

Nair Service Society of Minnesota (NSS of Minnesota)

Bylaws

Preamble

We, the people having origin or connection by birth, marriage or otherwise with NAIR community and having come to the United States of America for the purpose of permanent settlement, studies, work or visit desiring to unite amongst ourselves for the purpose of better understanding and to foster friendship, fellowship, goodwill, co-operation, progress and betterment amongst ourselves on the one hand and with other communities of Indian origin and also with other nationals and their cultures on the other hand, have resolved to form an Association by agreeing upon and adopting the rules, principles and objectives enunciated hereunder for the said purpose for a framework to gain a smooth and harmonious working order to carry them out efficiently and successfully in practice. Accordingly we hereby constitute ourselves as an Association under the Sections set out as follows.

These bylaws shall have 2 sections. Section-1 shall have fundamental articles that cannot be amended; while Section-2 articles may be changed or modified in the future as deemed necessary, in compliance with Article 9.

Section-1

Article 1. Name of the organization

This organization shall be called "Nair Service Society of Minnesota" hereinafter referred to as NSS of Minnesota or Association in this document and other correspondences. All members of this organization collectively constitute the "general body".

Article 2. Purpose and Objectives of the organization

The primary purpose of this non-political, non-profit, religious, cultural and charitable organization is to provide a forum for members, in Minnesota state, to create better understanding among its members and others and to enhance their social and cultural life based on the traditional ways of life and values of NAIR community.

Aims and Objectives of the Association

1. To represent the social, cultural and religious interests of the members of NAIR community in Minnesota state.
2. To conduct, coordinate and promote all the activities of common interest to the NAIR community of Minnesota state.
3. To assist members in efforts, which are designed to improve social, cultural and educational programs.
4. To encourage active participation of all members in social and cultural functions, and other activities concerning the general purpose of this organization.
5. To raise, solicit, receive and manage funds, medicines, clothing, books and other articles to carry out the above objectives and other worthy causes important to the interest of the NAIR community in Minnesota state and/or elsewhere; and for the benefit of the poor and needy people in general
6. To maintain close co-operation between members and other fraternal organizations and foster friendship through mutually benefiting activities.
7. To assist members in need by arranging family and marriage counselling, child welfare, child guidance, aging service and emergency financial assistance.
8. To preserve and promote culture, heritage, traditions and way of life of the members of the NAIR community.
9. To coordinate and conduct charitable, educational, literary, scientific, cultural and social activities of NAIR's in North America.
10. To organize programs and celebrate events of significance to Hindu religion, Nair community in particular.
11. To do all that is needed to preserve and protect the best interests of its members in accomplishing the above objectives.
12. Engender interest in younger generation, growing up in St Louis area, in Kerala Culture and traditions.
13. Provide opportunity for members – men, women and children - to participate and take leadership in all activities of the Organization.
14. Strive to contribute back to the community at large and being a good citizen.

Section-2

Article 3. Membership & Privileges

1. Membership is open to any person belonging to the NAIR community by birth or marriage and who is at least eighteen years old and who subscribes to the ideals of the association upon completion of the application and the approval of the executive committee.
2. Membership has to be renewed every year by paying applicable fees or dues.
3. Membership year is from January 1 to December 31 of the same year.
4. Membership can be obtained any time of the year, but fees cannot be prorated.
5. The Executive Committee sets the membership fees and privileges for each year.
6. Membership cannot be transferred.
7. There shall be two categories of memberships;
 - a. Family – 2 adults and children.

- b. Individual – single adult over 18 years.

