



Open with ▾

**CONSTITUTION
AND BYLAWS**

**OXFORD
MALAYALEE
SAMAJAM**

— 🔍 +

TABLE OF CONTENTS

Open with ▾

PART I: OXMAS CONSTITUTION

ORGANIZATIONAL NAME

OBJECTIVES

AIMS

AREA OF OPERATION

MEMBERSHIP

FISCAL YEAR

EXECUTIVE

DUTIES OF THE ELECTED AND APPOINTED OFFICERS

MEETINGS

ELECTIONS

BYLAWS

PART II: APPENDIX

A. RULES OF ORDER AT AGM

B. ORGANISATION CHART

— 🔍 +

Open with ▾

PART I:
OXMAS CONSTITUTION

ORGANIZATIONAL NAME

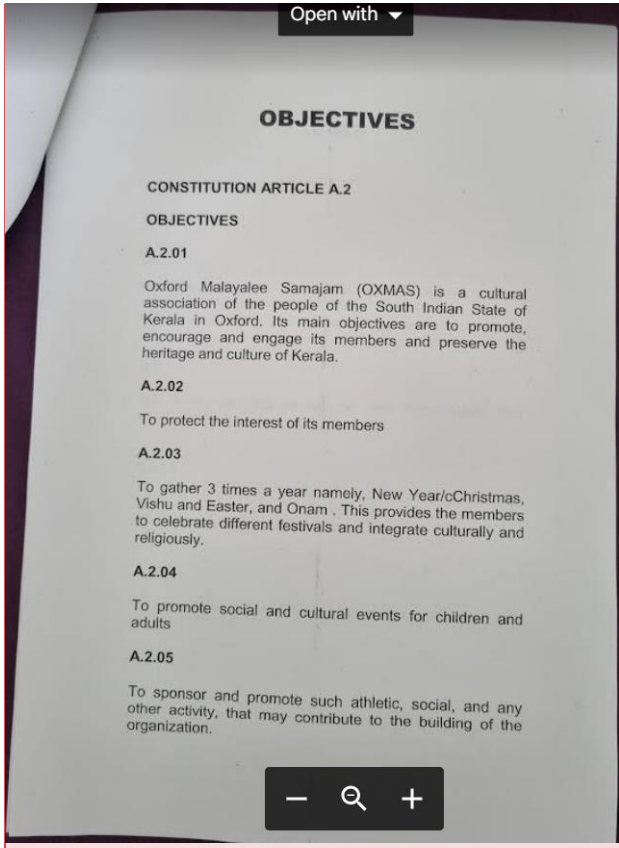
CONSTITUTION ARTICLE A.1

ORGANIZATIONAL NAME

A.1.01

The name of this organization shall be the **Oxford Malayalee Samajam**. The organization shall be referred to in this constitution and bylaws as **OXMAS** and/or as the **Samajam**.

— 🔍 +



Commented [PA1]: PA - comment 3
A.2.03 - This section must be under 'functions/services' rather than under objectives.

Commented [PA2]: PA - comment 2
A.2.02- What interest?

Commented [PA3]: PA-comment 1
A.2.01. Its main objectives are to promote, encourage and engage its members towards greater interaction between member families and to preserve the ethnic and cultural heritage of Kerala.

Open with ▾

AIMS

CONSTITUTION ARTICLE A.3

AIMS

A.3.01

To provide an opportunity for the members within the boundaries as set down in this constitution, to integrate, socialize and participate in the events according to the rules and regulations as set forward by the association.

A.3.02

The motto for OXMAS will be '**Pro knowledge: Pro service**'.

A.3.03

To co-operate and work with the Oxford City Council and other associations in Oxfordshire

— 🔍 +

Commented [PA4]: PA Comment -

A 3.03 - To engage with the local authorities and similar associations/clubs in Oxfordshire to promote good values/human developments for its members.

Commented [PA5]: PA - Comment

A 3.01 - To provide opportunities for its members,, who are from within the geographical boundaries as demarcated in the constitution, to participate, integrate, and to socialise such events organised by 'OXMAS' in accordance with its rules and regulations as inscribed in the constitution.

Open with ▾

AREA OF OPERATION

CONSTITUTION ARTICLE A.4

AREA OF OPERATION

A.4.01

The territorial boundaries for the OXMAS will be the geographical area comprising of the city of Oxford, villages of Kidlington, Bicester, Abingdon, Wallingford and Banbury.



x

MEMBERSHIP

CONSTITUTION ARTICLE A.5

MEMBERSHIP

A.5.01

Membership shall be given to all who reside in the area of operation with a monthly rate of £3.00(See amendment-9) per person or £6.00 per family Membership will have to be approved by the OXMAS committee and is usually for life. Children will not be charged any membership fee.

