

Constitution of the
LITERARY ASSOCIATION OF NORTH AMERICA
(KERALITES)
LANA

(Third Amendment Dated 10/3/2021)

ARTICLE I - NAME AND OBJECTIVE

Section 1

The name of this association shall be Literary Association of North America (Keralites) hereinafter referred to as LANA.

Section 2

LANA shall be a non-political, non-profit secular association to provide a common forum to the people (generally of origin from Kerala State, India, but not limited to) who are involved in some of literary activities or artistic activities.

Section 3 - Objectives

- a) To represent and promote Malayalam Literary talents in North America
- b) To promote artistic talents in North America
- c) To encourage writers by publishing their works
- d) To recognize outstanding writers and artists and their contributions
- e) To translate outstanding Malayalam Literary works to English language and vice versa
- f) To organize and conduct interactive literary seminars, discussions, workshops, and to communicate and cooperate with similar associations and writers abroad especially those in Kerala

ARTICLE II - MEMBERSHIP

Section 1 - Categories

There are four categories of memberships. All members, except the Honorary members have voting rights.

Term membership
Life membership
Association membership
Honorary membership

a) Term Membership

The individual can obtain term membership at a fee of \$25.00 upon approval of the Executive Committee. It is valid for two years only. Term members are eligible to be nominated as regional coordinators.

b) Life Membership

The individual can obtain life membership at a fee of \$200.00 upon approval of the Executive Committee. Only life members are eligible to be elected to the Executive Committee. Life membership dues collected shall be kept in a separate savings account and shall not be spent without the approval of the General Body.

c) Association Membership

Upon approval of the Executive Committee, a local literary association can become a member of LANA at a group fee of \$100.00 for a term of two years. The member association has votes in the General Body, and usually the voting rights rest with the President and Secretary of the member association. If any one or both of these officials are already registered members of LANA in individual capacity as term or life member, the member association can nominate other members to the LANA General Body in place of the said officer/s.

d) Honorary Membership

Honorary membership may be bestowed by the Executive Committee upon individuals who are legal residents of North America who have made outstanding performance in the literary and artistic fields at the discretion of LANA. Honorary members cannot hold any positions.

ARTICLE III -STRUCTURE OF THE ASSOCIATION

Section 1 - General Body

- a) The General Body is consisted of valid members of LANA.
- b) There shall be at least one General Body Meeting during a one-year period.
- c) The Secretary shall inform all types of members at least one month prior to the General Body Meeting.
- d) One-third (1/3) of the members shall constitute the quorum. In case of lack of quorum, "Robert's Rules of Order Revised" shall be applied, and meeting shall be conducted.

Section 2 - Executive Committee

- a) The administrative authority of LANA is vested in the Executive Committee.
- b) The Executive Committee shall have nine members, consisting of the President, Vice President, Secretary, Joint Secretary, Treasurer, Joint Treasurer and three members nominated by the elected members. The nominated members are: (1) Chairperson of Public Relations Committee, (2) Chairperson of Program Committee, and (3) an additional committee member. The chairpersons may appoint members to their committees with the approval

of the Executive Committee. The positions for the nominees to the Executive Committee are to be filled before the committee takes charge.

- c) To be elected as President, the person shall be a member of the Executive Committee.
- d) To be elected as a member of the Executive Committee, the person shall be a life member of LANA for at least two years.
- e) The Executive Committee has the authority to take disciplinary action against members if they engage in activities detrimental to LANA, by two-third (2/3) majority. If a member is to be suspended or dismissed from LANA, approval of the General Body is required.

Section 3 - Regional Coordinator

- a) Presidents of local member associations of LANA shall be Regional Coordinators if they are members of LANA.
- b) The Executive Committee can nominate LANA term members as regional coordinators from places where there is no local member association.
- c) With the approval of the Executive Committee, Regional Coordinators may organize literary and artistic activities on behalf of LANA in the respective regions.

Section 4 - Working Committee

- a) Working committee consists of the Executive Committee and regional coordinators.
- b) Working committee shall undertake day-to-day functions of LANA.

Section 5

- a) The President, the chief executive officer of LANA shall be the chief spokesperson of LANA.
- b) The Vice-President helps the President in the administrative duties as well as chair the meetings in his absence.
- c) The Secretary shall keep all records of proceedings and notify members of meetings and other events.
- d) The Joint Secretary shall help the Secretary in his duties. In the absence of the Secretary, the Joint Secretary will fulfill the position of the Secretary.
- e) The Treasurer shall keep all financial records and handle all accounts. All payments and receipts are to be governed strictly under guidance of the President and Secretary.
- f) The Joint Treasurer shall help the Treasurer in his duties. In the absence of the Treasurer, the Joint Treasurer will fulfill the position of the Treasurer.
- g) In the absence of the nominated members, the vacancy shall be filled by the Executive Committee.