Article 4. Board of Directors

1. The purpose of the Board of Directors shall be to review the working of the Organization and provide advice for improvements to facilitate smooth functioning of the Organization.
2. There shall be at least five members for the Board of Directors. The Board could operate with at least 3 members in case of extenuating circumstances.
3. The term of each Board of Directors shall be a maximum of 4 years at a stretch.
4. One member of the Board of Directors may retire every year and a new member be appointed.
5. To meet the previous 3 requirements the following procedure shall be followed during the first 2-year period of the Board. Board members shall retire, which will be decided by consensus, and will be replaced by a new member.
6. The Executive Committee shall appoint the Board of Directors.
7. To be eligible to be appointed to the Board of Directors one should have served in the Executive Committee previously.
8. No person can serve concurrently on the Board of Directors as well as Executive Committee.
9. The General Body should approve any newly elected Board of Directors.
10. Board of Directors shall meet at least once a year; or more if need arises or on request by a Board Member or Executive Committee members to discuss any issues.
11. The first meeting of the Board of Directors shall be chaired by the President or a person designated by the President (Board of Directors excluded), to conduct, election of a "presiding board member for the year"; The presiding board member is responsible for the normal functioning of the board, including calling & conducting meetings keeping of the minutes and communicating with executive committee.
12. Members of the Board may also request to attend any Executive Committee meeting and provide advice regarding activities of the organization. However this attendance should be minimized and the independence and neutrality of the board shall be maintained all the time.
13. The Board of Director should be informed of the activities of the Executive Committee including Meetings, and minutes of the meetings.
14. If a crisis arises, threatening the normal functioning of NSS of Minnesota, the board of Directors, shall initiate action to discuss the situation with the executive committee as a whole or with individual members of the executive committee, to remedy the situation, first on advisory capacity and if that fails take over the functions of the executive committee, on a temporary basis until normalcy is established.
15. The Board of Directors shall elect a President and Vice President in case those positions are vacant. Vice President will be the presiding board member in the absence of Chairman for any reason and will be responsible for the normal functioning of the board.

Article 5. Executive Committee

1. A group of office bearers chosen by the General Body constitutes the "Executive Committee".
2. The following constitute the Executive Committee of NSS of Minnesota
 - President
 - Vice President
 - Secretary
 - Joint Secretary
 - Treasurer
 - Director of Membership
 - Director of Youth Activities
3. The Executive Committee administers the day-to-day functioning of the NSS of Minnesota. And any and all activities undertaken by NSS of Minnesota should be prior approved by the committee.
4. All decisions taken by the Executive Committee on behalf of the NSS of Minnesota are binding on the General Body.
5. The Executive Committee shall meet quarterly and at such other times, as it deems necessary.
6. The President or his designee shall sent notices to all Executive Committee members, at least seven days prior to the date of the meeting, in writing, by telephone or by other electronic media
7. General Body member may request to attend any Executive Committee meeting.
8. Any member who wants to present his or her views or suggestions to the Executive Committee shall contact the President and he or she shall present it to the Executive Committee during the next meeting and present a reply to the member.
9. No member shall express his or her own views, suggestions, opinions or ideas about the organization in any form that includes but not limited to mail, email, telephone, social media or fax unless prior approval from the Executive Committee is obtained.
10. Four members of the Executive Committee shall constitute a quorum. Proxy arrangements shall not be used for the purpose of constituting a quorum of the Executive Committee.
11. Any emergency decision of the Executive Committee shall be taken after discussing and voting through any medium of communication by the President with other Executive Committee members. The decision shall be ratified in the following Executive Committee meeting.
12. In situation requiring vote of the General Body and where there is insufficient time to convene the same, the Executive Committee shall act on behalf of the general body, provided the decision is approved by two-thirds of the membership of the Executive Committee. Such action shall have the concurrence of the general body at its next scheduled meeting.
13. General Body meeting shall be called upon the request of the President or two-third of the Committee. The Secretary shall send out notices of these meetings to each NSS of Minnesota member two weeks in advance.
14. The following are the roles of Executive Committee members.

A. President and Vice president

1. Serve as spokespersons for the organization.
2. Preside over all the General Body and Executive Committee meetings.
3. Coordinate the work of all committees and subcommittees.
4. Vice-President takes the lead in the absence of the President or as delegated by the President.

B. Secretary and Joint Secretary

1. Record the minutes of the meetings and share it with all Executive Committee members, and make it available to general body members on request.
2. File and maintain all necessary paperwork needed to keep the non-profit status of the organization with the government.
3. Help the president and Vice president in coordinating the activities of NSS of America.

C. Treasurer

1. Collect and disburse the operating funds as directed by the Executive Committee.
2. Maintain a complete record of all income and expense of the organization and to make the records available to members upon request.
3. Submit the annual financial statements to the Executive Committee.
4. Keep a record and track all materials purchased and owned by the organization.