A.5.02

Copies of the constitution and bylaws shall be made available on request to members of OXMAS. The constitution and bylaws may also be posted on the OXMAS Internet website at the discretion of the executive.

A.5.03

The elected officers shall be elected at the Annual General Meeting, held between February 1 and April 30 of second year of the term. Each officer shall live within the boundaries as set down in this constitution and must be a member in good standing with OXMAS. If there are no interested members that meet the criteria for office, then the membership may solicit nominations from the floor during the Annual General Meeting to fill those positions. Should there still be no OXMAS members interested in filling any elected positions on the executive, then the newly elected executive shall have the authority, at the beginning of the new fiscal year (as defined by Section

Open with ▾

A.6.01), to appoint one individual to each of the available position(s). A person appointed to an elected executive position will have the same rights, responsibilities, accountabilities, and authority, as if the person had been duly elected.

A.5.04

Elected officers shall hold office not later than first of May following the date of their election. Term of office shall be for a two (2) year period.

A.5.05

The OXMAS executive is empowered to carry on the business of the Association at its regular Annual General Meeting and half year meeting (every 6 months).

A.5.06

The OXMAS Executive shall have the power, with proper justification, to suspend, expel or discipline any member and/or any other persons connected in any way with the Association. Suspensions, expulsions or disciplinary sanctions may be assessed for the violation of the association rules; conduct unbecoming to the association, and/or refusing to accept and obey rulings of OXMAS.

A.5.07

Members of OXMAS are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit -- financially or other wise. Members shall not vote in such instances. The Executive will make a ruling where the question of a conflict of interest arises.

— 🔍 +

Open with ▾

FISCAL YEAR

CONSTITUTION ARTICLE A.6

FISCAL YEAR

A.6.01

The fiscal year will be twelve-month period, commencing April 1 and ending March 31 of the following year.

A.6.02

The term of the executive body will be 24 months (2 years)

EXECUTIVE

CONSTITUTION ARTICLE A.7 EXECUTIVE

A.7.01

The Executive shall be as follows:

ELECTED OFFICERS or otherwise known as the **ELECTED EXECUTIVE:**
The Patron, The President, The General Secretary, 2 Vice-Presidents, 2 Joint Secretaries, The IT Secretary and Treasurer.

APPOINTED OFFICERS or otherwise known as the **APPOINTED EXECUTIVE-(co-ordinators)**

— 🔍 +

10 further co-ordinators representing a region within Oxford to coordinate and communicate with the members in their representative areas. The Elected Executive reserves the right to create other appointed positions as needed or necessary.

A. 7.01.a

Unless otherwise decided by the Executive, one of the vice presidents and one of the joint secretaries shall be elected from amongst the lady members of OXMAS.

A. 7.02.

(a) Voting on a motion may only be done if a quorum exists at a given executive meeting. A quorum is defined as 30% of the executive plus 1. The executive is defined as the complement of the elected officers and appointed officers. Unless otherwise stated in the constitution and/or bylaws, the elected officers and appointed officers may execute voting. The President will only vote in the event of a tie vote. On some issues, as stated in the constitution and/or bylaws, only the elected executive votes.

(b) Any Elected or Appointed officer who fails to attend a minimum of (3) three consecutive Regular Executive Meetings in a given year will lose their voting privileges for the remainder of that year. Any elected or appointed officer requesting a reinstatement of their voting privileges may make an appeal to the executive.

A.7.03

The OXMAS Executive and Standing Committees will be as set forth in the bylaws.



Open with ▾

A.7.04

It is the responsibility of each newly elected Executive to make reasonable and regular efforts to keep the membership informed as to the details of the decisions rendered at the Annual General Meetings.

A.7.05

The OXMAS Executive shall produce and make available an organization chart at the start of each new fiscal year. See Appendix "B" in the OXMAS By-laws.

**DUTIES OF THE ELECTED AND
APPOINTED OFFICERS**

**CONSTITUTION ARTICLE A.8
DUTIES OF THE ELECTED AND APPOINTED
OFFICERS**

A.8.01 The Patron

(a) Shall act as an advisor to the President and the Executive and must be a member in good standing. And also act as the returning officer in the election process.

(b) Shall perform such duties as may be assigned by the Executive.

