

# KERALA HINDUS OF SOUTH FLORIDA INC.

## BYLAWS

### ARTICLE 1

- 1.1 Name of the corporation shall be KERALA HINDUS OF SOUTH FLORIDA INC. herein after referred as KHSF in this constitution.
- 1.2 The corporation shall be non-political, non-profit organization to perform religious activities.
- 1.3 Any eligible individual in good standing, who abides by the purpose, basic policies and bylaws of the Corporation, shall be a member in the general body.
- 1.4 The Corporation is managed by the Executive Committee consisting of the President, Vice President, Secretary, Joint Secretary, Treasurer, Joint Treasurer and a minimum of three Committee members
- 1.5 Permanent assets like KHSF building and associated properties are managed by Trustee Board.

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**ARTICLE 2**  
**OBJECTIVES**

- 2.1 Provide a forum to meet and discuss religious and spiritual needs of Kerala Hindu Community in South Florida.
- 2.2. Conduct monthly prayer meetings.
- 2.3 Conduct meetings to celebrate days of religious significance.
- 2.4 Provide guidance and arrange religious classes for children and adults. Provide and coordinate efforts to support Hindu religious life of youth and children
- 2.5 Conduct various educational programs, seminars, meetings, and other activities to educate members about Hindu religion, culture and their responsibility to the community.
- 2.6 KHSF shall support eligible Hindu charitable activities and may assist other non-profit organizations engaged in the activities for the welfare of mankind without any discrimination.

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**ARTICLE 3**  
**MEMBERSHIP**

3.1 KHSF will have two types of membership.

a. Family – comprises of Husband and Wife and children less than 18 years of age. A family will have Two Votes that is Husband and wife in the general Body.

b. Single – youth over 18 years of age or Single adults. People under this category must take a single membership to have voting right in the General Body.

3.2 Each member is responsible for the membership fee of each year. The fee will be decided by Executive Committee of KHSF for the calendar year. Membership fee have to be paid in full on or before September 30<sup>th</sup> to be eligible to participate in General Body. Membership roster shall be verified approved and signed by the president and secretary by October 5<sup>th</sup> which shall be the voters list for that year.

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**ARTICLE 4**  
**GENERAL BODY**

4.1 General body is the supreme authority of the Corporation and shall consist of all eligible members present.

4.2 General body shall meet at least once a year in December to elect Executive Committee for the next year and only the person who are in voters list are allowed to Vote.

4.3 All eligible members should be notified of the general body meeting in writing (paper or electronic) at least 14 days in advance.

4.4 The Executive Committee by majority decision may call a general body meeting during the calendar year to discuss important corporate matters. Only the calendar year members are eligible to participate.



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**ARTICLE 5**  
**EXECUTIVE COMMITTEE**

- 5.1 Executive Committee shall elect an election committee of three people with president as chairperson.
- 5.2 Executive Committee, elected by the general body shall have the delegated authority to conduct all activities of KHSF for the calendar year and shall report its activities at the general body. Permanent Assets like the building and associated properties are managed by Trustee Board.
- 5.3 Candidates for the position of president should have served as an executive committee for at least one year in the past five years and should have continuous membership for three years.
- 5.4 Candidates for the position of Secretary, Treasurer, Vice president, Joint secretary and joint treasurer should have two year continues membership.
- 5.5 The president shall be CEO and registered agent. President shall be the presiding officer for all meetings, except Trustee Board meetings, in the absence of President Vice President will assume the responsibilities.
- 5.6 Executive Committee shall meet at least Six times a year, teleconference meeting are considered official.
- 5.7 Secretary shall notify the committee members by telephone or e mail about committee meeting at least seven days in advance. In case of emergency, Secretary with the approval of the President shall call a meeting with 24 hour notice.
- 5.8 The quorum of the Executive Committee shall be more than 50 %
- 5.9 Any decision, the committee have made, will be represented by the President and executed with the help of the entire Committee.
- 5.10 During the committee meeting, if there is any decision disputed due to Tie, the President shall use His/ Her casting Vote to overcome the crisis.
- 5.11 The outgoing President and Secretary shall serve as Ex-officials for one year without voting rights.
- 5.12. In the event there is a vacancy in Executive Committee, the Committee will have the right to fill the vacancy. In the event that a Committee member is absent from three consecutive meetings, the president shall contact that person and request an explanation. After considering the reply, the committee, with the majority can decide future actions.
- 5.13 The Secretary shall maintain a meeting minutes and reports of all events, conducted by KHSF. It is the responsibility of secretary to present the records on all committee meetings, and get it signed by president.
- 5.14 The Treasurer shall maintain a membership, Bank Accounts, assets register and Income and expenditure Register. The Treasurer shall update that at the end of every month and shall submit on request to the executive committee for verification.
- 5.15 The President Secretary and Treasurer may sign checks for payment.
- 5.16 President, Secretary and Treasurer shall not serve in the same position for two Continuous years.

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**ARTICLE 6**  
**TRUSTEE BOARD**

6.1 Trustee Board will have two kinds of members.

A. President, Secretary and Treasurer of KHSF

B. Permanent members. Active members of KHSF who contributed \$5000 or more to the building fund will be permanent Trustee Board members, As long as 6501 Sunset Strip is the home of KHSF this Trustee Board will be in place and no new board members will be added after the building is completed. No General Body will change it.

6.2 Trustee Board will elect Chairman and Secretary from its permanent members for a term of three years. Chairman and Secretary are not allowed to hold an elected position in KHSF. First Secretary will be elected for a term of two years. Trustee Board will not have a Treasure or a separate bank account.

6.3 Trustee Board will be responsible for maintenance, representation in condo association and all legal matters with city and county.

6.4 Chairman will hold \$500 in cash as a reserve for emergency repair and submit the bill to treasure for reimbursement. Any amount above \$500 needs to be approved by Trustee Board. Any amount above \$5000 needs to be approved by Executive Committee also.

6.5 Chairman and Secretary will be responsible for renting the property. Income will be handed over to treasurer.

6.6 Secretary with the approval of Chairman will call the Trustee Board Meeting. Secretary will give seven days notice. In an emergency 8 hour notice will be sufficient.

6.7 Chairman and secretary will present their report to members at annual General Body meeting of KHSF

## ARTICLE 7

### FINANCIAL MANAGEMENT

7.1 The source of income shall be Membership fees, Sponsorship, donations and funds collected through special programs.

7.2 The Executive Committee is responsible for raising enough revenue for each Calendar year, by membership fees Sponsorship and collection through special programs.

7.3 The registered agent of each calendar year is responsibility for renewal of the Registration under the state law of Florida, for nonprofit organizations.



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**ARTICLE 8**  
**RECORD TRANSFER**

8.1 The record transfer will take place within 15 days of election.

8.2 An internal audit will be performed by two members selected by the general body and the audited records will be presented to the joint Committee at record transfer meeting and to any general body member up on request.

8.3 It shall be the responsibility of the new Secretary and Treasurer to verify and take charge of all documents and assets of the Corporation.

**ARTICLE 9**  
**BYLAW AMENDMENTS**


9.1 This bylaw can be amended by the general body with 3/4 majority of the members present and become the part of bylaw.

9.2 Requests for amendments to by laws must be submitted in writing to the 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.

9.3 The proposed amendments to by laws shall be notified to eligible members, at least 15 days prior to general body meeting.

9.4 Amendments passed the general body shall be signed and dated by president and secretary and shall be attached to the original by laws.

  
Leela Nair

  
Aby Anand

  
Sadassivan Kamalasan

  
Anandan Niravel