cost or market value, whichever is higher, that exceed two hundred dollars (\$200.00), shall be determined by the General Body.

ARTICLE IX (AMENDMENTS)

Section 1. Amendment proposals from the executive committee or any member must be in the form of proper resolution and shall be in compliance with the guidelines in the internal regulations.

Section 2. Members shall be notified at least a week in advance to intend to amend any part of this constitution. A two third (2/3) affirmative vote of the membership present at the General Body meeting shall be required for adoption of any amendments of the constitution.

Section 3. Amendments to the internal regulations shall be adopted by a simple majority vote of the members present at the General Body meeting.

ARTICLE X (INSTRUCTION OF DISSOLUTION AND MERGER)

Section 1. This organization shall not be dissolved without the vote of consent of three fourth (3/4) of the total membership.

Section 2. Upon dissolution the funds of OMA shall be distributed among registered educational or charitable organizations.

Section 3. The decision regarding the merging of this association with any other type of organization shall be exclusively made by the vote of consent of three fourth (3/4) of the total membership.

ARTICLE XI (ADVISORY BOARD)

A. There shall be an advisory board for Oklahoma Malayalee Association, Inc.

1. This Board will be comprised of five immediate past presidents of the Association, as long as he/she qualifies and in good standing with the goals of the Association.

2. If anyone of the eligible five members is unable to serve, then his/her position shall be filled in the first meeting of the Advisory Board along with the combined meeting of the outgoing and incoming executive committees of the Association by a majority vote of the members present.

3. Member of the incoming executive committee of the Association shall not serve as an Advisory Board member.

4. The Advisory Board shall meet at least once a year. The first meeting of the Advisory Board shall be held along with the combined meeting of the outgoing and incoming executive committees of the Association. The Advisory Board shall elect a chairperson for the current year during this meeting, by a majority vote of the members present.

5. Current Advisory board shall be dissolved automatically after the General Election for the new executive committee.

B. The purpose of the Advisory Board shall be:

1. To serve only as an advisory body and shall not have any power over the Executive Committee.

2. The Executive Committee, at its discretion, may invite this Board to its meetings. This board may give its advice, but will not have any voting rights.

3. The Advisory Board may also, if it feels necessary, give advice or suggestions to the Executive Committee on any matter relating to the activities of the Association. Any unresolved dispute, breach of constitution of Oklahoma Malayalee Association, or any grave concern within the executive committee shall be referred to the advisory board for advice and recommendation.

4. In a situation where the Association becomes non-functional or unconstitutional, the Advisory Board shall meet and discuss the situation and with a minimum of three votes in favor shall call the General Body and guide the General Body to take appropriate action.

5. The advisory board may oversee the General Election for the new executive committee and handing over of the relevant documents by the outgoing executive committee to the incoming committee of the Association.

INTERNAL REGULATIONS

SECTION 1 (MEMBERSHIP)

A. Any eligible person for membership may submit the application in the prescribed form dully filled to the secretary as per the constitution. The executive committee shall have the authority to accept or refuse the membership. The decision shall be notified to the applicant.

B. An expelled member shall have the right to appear in person and appeal at the next annual general body meeting, were a majority can reconsider the issue. He/she shall submit a request to the executive committee for granting him/her permission to appear at the general body meeting and the executive committee shall table the request to the general body meeting.

SECTION 2 (GENERAL BODY MEETING)

A. Resolution and queries on the final account or any other matters shall be submitted to the executive committee in writing at least five (5) days before the general body meeting.

B. Any matters arising out of the discussion in the general body meeting shall be resolved by tabling a motion then and there accordingly.

C. Any matters not unanimously agreed upon, except amendments to the constitution shall be decided by a simple majority of vote of the members present. In case of a tie the president shall have a casting vote.

D. Election to the executive committee shall be by secret ballot whereas other voting by show of hands.

E. In case the president and vice-president are absent for a meeting the members present shall elect a chair person from among those present to conduct the meeting.

F. The business of the meeting shall be conducted in accordance with agenda however, if required by the majority of members present the order of agenda may be changed.

G.

1) The election of the executive committee shall be held at the annual general body meeting which is held before January 31st of each fiscal year.

2) All the eligible members of the association shall be given at least two (2) weeks prior notice advising them of the name, location, and date and time of the election.

3) An election officer shall be nominated by the executive committee from the general members for conducting the election. The secretary of the association shall provide the election officer with the latest copy of the voters list.

