

**BY-LAWS  
OF  
KERALA ASSOCIATION OF PALM BEACH, INC.**

**Article I**


**Definitions & Objectives**

**Definitions:-**


- I. 1 **Name:-** the name of the organization shall be **Kerala Association of Palm Beach**, duly incorporated as a non-profit socio-cultural organization under appropriate Federal and State laws.
- I. 2 **General Body:-** Any eligible individual in good standing, who abides by the purposes and basic policies of the organization may become a member subject only to compliance with the provisions of the by-laws in **Article II**.
- I. 3 **Executive Committee:-** The term Executive Committee shall mean the body consisting of the President, Vice President, Secretary, Treasurer, Joint Secretary, Joint Treasurer and committee members (Minimum of 5 or maximum of 9 Committee members), elected by the General Body.

**Objectives:-**

- I. 4 Promote cultural, educational and social activities encourage & revitalize the traditional arts and crafts of Kerala.
- I. 5 Establish better friendship between Keralites of S. Florida and those in homeland.
- I. 6 Foster friendship among Indians and Americans.
- I. 7 Provide financial and or manual help at the time of a natural calamity to any needy person regardless of age, sex, religion or national origin.
- I. 8 Preserve, foster and transmit the unique heritage (moral, social, cultural, educational & artistic) to the coming generations.

  
Mathew Thomas

  
Lukose Painumkal

  
Mathew Varghese

Jijo Jose

  
Babu Thomas

- I. 9 Raise, solicit donations and receive funds for charities to carry out worthy humanitarian causes.
- I. 10 Organize debates, lectures, exhibitions, research works, entertainments, meetings, conventions etc. as needed.
- I. 11 Award scholarships, prizes, medals, educational aids, etc. to deserving candidates.
- I. 12 Associate and/or maintain contacts with other corporations and associations with similar goals.
- I. 13 Kerala Association of Palm Beach is a non- profit organization and as such, the income of Kerala Association of Palm Beach shall be utilized solely for the advancement of any or all of the objectives herein described above.

## **Article II**

### **Membership & Office Bearers**

#### **Eligibility:-**

- II. 1 Individuals of Kerala origin, their descendents or families with one person of Kerala origin or their descendents residing within Palm Beach county and nearby regions and are above 18 years of age on or before Sept. 15<sup>th</sup> of each calendar year.
- II. 2 January 1<sup>st</sup> to December 31<sup>st</sup> of each year shall be considered as the calendar year.
- II. 3 Membership is limited to individuals with a minimum of 3 months proven residence in the above said regions during the calendar year. It is the individual's responsibility to prove their residency.
- II. 4 Family and single memberships are entertained of which family membership is eligible for two votes (Husband & Wife) and individual membership is eligible for one vote (registered member). An individual is limited to one vote whether he/she has a family membership or single membership.
- II. 5 Membership fees have to be paid in full on or before the prescribed date which shall be September 30<sup>th</sup> and a resident 3 months prior to September 30<sup>th</sup> to be

eligible to vote in the General body. Membership roster shall be verified, approved and signed by the President and the Secretary by October 2<sup>nd</sup> which shall be the voters list for that year.

- II. 6 Candidates to the position of the President should have served as a Vice-President, Secretary, Treasurer, Joint Secretary or Joint Treasurer of Kerala Association of Palm Beach in the current year.
- II. 7 Candidates to the positions of Vice President, Secretary, Treasurer, Joint Secretary or Joint Treasurer, the person should have been a paid member and also should have served as a Committee Member for a minimum of one year.
- II. 8 Any past President or past Secretary of Kerala Association of Palm Beach can be a candidate for any position in Article II. 7 without serving in the committee but must meet Article II. 6 criteria.
- II. 9 Candidate to the position of Committee Member, the person should be an active paid member and should have been a paid member during the previous year.
- II. 10 There shall be an election commission of 3 members which should include the current President (Election Commissioner) and 2 members from the past Presidents or anybody appointed by the executive committee. Election Commission will hold the absolute power regarding the election process and shall be impartial and shall not contest to any position in that election.
- II. 11 The Executive Committee will set forth an election date, nomination date and withdrawal date giving at least seven days time to withdraw any nomination. All paid members should be notified of the election at least 15 days in advance. The voters list shall be made available to the candidates on request. The election will be conducted under the Rules and Regulations formulated by the election commission and approved by the Executive Committee.
- II. 12 Candidate for any elected position shall submit the prescribed nomination form duly signed by the candidate and proposed by two members who are eligible to vote in that election. Nomination forms shall be submitted to the Election Commissioner in person or by mail. Nomination forms will be carefully scrutinized and verified by the Election Commission.
- II. 13 Any eligible member shall propose/recommend only one candidate/nomination in that election.

