



Cambridge Malayalee Association

Constitution

The name of the Association shall be CaMbridge MALAYALEE ASSOCIATION, here in after called the ASSOCIATION. Based in Cambridge, it will try to reach out to all the Malayalee community members in the United Kingdom and give them an opportunity to be part of the association.

AIMS AND OBJECTIVES

To look into the interests of the Malayalee community in the United Kingdom. And to uphold their cultural and artistic values. To foster friendship with other communities, exchange and share ideas and beliefs with them and enhance quality of life. To promote its indigenous cultural values. To provide the community members with an opportunity to meet, discuss and promote Malayalam language and culture. To extend a helping hand to any member who is in distress and if needed to raise money for charity. To work with other community members and similar associations elsewhere in the world.

OFFICE

The office shall not be changed, except by a resolution of a special general meeting by the Executive committee members.

EXECUTIVE COMMITTEE

The executive committee will consist of a president, vice-president, secretary, joint secretary, treasurer, arts club secretary, five senior advisers and nine executive members. The committee shall have power to set up further committee members for specific purposes and may fill vacancies.

COMMITTEE MEETINGS

The executive committee shall meet quarterly and at such other times as it deems necessary. Notice of each meeting shall be given to each committee member at least two weeks prior to the meeting day. Notice shall be given to each committee member by letter posted to his/her last known address / by telephone / by message / by e-mail or by other electronic media. Accidental omission to give notice to any committee member shall not invalidate the meeting and the decisions taken. If such members become aware of the said meetings the responsibility of requesting a notice of meeting shall lie with him/her.

ELECTION

The term of office of the elected members (officers) shall be from July 1 to June 30 of the year. All Association documents shall be transferred to the new executive committee no later than June 30 of the following year.

No member of the Association shall serve for more than three consecutive full terms in the same position, except for those in the long range planning committee.

The present executive committee members will serve for a fixed period of three years. The first election will take place only after one year. The term of any elected member shall automatically expire if that person shall cease to be a resident of **Cambridge** County or leave the work from Cambridge county area.

The members those who hasn't got any outstanding payments to the Association and those who have membership until 31st of December just prior to election will only be having voting rite and deserve to become a candidate in the election.

Any two members of the Association shall be at liberty to nominate any other member to serve in any position of the Executive Committee. The nomination shall be in writing and signed by the member, his proposer and seconder and shall be lodged with the Secretary at least seven days before the Annual General Meeting at which the election is to take place. In the event of more than one nomination received for any one position, a poll shall be conducted for that position, by means of secret ballot. In case there shall not be any nomination for any one position, the Chairman shall call for and accept nomination for such position, from the floor at the Annual General Meeting.

EXECUTIVE COMMITTEE PROCEEDINGS

The Executive Committee shall meet together quarterly to discuss and regulate the functions of the association. The president or secretary, on the request of any two members of the committee shall call for a meeting of the committee.

Questions arising at any meeting of the 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.

QUORUMS AT GENERAL MEETING

Two-third of the executive committee members whose subscriptions is not in arrears shall form the quorum for all meetings. If two third of the committee members are not present then the present members can decide on a simple majority to continue with the meeting or not.

President

The president shall preside at every meeting of the Association, but if he/she is not present within thirty minutes after the time appointed for the holding of the meeting or is unwilling to act then the members present shall elect vice-president or one of their executive committee member to be chairperson of the meeting.

MEMBERSHIP AND SUBSCRIPTION

Anyone who is of Malayalee origin, who is willing to abide by the rules and regulations of the association, can become a member after paying the prescribed fee. Associate membership shall be open to all Non-Malayalees subscribing to the objectives of the association and shall be nominated by a member of the Association. A member can be dismissed through a vote if the majority of the Executive members vote for it. The committee's decision must be informed to the individual in writing. The dismissed member can appeal against the executive

committee's decision in writing to the President (Chairman) within 21 days. The President (Chairman) can review the appeal and decide on it.

A register shall be kept showing the date of commencement of membership and the list of members with their name and address.

The annual subscription fee for the members/associate members of the association shall be £10-per year. A member shall be deemed un-financial if his/her subscription is three months in arrears. The subscription shall be payable by 31st of July every year.

VOTING RIGHTS

Each individual member shall have one vote and each family shall have two votes, one per spouse. Only those members who have paid the prescribed membership fee as at July 31 will have voting rights. All resolutions can be carried out on a simple majority of those present except changes to the constitution. Any changes to the constitution should be considered only if two-third of the executive committee members are present. Only members who are eighteen years of age or older are eligible to vote and hold any elected office. Associate members shall have no voting rights.

ACCOUNTS AND AUDIT

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 president 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 full details of all such approvals shall be entered in the Minute Book. The auditor or auditors shall be nominated or elected at the general 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.

MINUTES

The Executive Committee's minutes will be recorded by the secretary. He shall keep the Minute Book. The secretary shall register the names of members of the committee present at all meetings. Of all proceedings at all meetings of the committee and Annual General meeting such minutes shall be signed by the president of the meeting at which the proceedings were held.

AMENDMENT

This constitution may be amended by a two-third majority at an annual general meeting.