



LEEDS MALAYALEE ASSOCIATION (LEMA)

BY-LAWS

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Version Control Sheet

Ver sion	Description of Change	Date	Approved by	Authorised by
1.0	First Draft	Nov'08	President	President
2.0	Discontinue practice of wreath for relatives	Mar'15	General Body	President
3.0	Complete review of document to incorporate rights to amend by-laws, memberships, tenures, code of conduct, executive committee, rewards & recognition program etc	Dec'16	General Body	President

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Introduction

The purpose of this document is to outline the constitution of the Leeds Malayalee Association (LEMA) hereafter called as the "association". LEMA aims to connect with each & every Malayalee in order to create a socialising platform & promote unity and support for each other. It comprises of a wide network of Malayalees spread across different parts of Leeds and Yorkshire who wish to preserve and celebrate the Keralite tradition in spite of being thousands of miles away from their native homeland.

Aims & objectives

- To look into the interests of the Malayalee community and uphold their heritage, cultural, traditional and artistic values.
- To foster friendship with other communities, exchange and share ideas & beliefs with them and enhance quality of life.
- To bridge the gap between the local communities.
- To work with other communities and similar associations to create awareness about different cultures, enabling cultural integration and harmony.
- To provide the community members with an opportunity to meet, discuss and promote Malayalam language and culture.
- To promote the indigenous heritage, cultural, traditional and artistic values of the Malayalee community.
- To extend a helping hand to any member who is in distress and need for support.

Office

The office of the association shall be the address of the General Secretary momentarily until a designated location is identified.

Membership

LEMA membership can be availed via,

- Regular membership - Anyone who is of Malayalee origin and residing in Leeds, and is willing to abide by the rules and regulations of the association.
- Associate membership – Anyone who is not completely of Malayalee origin (either spouse/partner) but subscribing to the objectives of the association and nominated by a regular member of the Association, but will not be eligible for

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voting or holding any official position.

- Special membership - Anyone who is of Malayalee origin and residing outside Leeds however within Yorkshire, nominated by a regular member of the Association and is willing to abide by the rules and regulations of the association with no voting rights or ability to hold any official position.

The Executive Committee will be entrusted with the responsibility to complete the on-boarding process of new members into the association. Membership of existing members or new members would be confirmed only after payment of the annual subscription fees of the LEMA association.

Regular members, moving homes outside Leeds but within Yorkshire and interested to renew their LEMA membership, will continue to enjoy all benefits of their membership.

A register shall be maintained by the Secretary highlighting the list of members with their names and contact details. No personal records would be requested/maintained by the committee. The annual subscription fee for the members of the association shall be charged for a period from 1st April to 31st March every year as communicated by the functional committee. All membership fees are required to be settled with the "Treasurer" as per the timelines communicated by the Secretary. The committee reserves the right to grant membership and their decision would be deemed final.

Termination of membership

LEMA membership can be terminated by the functional committee on the basis of disciplinary grounds, violation of code of conduct or any such acts of violence/criminal bearing that would hamper the reputation of the association and its members. The minimum tenure of termination will be one year however will vary depending upon the gravity of the incident and as per the discretion of the Executive committee. No refund of membership fees will be paid in this instance. Post completion of a year, the ex-member can apply for membership at any time subject to a recommendation by any of the existing (regular) members.

An ordinary member or a committee member can also be dismissed based on the decisions of the Executive committee passed by 2/3rd majority of votes.

The decision must be informed to the individual in writing/email who in turn has the

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right to appeal again in writing/email only within 21 days. The Executive committee will review the appeal and share their results with the President. Any concluding decision arrived at during this exercise will be abiding to the member.

Disciplinary action

In the event of a member found guilty of violation of the LEMA code of conduct as articulated in the document below, a "warning letter" would be issued by the Secretary via email in consultation with the committee members. The member would have ten days to appeal against the letter in writing to the LEMA committee. The matter would be then taken up for further internal review and a final decision would be conveyed to the member within ten days via email. The committee's decision would be final and recorded officially. Post two instances of warning letters, if a member is found guilty again, he/she is automatically eligible for termination of membership and the appropriate policy as mentioned above will be put into practice.

LEMA Committee

The LEMA working committee will consist of:

- President
- Vice-President
- General Secretary
- Treasurer
- Four committee members

The Executive committee will consist of a President, Vice-President, General Secretary and Treasurer. The Executive Committee might have the President from the previous working committee as a special advisor however is not a mandatory requirement. This committee shall have the power to set up further committee members for specific purposes and may fill vacancies as appropriate.