- II.14 In the event there is more than one nomination/candidate for the positions of President, Vice President, Secretary, Treasurer, Joint Secretary or Joint Treasurer, the position shall be filled through secret ballot. If there are nominations/candidates for more than required number of Committee Members (Minimum 5 - Maximum 9), shall be filled through secret ballot also. Any dispute in the election process, the decision of the election commission shall be final.

### **Article III**

#### **General Body**

- III. 1 The General Body is the supreme forum of the corporation/organization and shall consist of all eligible members present.
- III. 2 All legislative powers are vested in the General Body which shall meet at least once a year.
- III. 3 The General Body meeting shall be held before the end of December and new office bearers shall be elected who will assume responsibilities on or before 31<sup>st</sup> of January.
- III. 4 All official events like the Picnic, the Onam Celebration, and Christmas and New Year, shall be held in Palm Beach County.
- III. 5 All the eligible members should be notified of the General Body meeting in writing, at least 14 days in advance.
- III. 6 All decisions shall be made by a simple majority of the current eligible members present.
- III. 7 The Executive Committee may convene special General Body meetings when necessary. If a minimum of 33% of the current eligible members make a request in writing to the Secretary, the need for a special General Body meeting, the Secretary, in consultation with the committee, shall convene a General Body meeting within 45 days from the date of receipt of the request. All the eligible members should be notified of the General Body meeting, in writing at least 14 days in advance.
- III. 8 The general body shall elect 2 Auditors from the eligible members who do not form part of Executive Committee.

- III. 9 Alcoholic beverages shall not be served or permitted in any official gatherings.

## **Article IV**

### **Executive Committee**

- IV. 1 Duly elected Executive Committee shall have the delegated authority to conduct all activities of Kerala Association of Palm Beach for that Year and shall report its activities at the General Body meeting.
- IV. 2 The outgoing President & Secretary shall serve in the Executive Committee for one more year as Ex-officio members without any voting power.
- IV. 3 The President shall be the presiding officer of all the meetings. In the absence of the President, the Vice President will assume the responsibilities of the President.
- IV. 4 In the event that the President and the Vice President is absent, the President may appoint a member from the Executive committee to preside the meeting. Such delegation of power has to be conveyed to all the elected members by the Secretary prior to the meeting.
- IV. 5 The Executive committee shall meet at least four times during the calendar year. Minutes of the meeting shall be read and passed at the end of all executive committee meetings or at the beginning of the next meeting and signed by the Presiding Officer and Secretary (Joint Secretary in the absence of Secretary).
- IV. 6 A minimum of seven days notice shall be given for all executive committee meetings. In an emergency, the Secretary, with the approval of the President may convene an executive committee meeting or arrange for a teleconference with a minimum of one day notice to discuss and decide on any a specific issue.
- IV. 7 The quorum for the Executive Committee meeting shall be more than 50 percent of the total executive committee members.
- IV. 8 All decisions made by the Executive committee may be approved by a simple majority of the Executive committee members present.
- IV. 9 Professional behavior is expected from every member present at the Executive Committee meetings. Any unparliamentarily behavior or words by any member/members shall not be tolerated and appropriate action shall be taken with the approval of more than 50 percent of the members present.