— 🔍 +

Open with ▼

A.8.02 PRESIDENT

- (a) The President, when available, shall preside at all meetings of OXMAS and be a member in good standing.
- (b) Shall be empowered to have a meeting at the request of three or more members of the Executive.
- (c) Shall perform all duties as directed by the Elected Executive.
- (d) The President or an appointed delegate from the Elected Executive (as per A.7.01) and/or Appointed Executive (as per A.7.01) shall represent OXMAS at all meetings or any other meeting at which the Executive feels the OXMAS should be represented where and when possible.
- (e) The President shall not participate in debate while presiding as chair of a meeting except in the case where the President has brought forth a motion.

A.8.03 VICE-PRESIDENTS

- (a) Shall perform such duties of the President if absent. While acting in that capacity shall vote only in the event of a tie and be a member in good standing.
- (b) Shall perform such duties as assigned by the President and/or the Elected Executive of OXMAS
- (c) Shall be primarily responsible for leading all aspects with respect to the operation of the association and dealing with issues that pertain to the association.

A.8.04. GENERAL SECRETARY

- (a) Shall keep an accurate record and distribute the minutes of all Executive Meetings, Committee Meetings, and General Meetings, to all Executive members, and other persons the Executive deem necessary and be a member in good standing.
- (b) Shall carry out correspondence, to answer inquiries at the direction of the Executive.
- (c) Shall notify the Executive of the time, place, and date of meetings.
- (d) Shall assure the proper processing of all contracts.
- (e) Shall be the custodian of all books, papers, records, documents, and other instruments belonging to the OXMAS.
- (f) Shall carry out all duties as assigned by the Elected Executive.

A.8.04. INFORMATION TECHNOLOGY/ PRO

- (a) Shall be in charge of the OXMAS web page.
- (b) Shall carry out correspondence, to answer inquiries at the direction of the Executive on the OXMAS web page.
- (c) Shall work with the treasurer and maintain the electronic records of membership, payments and other activities of OXMAS.



(d) Shall carry out all duties as assigned by the Elected Executive.

A.8.05 TREASURER

(a) Shall deposit all funds received into a Bank approved by the Elected Executive in a timely manner and be a member in good standing.

(b) Shall pay all accounts by cheque, signed by the Treasurer, President, or Vice President or any other officer as authorised by the Elected Executive to countersign and be a member in good standing.

(c) Shall keep an accurate record of all monies received and disbursed and report the same at each membership and executive meeting.

(d) Shall present an Interim Financial Statement at the Annual General Meeting.

(e) Shall report at each Executive meeting any unusual items, unpaid fees and balances of all accounts.

(f) All bank statements of OXMAS will be delivered to the OXMAS Post Office Box and be collected by the secretary, left sealed and then opened by three Executive members, not including the Treasurer. All entries will be reviewed before being turned over to the Treasurer.

(g) The Treasurer shall not pay any invoice until approved by the Executive. The Treasurer shall pay no invoice that is not an original, and shall never pre-sign any OXMAS cheques for any reason.



A.8.06 APPOINTED EXECUTIVE COMMITTEE MEMBERS- (co-ordinators) see amendment

The duties of the individual appointed members (co-ordinators) will be outlined at the quarterly meetings and will be approved by the elected executive.

MEETINGS

CONSTITUTION ARTICLE A.9

MEETINGS

A.9.01 REGULAR EXECUTIVE MEETINGS

- (a) The President shall call regular executive meetings. Regular executive meetings shall be held at least once a month during the fiscal year.
- (b) A quorum shall consist of a simple majority (defined as 30% of the Executive plus 1) of the Executive (which includes both the elected and appointed officers), including the immediate Past President.
- (c) Any amendment or change to the bylaws made by the Executive must be approved by a simple majority of the members (elected + appointed) in attendance and shall only have force for the remainder of the year.
- (d) Only members in good standing of OXMAS shall be eligible to vote at these meetings.



A.9.02 GENERAL BODY MEETING

- (a) The President shall call an Annual General Meeting that will be held between March 31 and April 30 of each year, for the purpose of changing the constitution and bylaws and electing the new elected officers.
- (b) The Executive shall appoint a nominating Committee of members of OXMAS at least six weeks prior to elections. The nominating Committee shall if possible, submit the names of at least two members for each office, and shall obtain their consent to run for office.
- (c) All reasonable efforts will be made to notify the OXMAS membership of the date, time, location of the Annual General Meeting.
- (d) All members of OXMAS will be notified of the time, date, proposed agenda and location of the meetings by the Secretary, at least fourteen (14) calendar days in advance of such date.
- (e) A quorum for Annual General Meetings shall be 15 eligible voters.
- (f) At each Annual General Meeting, the membership shall be advised of any proposed changes to the OXMAS constitution and/or bylaws. These changes may then be ratified by a majority vote of the membership at the Annual General Meeting to be put into force indefinitely. Changes to the Constitution can only be made by the membership at the Annual General Meeting.
- (g) Only members of OXMAS shall attend meetings.