Committee Meetings

No pre-set frequency exists for organising committee meetings or executive committee meetings instead can be convened as required with prior notice of at least a week. Committee members will be notified electronically with exact details of the meeting in advance. Members are requested to confirm their participation with the Secretary prior to the meeting in order to avoid any possible delays. A minimum quorum of 75% is desired for the meetings however under unavoidable circumstances, the meeting might

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still take place as per the discretion of the President. All decisions taken at these meetings will require acceptance from 2/3rd majority of the members present.

The President will chair all committee and executive committee meetings. In the absence of the President, the Vice President will be responsible for the meeting. All meetings will be convened and conducted by the Secretary with due consideration to all committee members.

Election

The term of the elected office bearers shall be from April 1st to March 31st every year. No member of the committee shall serve for more than three consecutive full terms in the same position, unless due to lack of availability of options with due consent from the Executive committee. A cooling period of two years will be applicable if an ex-committee member aims to re-join the committee in future however subject to prior consent of the functional committee.

In case of completion of tenure, elections will be held at the Annual General Meeting. Election of the vacant committee member's spot is voluntary however must be recommended by any two members of the Association.

In the event of more than one nomination received for any position, a poll shall be conducted for that position, by means of secret ballot.

Voting rights

Each individual (regular) member shall have one vote and each family shall have two votes, one per spouse. Children of existing members need to have a separate membership and above 18 years of age in order to be able to vote. All resolutions can be carried out on the basis of a simple majority of those present. Any changes to the constitution should be passed by two-third majority of the committee members. The President of the committee can exercise a casting vote in addition to his normal vote in order to resolve a deadlock when exists. Associate & special members shall have no voting rights.

Social networking platform

Emails, Whatsapp & Facebook would be the authorised means of communication medium employed by LEMA for engaging with its members. It will be the responsibility

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of the Secretary of the LEMA committee to control the official email address (lemauk@hotmail.co.uk) and Facebook account (**Leeds Malayalee Association – LEMA, UK**). The committee will appoint multiple admin users to administer the whatsapp accounts – **“LEMA Official”** to cascade official & important information to all association members and **“Members-LEMA”** for general networking of members.

Accounts and Audits

Until the association's bank account exists, any form of money received by the association shall be deposited in the Treasurer's account only at the earliest possible date. Only the Treasurer and other Executive committee members can make monetary transactions and deal with financial matters. All accounts shall be presented on request at a Committee Meeting with supporting details of the transactions.

The auditor or auditors shall be nominated at the General Body meeting. They shall examine all accounts, vouchers; receipts, books etc., and furnish a report there on to the members at the Annual General Body meeting. Audits shall be conducted at regular intervals of not more than twelve months. All disputes must be addressed by the Treasurer within 5 days once it is raised, keeping the Executive Committee in loop.

Minutes of the meeting

The Secretary is responsible to publish the minutes of all meetings of the association electronically within 5 days post the meeting is conducted. No form of minute book or hard copies will be maintained. Attendance and all discussions carried out during the meetings will be recorded on a word document and shared with all attendees via email/whatsapp. All clarifications must be sought with the Secretary within 10 days else the contents of the minutes will be deemed acceptable to the circulation list of members.

Borrowing powers

If at any time, the Association in a General Body meeting passes a resolution authorising the Executive Committee to borrow money, the Executive Committee shall thereupon be empowered to borrow money either at one time or from time to time and at such rate of interest and in such form and manner and such security as shall be specified in such resolution and thereupon the President shall at the direction of the Executive Committee make all such depositions of the Association property or any part thereof and enter into such agreements in relation thereto as the Executive Committee

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may deem proper for giving security for such loans and interest. All members of the Association whether voting on such resolutions or not, and all persons becoming members of the Association after the passing of such resolution, shall be deemed to have assented to the same as if they had voted on favour of such resolution.

Duties of office bearers

The President shall ordinarily preside over all over all meetings of the Association. The Vice-President shall deputise for the President in his/her absence at all times.

The Secretary shall be responsible for routine correspondence & communication with all members, the organisation of meetings & events and support the committee members in other activities of the Association as required. The General Secretary shall prepare an agenda and convene all meetings in consultation with the President. The Treasurer shall be responsible for the finances of the Association, collection of subscriptions and dues, fees and maintenance of accounts etc. The Treasurer shall be responsible for disbursement of money with the approval of the Executive Committee and all cheques shall be signed by the Treasurer along with the President or General Secretary for operation of bank accounts.

The Treasurer shall submit his annual report at every Annual General Boy meeting of the Association duly audited by an auditor appointed by the Executive Committee. The accounts of the Association for the year shall be closed on the 31st March of each year.

Committee code of conduct

1. The President has the overall responsibility for the conduct of the committee, providing leadership with regard to member's responsibilities, values and the roles taken by fellow committee members.
2. Committee members should not use their position to gain financial or other material benefit for themselves, their families or friends.
3. Committee members must not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their duties. Should a conflict of interest arise, a Committee member must declare the interest and take no part in any discussion or vote.