D. Director of membership

1. Maintain a record of all members and their contact information in organization with the treasurer.

E. Director of Youth activities

1. Responsible for coordinating and conducting youth activities.

Article 6. Election of office bearers

1. The General Body shall meet in January after the initial year of incorporation, each year to elect new Executive Committee members.
2. The term of each Executive Committee member is for two years.
3. The Executive Committee may decide the election process.
4. An individual can be nominated to the Executive Committee only if he or she has spent a minimum of one year as a regular member of NSS of Minnesota.
5. Each adult General Body member of NSS of Minnesota has one vote.
6. Only members who are eighteen years of age or older are eligible to vote and hold any elected office of NSS of Minnesota.

7. Members need to be present at the meeting to have a valid vote. There is no provision for proxy voting for members who are absent.
8. Resignation from the Executive Committee or the Board of Directors must be in writing or email and received by the President.
9. Executive Committee can decide how, when or whether to fill a vacant position.
10. All vacancies will be filled only to the end of the particular Committee member's term.
11. Office bearers shall not have any financial interest in the activities of NSS of Minnesota.

Article 7. Sub-Committees

1. Sub-committees may be formed to conduct various activities of the organization.
2. Only NSS of Minnesota members can be part of a sub-committee.
3. Each sub-committee should have at least 1 Executive Committee member as its member and should report its activities to the Executive Committee.
4. Some of the sub-committees suggested are:
 - a. Cultural & entertainment activities
 - Plan and organize cultural programs
 - b. Sports, games and picnic
 - Plan and organize annual picnic
 - c. Literary and newsletter
 - Prepare newsletter, directory and or souvenir
 - d. IT group, Website etc
 - Maintain groups
 - Maintain website and related artifacts
 - e. Food committee
 - Coordinate food during various programs
 - f. Marketing and advertising
 - News, press release, posting information
 - g. Scholarship
 - Call for and review to select suitable candidate(s).
 - Periodically review and suggest updates to the selection criteria

Article 8. Finance

1. The fiscal year of NSS of Minnesota shall be from January 1st to December 31st every year.
2. The Treasurer shall close the account at the end of each fiscal year, using projected Amounts / figures where necessary, and present it to the General Body. Copies with final details are to be made available to members at all times. The Treasurer shall close the accounts as on December 31st of each fiscal year and hand over all the financial documents to the new treasurer taking charge on January 1st of each year including the details of account receivables / payables.
3. The Organization shall not borrow or pledge its credit without the written consent of $\frac{2}{3}$ (two thirds) of the membership, and endorsed by the Board of Directors.

4. Individual members of the Organization shall not be liable for any legal action taken against the Organization.
5. Accounting shall consist of an Operating Fund, generated by annual membership dues within a fiscal year, and a Reserve Fund, consisting of all other assets of NSS of Minnesota maintained in various investment vehicles.
6. Executive Committee may decide to set up separate and independent accounts, other than those 2 stated above, for special programs they plan to start
7. Operating Fund shall pay for expenses related to annual programs once operating funds are established and if enough funds are available in it. Programs may be decided by the executive committee.
8. Reserve Fund shall be used only for emergencies and/or special programs.
9. Executive Committee may plan other special events in a year. Any excess Operating Fund from that fiscal year may be used for special programs. At least 50% of the cost of such events shall be raised either by excess operating fund or by alternate means. Funds from Reserve Fund may be requested for special program as stated in section 10 and 11.
10. Any decision taken by the Executive Committee to participate in any special project or program that requires investment from NSS of Minnesota Reserve Fund should be approved by the Board of Directors.
11. Any decision taken by the Executive Committee to participate in any special project or program, which may require an expenditure of \$2500.00 or more of NSS of Minnesota Reserve Fund, should be approved by a simple majority of General Body.
12. Any decision to dissolve the organization shall be made by majority vote of the membership.
13. In the event of the dissolution of the organization all asset shall be donated to a charity selected by the majority of the voting members of the organization.

Article 9. Amendments

1. These bylaws have no time limits and are effective perpetually unless modified by future Executive Committees.
2. All amendments to Section-2 of this bylaw need to be proposed and ratified by the Executive Committee.
3. All amendments to Section-2 of this bylaw need to be ratified by the Board of Directors.

Article 10. Miscellaneous

1. All inventories of properties and documents including correspondence, publications and accounts relating to the Organization activities belong to the Organization.

Amendment History

Year/Month

Detail