- IV. 10 Any Executive Committee member who is absent for three consecutive committee meetings without sufficient reason may be removed from the Executive Committee by the Executive Committee and the Executive committee may nominate a replacement.
- IV. 11 In the event that an Executive Committee member resigns from the executive committee, the executive committee may nominate a replacement.
- IV. 12 The Secretary shall maintain a meeting minutes register. Meeting minutes register shall be kept in safe custody for at least five years after that year.
- IV. 13 The Treasurer shall maintain a Membership, Accounts & Assets register updated regularly. The Treasurer shall submit this register on request to the President, Secretary and Executive Committee for verification purposes and membership roster. This register has to be audited at the end of that year. Any discrepancies found, needs to be rectified with sufficient explanation and audited. The membership, accounts & assets register should be kept in safe custody for at least five years after that year.
- IV. 14 The executive committee shall have the right to nominate delegates to any National Organization. All possible efforts shall be made to include delegates from the general members.

## **Article V**

### **Finances**

- V. 1 The source of income shall be membership, donations, sponsors and funds collected through special programs conducted time to time.
- V. 2 An accounting system shall be set up and all necessary fiduciary regulations for a non-profit organization shall be applicable to Kerala Association of Palm Beach.
- V. 3 All outlays of finances shall be strictly governed by the decision of General Body & executed by the Executive Committee.
- V. 4 President, Secretary and Treasurer may sign checks for payment. Two signatures are required for a check to be valid. Specimen signatures of the President, Secretary and Treasurer shall be made available to the bank in the beginning of each year.

## **Article VI**

### **Record Transfer**

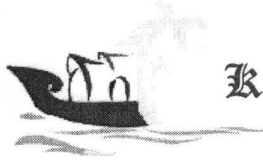
- VI. 1** The outgoing President shall convene an executive committee meeting on or before 31<sup>st</sup> of January which shall include the outgoing and newly elected committee members.
- VI. 2** The outgoing President shall be the Presiding Officer for the said meeting.
- VI. 3** The outgoing Secretary shall hand over the following documents to the newly elected Secretary (Refer to Article IV. 10)
  - a. Corporate documents
  - b. Original By – Laws (Not copies)
  - c. Meeting minutes and records
  - d. Authorization letter to the Bank (To change specimen signatures).
- VI. 4** The outgoing Treasurer shall handover the following documents to the newly elected Treasurer.
  - a. Membership Roster (Refer to Article IV. 11)
  - b. Accounts Register, Check Book, Bank statements etc.
  - c. All the assets of Kerala Association of Palm Beach along with the list
  - d. Duly audited accounts
- VI. 5** It shall be the responsibility of the newly elected Secretary and Treasurer to verify and take charge of the items mentioned in Article VI. 3 and Article VI. 4. The incoming President shall oversee that these are carried out in a proper manner.

## **Article VII**

### **mathewthomas@bemaAmendments and Notices**

- VII. 1** By – Laws may be amended, added or deleted only by a two third majority of the eligible members present at the general body meeting.
- VII. 2** Requests for amendments to By-laws, must be submitted in writing to the President or Secretary, at least six weeks prior to the forthcoming General Body meeting. The said requests shall be discussed on its merits by the executive committee and appropriate action shall be taken.
- VII. 3** Amendments to By-laws shall be notified to the eligible members with a minimum of fifteen days written notice.
- VII. 4** Amendments passed by the general body shall be signed and dated by the President and Secretary and shall be attached to the original By-law and becomes a part of the By-law.
- VII. 5** Notices shall be delivered to the last known address on file. It shall be the responsibility of each member to inform the Secretary of any change in contact address/information.
- VII. 6** Notices can be either mailed or hand delivered. If mailed, the post marked date shall be considered as the day of issue. Notices of executive committee meetings may be given by Phone, Fax or E-Mail.





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### AMENDMENT PROPOSED AND AGREED UPON BY MEMBERS AT THE EXECUTIVE COMMITTEE MEETING DATED NOVEMBER 20, 2016 AND SUBMITTED FOR THE FINAL APPROVAL AT THE GENERAL BODY MEETING.

Committee agreed to increase the membership fee to \$40.00 for family  
and \$20.00 for individual membership in the Association.

This is submitted for formal approval at the general body meeting on  
December 3, 2016.

Secretary

President

The amendment was proposed by: -----

Seconded by: -----