



Malayalee Association of North Florida

MANOFA By Laws

Version 1.1

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Prepared By MANOFA Executive Committee

Authors: Regin Ravindran, Ajumon Zakharia, Suresh Madathil, Manny Varghese

Table of Contents

Article 1 - Definitions	4
Article 2 - Office	4
Article 3 – Purpose	4
Article 4 - Members	4
Article 5 - Board of Directors	5
Article 6 - General Body	5
Article 7 - Activities	6
Article 8 - Code of Conduct	6
Article 9 - Dissolution	7

Document Revision History

Version	Description of Change	Author	Date
1.0	Original draft	2006 Executive Committee	2006
1.1	Updated with clearer verbiage around the operational processes	2011 Executive Committee (<i>Regin Ravindran, Ajumon Zakharia, Suresh Madathil, Manny Varghese</i>)	April 2, 2011

Bylaws of Malayalee association of North Florida(MANOFA)

Article 1 - Definitions

- (a) The name of the body shall be Malayalee Association of North Florida, Inc(herein called as MANOFA), duly incorporated as a non-profit socio-cultural organization under appropriate Federal and State laws.

Article 2 - Office

- (a) The office of the MANOFA shall be at 6395, Forest Stump Ln, Jacksonville FL 32258, or at such other places as may be established by resolution of the Board of Directors of the Association from time to time.

Article 3 – Purpose

- (a) Promote cultural, educational and social activities, encourage and re-vitalize the traditional arts and crafts of Kerala.
- (b) Foster friendship between Keralites of North America, other Indian and American Organizations.
- (c) Raise, solicit and receive funds, charities and donations to provide financial and/or voluntary help at the time of any Natural calamity or other emergencies that may occur.
- (d) Award scholarships, prizes, medals and educational aids to deserving candidates as decided by the Board of Directors.

Article 4 - Members

- (a) Any resident(primary member should be 18 years or older) of North America, who can speak, read, write or has an ethnic background related to the language of Malayalam, or interested in the culture of Kerala shall be eligible to become a member of this organization.
- (b) Any eligible resident paying the appropriate membership dues and complies with the organization's rules and regulations, shall become a member.
- (c) All enrolled members will have the right to vote and eligible to become a board member. A Family shall have maximum of two votes one for each spouse. Individual members are eligible for one vote. An individual is limited to cast one vote regardless of the membership status.
- (d) The governing board may expel any member violating the code of conduct of this organization.
- (e) The membership dues can be changed by a general body resolution but will always have at least two annual rate plans – one for Family members and one for singles.
- (f) January 1st to December 31st of each year shall be considered as a calendar year.

Article 5 - Board of Directors

- (a) The governing body shall consist of President, Vice-President, Secretary, Joint Secretary, Treasurer and at least two members. The Convener(s) of the various sub committees shall be non-voting members of the Governing Body. The Governing Body will be called as the Board of Directors.
- (b) Members of the board will either be nominated without opposition in the annual general body meeting to be held in the month of Nov/Dec, or if more than one individual is nominated, then the Board member shall be elected by general election. The nominated member should be present at the time of election.
- (c) Absolute majority by voting in a general body meeting shall elect an office bearer. The members present during the election process shall decide absolute majority.
- (d) Elected officials shall serve in their position for duration of one year from January to December of the calendar year and can be reelected for an additional term. The absolute voting majority in a general body meeting may expel any governing official violating the code of conduct of this organization.
- (e) The Board shall present a budget to the general body for its approval annually.
- (f) All Board members are expected to be present at every meeting. Any member who is absent for three consecutive meetings without any valid reasons or proper notification will lose his/her eligibility to continue as a board member.
- (g) If a board member is to be displaced, an approval by absolute majority of the board of directors is required.

Article 6 - General Body

- (a) The General body is the supreme forum of the corporation and shall consists of all active, eligible members present.
 - (b) The general body of MANOFA shall meet at least once a year in Jacksonville. The admission to such a meeting shall be free.
 - (c) A quorum of 50% of all enrolled members (excluding proxies) needs to be present to displace the Board of Directors.
 - (d) The general body meeting shall be held before December of each year to elect the new committee.
 - (e) All eligible members can authorize other members or general counsel to vote on their behalf on simple resolutions. Notice for such proxy voting should be given to the President or a designated member of the Board, 48 hours before the meeting. However proxy voting will not be allowed in elections, disciplinary actions and extraordinary general body meetings.
 - (f) All resolutions to be passed in a general body meeting have to be presented to the Board of Directors for consideration and prior approval before presenting to the General Body.
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Article 7 - Activities

- (a) The members shall engage in all types of Malayalam related cultural and educational activities (both popular and classical).
- (b) MANOFA shall not endorse any religion or religious promotional activities.
- (c) MANOFA shall not align with or lend support to any political parties, domestic or abroad.
- (d) MANOFA shall not engage in caste based activities.

Article 8 - Code of Conduct

- (a) An outgoing President and Secretary shall serve in the Executive Committee in the following year as an Ex-officio without any voting rights.
- (b) The President shall be the presiding officer of all the meetings. In the absence of the President, the Vice President shall assume responsibilities of the President. In the event, the President and Vice President are not available, the Executive committee has the power to nominate one person to preside over the meetings.
- (c) A minimum of 7 days will be provided to convene a Governing body meeting. In case of an emergency situation, the secretary with the approval of President may convene a governing body meeting with a minimum of 1 day.
- (d) The Board of Directors can expel any member that violates any of the sub clauses of section 7, from the membership of MANOFA, after due process.
- (e) Any member causing disruptions of MANOFA's activities including the General Body Meeting shall be barred from attending such activities in the future or for a definite period of time as determined by the Board of Directors.
- (f) In an event that an elected member resigns and/or removed from the Executive committee the Executive committee may nominate a replacement.
- (g) The Secretary shall maintain the minutes of the meetings and all other records which shall be handed over to the new secretary in the following year.
- (h) The meeting minutes register shall be kept in safe custody for at least 3 years.
- (i) President, Secretary and Treasurer may sign checks for payment.
- (j) The treasurer is authorized to spend up to \$199.00 as petty cash. Any amount over \$199.00 should be approved by the President and the Secretary, up to \$1000.00. Any amount over \$1000.00 and up to \$5000.00 should be approved by the Board of Directors. Any amount over \$5000.00 should be approved by General Body.
- (k) Executive Committee members should **not represent or engage in activities on behalf of MANOFA** without prior approval from Executive Committee. Potential violations will be reviewed by Executive Committee and possible action can include
 - a. Suspension from the responsibilities in the Committee for a defined period or
 - b. Dismissal from the Committee

The meeting to review the violation should be attended by a quorum of at least two-thirds of majority Executive Committee members.

- a. The President will chair the meeting, and after the committee has reviewed the said violation, poll the meeting participants for a decision.
- b. In case the violation includes the President, the Vice-President will chair the meeting and exercise the responsibilities of the President for the purposes of this meeting.
- c. In case of a deadlock, the President (in case of (b), the Vice President) will exercise the deciding vote.

Article 9 - Dissolution

- (a) In the event of dissolution, the Board of Directors will donate all of the money to the American Redcross. Any assets will be donated to Salvation Army.