4) The nominations to the executive committee shall be submitted on the prescribed form duly proposed and seconded by members eligible to vote, with the consent of the nominee. One member shall not be nominated for more than one position of the executive committee. The nomination shall be filled with the election officer before seven (7) days of the election and shall allow a period of two (2) days for withdrawal.

5) Any person shall qualify to be nominee for an executive committee position, if he/she is a full member of the association for at least six months (6) prior to the election.

6) If the election officer has approved the nomination of a nominee, the nominee shall be allowed to contest in the election even though the nominee is not physically present at the time of election, provided the nominee has informed the election officer for his/her absence during the election.

7) The election shall be held by acclamation if unanimous or by secret ballot if contested.

8) In the absence of the election officer a person from the floor shall be nominated as the acting election officer to conduct the election.

9) If two (2) or more persons tie for one position the winner shall be chosen by drawing a lot. If any of the positions of the executive committee is not filled, the newly elected executive committee shall have the rights to fill those positions.

SECTION 3 (EXECUTIVE COMMITTEE)

A. If a executive committee member(s) is /are found misappropriating the associations funds, misconduct, misusing the position or deliberately violating the constitution, upon the recommendation of the executive committee for the immediate disciplinary action the general body shall take any of the following action depending upon the degree of his/her/their misconduct:

1. Disqualify the member(s) from becoming an office bearer of the association for a period of three (3) years.
2. Suspend or expel the member(s) from the association for a specific period.
3. Take appropriate legal action.

B. All matters not unanimously agreed upon in the executive committee, shall be decide by a vote. In case of a tie the president shall have a casting vote.

C. The executive committee shall have the power to frame additional internal regulations when necessary provided they do not contravene the provisions of the constitution and existing internal regulations. However, additions to the internal regulations shall be by the unanimous decision of the executive committee, which shall be ratified by a simple majority in the next annual general body meeting.

D. All matters discussed in the executive committee shall be treated as strictly confidential. The secretary shall be the only person authorized to announce decisions if necessary, to members. Any executive committee member violating the confidentiality of the executive committee or making public criticism about the executive committee shall be removed from the committee forthwith a two third (2/3) majority decision of the executive committee.

SECTION 4 (ADMINISTRATION AND RECORDS)

A. All correspondence for association shall be through the secretary.

B. The executive committee may at its options have the power to appoint an accountant from the current elected members to assist the Treasurer in his/her day to day activities. The accountant's powers are limited to assist the treasurer in record keeping with no authority to sign notes, drafts and checks.

C. The records shall consist of its certificate of incorporation, IRS documents, corporate seal, constitution and internal regulations and amendments thereto, minutes of all meetings, register of membership, financial documents and such other documents, inventories and such other records as shall be designated by the executive committee from time to time.

D. The records shall be maintained in English or Malayalam and shall remain at the association's office or possession of the secretary or designated members as decided by the executive committee.

E. All records, assets, liabilities, cash and bank accounts shall be handed over to the new executive committee at the time of transfer of charge.

F. The outgoing executive committee shall arrange transfer of charge to the newly elected executive committee within two (2) weeks from the election.

SECTION 5 (LIBRARY/VIDEO CLUB)

A. Library

1. Active members of Oklahoma Malayalee Association only area eligible for library membership

2. If for any reason, an active member loses OMA membership, it will result in losing library membership until OMA membership is reinstated.

3. A separate application has to be submitted for library membership

4. Membership fees for library shall be as follows

a. Yearly membership \$12.00

b. Life membership \$25.00

5. A membership card shall be issued for use of members.

6. Maximum of two books shall be issued at one time for duration not to exceed thirty days.

7. A late fee, 10 cents a day per book held more than thirty days, will be charged.

8. In addition to cost of the book, \$5.00 will be charged to an issued member for lost or damaged book.

9. Reference books are to be kept in library at all times and cannot be checked out.

10. Responsibility of the library shall be entrusted to a three member subcommittee with an OMA executive member as convener.

B. Video Club Regulations

1. Membership in video club is free to all active members of Oklahoma Malayalee Association.

2. Patrons are allowed to rent video cassettes for a minimal fee for a period not to exceed as decided by the executive committee from time to time.
3. \$5.00 per cassette shall be charge d to issuer as cost recover for failure to return them.
4. The library committee shall be entrusted with the responsibility of the video club.