

**BYLAWS**  
**OF**  
**MALAYALEE ASSOCIATION OF TALLAHASSEE, Inc.**

**ARTICLE I – ASSOCIATION**

**Section 1.1 - Name**

The name of the organization shall be "MALAYALEE ASSOCIATION OF TALLAHASSEE, Inc" hereinafter referred to as MAT or the Association.

**Section 1.2 - References**

- 1) All references herein to the Association shall mean the Malayalee Association of Tallahassee and all references to the Board shall mean the Board of Trustees of the Association and all references to the Committee shall mean the Executive Committee of the Association. All references to Community shall mean community of Kerala origin residing in living in and around Tallahassee, Florida, USA. All references to he or him shall be interpreted to be gender neutral and can be read as he or she or him or her.

**ARTICLE II-OBJECTIVES**

This Association is organized exclusively for charitable, educational and cultural purposes with the following objectives:

- 1) To promote the cultural, social activities among the members of the community.
- 2) To serve as a forum of friendship and exchange of ideas and information for the members of the community.
- 3) To establish communication among the members of the community
- 4) To celebrate festivities that are dear to community.
- 5) To organize periodic community activities
- 6) To provide forum, funds, resources and facilities for literary and cultural activities and Malayalam language education.
- 7) To maintain and promote the cultural and educational heritage of the Land of Kerala.
- 8) To provide possible help and assistance for the needy and deserving in the community.

### **ARTICLE III- MEMBERSHIP**

- 1) The membership in the Association to anyone residing in the USA over the age of 18 years who are interested in
  - a) The furtherance of the Association objectives
  - b) Preserving and nurturing the language, culture and arts of Kerala
- 2) The Association shall establish the following two kinds of memberships for membership fee payments: (a) family and (b) single.
  - a. Family membership shall be for all the members of a family who are related to each other by marriage or blood. Voting rights under family membership shall be restricted to two adult *members*
  - b. Single membership shall be for those who live by themselves or who cannot qualify for the family membership
- 3) The board of Trustees shall decide the membership fees from time to time and the membership shall be renewed annually
- 4) All members of the Association shall have equal rights and privileges. .

### **ARTICLE IV - RELATIONSHIP WITH OTHER SIMILAR ORGANIZATIONS**

The Association is a non-profit organization and will not discriminate anyone based on religion, caste, gender, or creed and will encourage the members to develop cordial and friendly relationship with other similar organizations. The members will bear no ill-will or malice towards any other groups.

### **ARTICLE V - BOARD OF TRUSTEES**

The policies of the Association shall be formulated by a Board of Trustees and shall be responsible for the general membership of the Association. The Trustees will serve the association as long range planning body and shall help the Executive Committee to successfully implement those plans. Trustees shall provide strategic guidance to the Executive Committee in the management of the Association's operations to meet the members' current and future needs.

#### **Section 5.1 - Number and Terms**

Initially, The Board shall constitute three members. Three members are the Elected President of the Association, the appointed Vice President or General Secretary and the Treasurer.

Going forward, The Board shall constitute five members. Three of the board members are duly elected by the general membership of the Association; the fourth one is the President of

the Association as ex- officio member with voting rights and the fifth one is the immediate past President with voting rights. The President of the Association shall also serve as Secretary to the Board.

The duly elected trustees shall hold office for 2 consecutive years. All trustees are eligible for reelection. Each trustee is expected to attend at least one meeting of the Board. Two meetings of the Board shall be held in each calendar year at such time and place as the Board shall determine to transact the Association business. Special meetings of the Board may be called at any time by the majority of the Board by giving notice to each member of the Board before date of meeting. At all meetings of the Board, majority of the Board shall constitute a quorum for the transaction of business. The members present at any meeting of the Board shall be entitled to vote on any matter requiring the vote of the Board.

The Board shall meet with the Executive Committee at the beginning, middle and end of the year to get informed of the Association activities.

A Trustee cannot serve for more than two consecutive terms.  
Any trustee may resign at any time by giving written notice to the President of the Executive Committee

#### **ARTICLE VI - EXECUTIVE COMMITTEE**

The day-to-day activities of the Association shall be conducted by an Executive Committee consisting of the following:

1. President
2. Vice-President
3. General Secretary
4. Joint Secretary
5. Treasurer

#### **ARTICLE VII - ELECTION AND DUTIES OF EXECUTIVE COMMITTEE MEMBERS**

##### **Section 7.1 - Election**

The general members of the Association shall elect the President and 3 Trustees for a two-year term in January preceding the year for which elections are due. Their term of office shall begin February 1st following the election. The president will choose his Executive committee.

Prior to the general body meeting in January, the President or General Secretary shall inform the general membership, in writing, of the impending election and call for nominations for the next President position and the Trustees positions. A member cannot nominate himself / herself or his/her spouse, but can nominate any other member of the Association. While sending the nomination form, the nominating member should obtain the consensus of the nominee. Elections shall be held if there is more than one nomination for any office. Actual voting shall be done at the general body meeting.

All nominees for the President are required to have been MAT members in good standing. President cannot serve for more than two consecutive terms.

### **Section 7.2 - Duties**

a. President - The President shall preside over all the meetings of the Executive Committee. The President shall have general supervision over the activities and operation of the Association. The President shall sign, execute and acknowledge, in the name of the Association, all transactions authorized by the Executive Committee. He shall have the authority to constitute and appoint members, thereto, to transact specific functions/activities.

b. Vice-President - The Vice-President shall assist the President in carrying out the duties of the President and shall act in his stead, when necessary.

c. General Secretary - The General Secretary shall have the responsibility to maintain the Association records, arrange meetings, programs and activities, and be in general communication with the Association members. He shall also keep minutes of the Executive Committee meetings. He may delegate some of his duties to the Joint Secretary.

d Joint Secretary – The Joint Secretary shall assist the General Secretary in the performance of his duties and shall act in his stead when necessary.

e. Treasurer - The treasurer shall have the responsibility of maintaining the funds of the Association. The Treasurer shall submit financial reports to the Executive Committee.

### **Section 7.3 - Vacancies**

If the President fails to complete a term, the succession in office shall be the Vice- President.

## **ARTICLE VIII - ADMINISTRATION**

The members of the Board and Executive Committee shall hold their offices in an honorary capacity and are not entitled to any emoluments.

The President shall convene the general body meeting once a year at such place and time as determined by the Committee. The President shall convene the Executive Committee meeting as necessary to transact Association business. The decisions of the Executive Committee shall be by majority of the members who are present and voting.

## **ARTICLE IX - DISSOLUTION**

In case the Association has to be dissolved, any asset of the Association, after satisfying all the indebtedness, shall be donated to one or more of a charitable non-profit organization(s)/institution(s). Such dissolution of the Association shall be based upon the decision of majority of the general membership.

## **ARTICLE X – AMENDMENT**

The Bylaws of the Association may be altered, amended, or replaced, in any particular, and the new Bylaws may be adopted, in each case, by affirmative vote of majority of members of the Association who are present and voting at a general body meeting or at a special meeting.