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4. One should not behave in ways that could damage or undermine the reputation of LEMA and should not take part in activity which is in conflict with the objects of the association.
5. To be effective, committee members must be willing to prepare for meetings and attend regularly or submit apologies in case of any inconvenience.
6. Any confidential information relating to LEMA or its members must remain confidential and not discussed or shared with others external to the association.
7. Any decisions taken in meetings or collective forums must not be discussed or shared outside the group as it devalues the integrity and reliability of the LEMA committee.
8. Have the best interests of the association in mind at all times.
9. Fulfil any responsibilities assigned at the meeting and be prepared to report back on progress at the next meeting.
10. Committee members must treat each other & members of the association they come into contact with when working in their role with respect and courtesy at all times.

Members code of conduct

1. Timely renewal of membership and payment of event fees within prescribed timescales.
2. Support, respect and abide by the LEMA code of conduct.
3. Never attempt to use the LEMA resources for personal gains or for any purposes without prior approval from the President.
4. Present a fair, honest and objective viewpoint.
5. Protect the privacy and confidentiality of all LEMA related information entrusted to me if any.

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6. Participation in LEMA events and meetings by maintaining the decorum of the schedule without any inconvenience or discomfort to fellow members or guests.
7. Approach committee members as appropriate in order to report any incidents or findings that might impact the association in a significant manner.
8. Members shall not speak in the name of the association, its' executive committee or committees, without the authorisation of the President.
9. Avoid any kind of misconduct that might bring the association into disrepute leading to disciplinary action and suspension from the association.
10. Endorse the laid out objectives of the association at all times.

Meetings of the association

The meetings of the Association shall be as follows:

- a. Annual General Body Meeting
 - b. Committee meetings
 - c. Special meetings
- The Annual General Body Meeting shall be held in March of every year.
 - One-third of the total membership may send in a written requisition to the President for a Special Meeting for any special matter which shall be indicated on requisition. The President, with the approval of the Executive Committee, shall request the General Secretary to convene the meeting within 14 days of the receipt of requisition.
 - The quorum at the Annual General Meeting shall be one-third of total membership but a two-third majority shall prevail at this meeting. When a special meeting is called by a member or members the quorum shall be half the total membership and a two-third majority shall prevail at this meeting.
 - All motions, resolutions or amendments shall be proposed and seconded by minimum two members. If there is an amendment to the motion the amendments shall be put to the vote first. Voting at all meetings shall be by show of hands or by ballot, as the members present in the meeting shall decide.

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- Any member, who desires to bring a motion before the general body, shall give in writing 15 days' notice to the General Secretary, with the motion duly proposed and seconded by two members. The Executive Committee shall have the full power to decide whether the motion shall be brought before the general body.

Rewards & recognition program

- The current recognition program is limited to the GCSE and A-level wards of all LEMA members however might change under special circumstances as deemed appropriate by the committee.
- Sole criteria for rewarding GCSE & A-level wards would be on the basis of overall toppers within the LEMA members' community due to the complexity associated with judging the right candidate.
- Members will be required to furnish their ward's examination results to the committee in advance in order to qualify for the recognition program.
- In the event of no competition, the available candidates will qualify for the program.

Amendment of Constitution

The power of the amendment of this Constitution shall be vested in the functional LEMA committee in line with the welfare and objectives of the community. Updates/amendments if any will be shared with all members electronically. For clarification purposes, all queries can be addressed to the committee via whatsapp/email/phone. Any member who desires to make an amendment to the Constitution shall give a notice in writing to the General Secretary 15 days before the special meeting called for the purpose with the amendment duly proposed and seconded by two members. Any motion to amend the Constitution shall be deemed to have failed unless there is a majority of $2/3^{\text{rds}}$ of the members present and voting in favour of the motion for amendment.

Dissolution of association

- The general body shall have the power to wind-up the Association. Notice of the motion to wind-up the Association shall be given and shall not be deemed to be approved unless carried by a majority of $2/3^{\text{rd}}$ of the members present and voting at the meeting called to approve the motion.

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- In the event of the Association being wound-up, after discharging all liabilities the Committee shall momentarily hold the balance of the assets for the benefit of "any charitable organisations which are established for and purposes of which are charitable according to the English Law", in such shares as the Committee shall agree or in default of agreement in equal shares. If none of the charitable institutions are in existence then the Committee shall hold the property in any Indian Institution which in the opinion of the Committee has charitable aims and objects as near to the aims and objects of this Association as defined by this Constitution as possible.

LEMA Cricket Club by-laws



LEMA cricket club
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