Section 6 - Sub-Committees

For the smooth functioning of the organization, the Executive Committee may appoint sub-committees such as membership, publishing, website, election, awards etc. The chairpersons of these committees shall be appointed by the Executive Committee. Chairpersons may add members to their committees with the approval of the Executive Committee. These sub-committees shall work under

the directions of the Executive Committee. The sub-committees should report their activities, progress, and outcome only to the Executive Committee. The sub-committees should not make any financial commitments without the prior approval of the Executive Committee.

ARTICLE IV - ELECTION OF EXECUTIVE COMMITTEE AND REGIONAL COORDINATORS

Section 1

- a) The Executive Committee shall be elected by the General Body for a term of two years.
- b) The Executive Committee shall continue all transactions until the next elected committee take over charge within thirty days of the election.
- c) An individual shall not hold same position in LANA Executive Committee for two consecutive terms.
- d) The Executive Committee is expected to form working committee within sixty days of assuming charge.

Section 2

- a) The Executive Committee shall announce the election for the succeeding office bearers of the organization at least two months prior to the last date of the two-year term. The date and place of election, the positions for election, and the eligibility of the candidates should be disclosed.
- b) The Executive Committee shall authorize a person as the Election Officer to conduct the election.
- c) The Election Officer may nominate members to assist him/her with the approval of the Executive Committee.
- d) The Secretary shall make members roll (voters list) available to Election Officer. No new voting members shall be added to the list after declaration of election and preparation of voters list. The Election Officer shall make nomination forms and members roll (voters list) available in advance for those who request.
- e) Duly filled nominations are to be sent to the Election Officer on or before the date set by the Executive Committee.
- f) The Election Officer should inform the candidates about the status of their nominations.
- g) The method of election shall be by secret ballot in presence. The Election Officer shall not vote in the election or compete for any position.
- h) In case of a tie, the winner shall be decided by drawing a lot.
- i) Nominations will be accepted from the General Body in case of insufficient nominations.

Section 3 - Auditor

The General Body shall elect an Auditor who could verify the Accounts and Financial Statements. The Auditor may be invited to attend the Executive Committee meetings with no voting rights.

ARTICLE V - FISCAL YEAR, ACCOUNTING & AUDITING

Section 1

The fiscal year of LANA shall be from January 1 to December 31 of each calendar year.

Section 2

- a) The Treasurer shall prepare financial statements in accordance with the standard accounting procedures.
- b) At the end of each fiscal year the accounts should be audited by two people who are members of LANA nominated by the Executive Committee at any of its meeting during the fiscal year.
- c) The Treasurer shall present duly audited financial statements at the Annual General Body Meeting for approval.

Section 3

- a) In case LANA is dissolved, the assets shall be liquidated according to state laws and all cash generated shall be donated to a charity (or charities) selected by the General Body.
- b) No individual member shall be liable for lawsuits filed against LANA.

ARTICLE VI - ADVISORY BOARD

Section 1

- a) Advisory Board is consisted of five preceding ex-presidents.
- b) The outgoing President shall serve as the Chairperson of the Advisory Board.
- c) In case of any problems or disputes in LANA working committee, the Advisory Board shall get involved and recommend amicable solution.
- d) In case of any vacancy, the remaining members shall nominate an eligible member for the remaining period of the vacant position.

ARTICLE VII - RELATIONSHIP WITH OTHER ASSOCIATIONS

Section 1

- a) LANA is an independent organization.
- b) LANA may cooperate with other associations upon invitation.
- c) If there is need for financial commitment, the Executive Committee shall use discretion to use available funds.

Section 2

LANA shall not merge with any other association.

ARTICLE VIII - AMENDMENTS

This constitution may be amended by the General Body with the majority of two-third (2/3) of members present at that General Body. The proposal of amendments will be mailed to all members at least fifteen (15) days prior to the General Body meeting where the amendments will be introduced.

ARTICLE IX - RULES FOR PARLIAMENTARY PROCEDURE

The "Robert's Rules of Order Revised" shall be the standard parliamentary procedure for all meetings of LANA.

This constitution read and passed by the General Body meeting held on October 3rd, 2021 in Chicago LANA convention.

Constitution Committee:

J. Mathews – Chair
Presannan Pillai – Member

Josen George
President

Anilal Sreenivasan
Secretary

K K Johnson
Treasurer