Open with ▾

(h) Non-members may be invited by special invitation as approved by the Executive where such presence will be beneficial to the meeting.

(i) Only members in good standing may vote and the Annual General Meeting.

(j) Non-members may not vote.

(k) The general body meeting will be held separately at least 2 times in a year –not associated with celebrations. (Amendment-4)

ELECTIONS

CONSTITUTION ARTICLE A.10

ELECTION RULES AND PROTOCOLS (Amendment-2)

A.10.1

Only floor election allowed.- No appointed returning officer. The Hon. Patron will act as the election controller. Both joint secretaries will help the Patron in the election process.

A.10.2

During the floor election members can nominate candidates and more than one candidate nominated, then count majority in the floor.

– 🔍 +

A.10.3

One person can nominate one candidate only.

A.10.4

The Patron, The president, secretary, and treasurer (these post holder has no continuity after one term.(These post holders cannot be nominated again.)

A10.5

The term of the executive will be 2 years.

A.10.5 (Amendment on 14/11/2015)

The election process will take place during the Easter/Vishu programme of the end of the 2nd year of the elected executive committee.(only the election of executive office bearers.) During this time there will be no presentation or discussion about the annual report from secretary or financial report from treasurer. This should be take place in a separate annual general body meeting.

BY-LAWS

ARTICLE B.1 MEMBER ENTRY REGULATIONS

B.3.01

Any member residing within the boundaries as defined in the Constitution, and any child residing within the boundaries are eligible for membership.



Open with ▾

B.3.02

All members registered with OXMAS must pay the full Fee as specified on the registration form at the time of registration (e.g., in person, by mail, or on-line). The full payment may be made by one of the following methods: cash, cheque, or direct debit.

B.3.03

At the time of Registration any member who for reasons beyond his/her control cannot pay the membership Fee, the Committee or his/her appointed representative will present the case to the Executive. The member will not be allowed to participate in any of the events until the Executive has ruled on the case.

– 🔍 +

APPENDIX A:

RULES OF ORDER AT ANNUAL GENERAL MEETINGS

President's welcome address

Address by Patron

Annual report of the General Secretary

Annual report of the Treasurer, available to each member

Changes and amendments to the Constitution, bylaws and rules

Election of Elected Officers

New Business

Good and welfare of OXMAS

Meeting adjourned



APPENDIX B:

ORGANISATION CHART

EXECUTIVE OFFICE BEARERS:

THE PATRON

THE PRESIDENT

VICE PRESIDENTS

GENERAL SECRETARY

IT SECRETARY

JOINT SECRETARIES

TREASURER

CO-ORDINATORS- see amendment



Bye Law Amendments- (9 amendments)

1.-Oxmas Address

It will be the President's address, which will be the official address for all corresponds.

It is the responsibility of the newly electing president to change the address.

2.-Elections-

See the article 10 for amendment details.

3.Re- Structure of Committee-

Elected positions and terms.

Patron-1

President-1

Vice presidents-2

Secretary-1

Joint secretary-2

IT secretary/PRO-1

Treasurer-1

Arts co-ordinator-1 and 2 joint arts co-ordinators= 3

Sports co-ordinatos-1 and joint co-ordinators-1 =2

Executive committee-5 members-responsible for all general activities.



Vice presidents and joint secretaries help the 5 committee members to do the stage settings, decorations, light, sound, curtain, hall arrangement etc.

4. Expel, dismiss or suspension of members.

The committee will make the decision and to get approval from the general body meeting with more than 50% of vote from the presented members.

If an expelled, dismissed or suspended member is interested to re-join OXMAS, that person has to submit an application to the executive committee and after that to get approval from the general body meeting.

The period for re-joining application will be 5 years.

5. Appoint 2 internal auditors to audit the OXMAS account. And will be selected from the general body meeting.

6. Sub- committees.

Term will be 2 years

Charity committee-

One co-ordinator and members plus president and secretary will automatically become the charity committee members.

Women's committee-

One co-ordinator and members plus president, secretary, female vice president and female joint secretary also become the members.



Children's committee-

One co-ordinator and members plus president, secretary, female vice president and female joint secretary also become members.

7. Social media misuse

If any of the OXMAS members involved in any kind of abuse or harassment against any of the oxmas members, in the social media including Facebook, will be dismissed from the organisation, according to the decision of the executive committee, and forwarded the matter to the police for further legal action.

8. General body meeting will be held separately at least 2 times in a year – not associated with any celebrations or cultural events.

9. There single (individual) membership will no longer available in OXMAS. Only family membership with a monthly subscription of £6.00 will be available.
