



***Constitution of the Malayalee Association of
Bridgend- BMA Bylaw***

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President

Summary of Amendment/s:



Constitution of the Malayalee Association of Bridgend

1. NAME: Bridgend Malayalee Association (BMA)

The Association shall be known as Bridgend Malayalee Association and its address and office shall be at 10 SEDD GOCH BRACKLA, BRIDGEND CF31 2HN

2. OBJECTS

The objects of the Association shall be to promote the benefit of the inhabitants of Bridgend and the neighborhood and in particular those of Kerala origin, without distinction of sex or of political, religious or other opinions by:

- Advancing education concerning good citizenship in a multi-racial, multi-cultural and multi-faith society and promoting good relations between such persons;
- Advancing education concerning Indian culture and history either independently or jointly with other organizations having similar objects;
- Relieving such persons, primarily those of Kerala origin, conditions of need, hardship or distress, by the provision of an advice and information service dealing with questions of housing, in welfare rights and immigration and legal problems;
- Associating the local authorities, voluntary organizations and inhabitants in common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants; and
- Establishing or securing the establishment of a community centre and managing or cooperating with any statutory authority in the maintenance and management of such a centre for the activities promoted by the association in the furtherance of the above objects.

2. MEMBERSHIP

The membership of the Association shall be open to all subject to the provisions hereinafter contained for the termination of membership, and shall consist of the following categories:-

a) Patrons

Any person over eighteen years shall be eligible to be a patron for life upon donation of a sum TWENTY TIMES the membership fee towards the funds of the Association.

b) Life Members

Any person over eighteen years shall be eligible for life membership upon donation of a sum TEN TIMES the membership fee towards the funds of the Association.

c) Full Members



Person over eighteen years shall be eligible for full membership on payment of due subscription hereinafter provided.

d) Student Member

Any student over sixteen years shall be eligible for membership on payment of due subscription hereinafter provided.

e) Honorary Member

Honorary Members may be elected for life, or such period, as the General Meeting may deem expedient. A two-third majority of members present and voting shall be necessary to ensure such election.

f) Associate Group Member

Any Association, groups or like organization whose aims and objects are compatible with those of the Association and acceptable to the Executive Committee referred to hereinafter

4. RIGHTS AND PRIVILEGES

(a) Every member of the association shall, subject to provisions herein and the bylaws for the time being in force and to any decision by the Executive Committee are entitled to use and enjoy, in common with other members of the Association, all the facilities afforded by the Association from time to time.

(b) Each Patron, *Life* Member, Full Member and Student Member, if over the age of eighteen, shall have right to vote at any General Meeting.

(c) Honorary members and Associate Group Members shall not have a right to vote at any General Meeting and shall not be eligible for election as members of any Committee of the Association save that Honorary and Associate Group Members shall have the right of audience at such meetings.

(d) The rights and privileges of Associate Group Members shall be such as are determined by the Executive Committee from time to time, and they shall not be entitled to exercise any rights and privileges accruing to a member in any other category of membership.

(e) Only members of at least three months standing shall have the right to vote in any election of the Executive Committee.

(f) The President and the General Secretary shall be the Official spokesmen of the Association.



5. NOMINATIONS OF OFFICES

Any Patron, *Life*, Full or Student Member if over the age of eighteen of at least six months standing may be nominated for any of the offices of the Association. Nominations shall be included in the notice for the Annual General Meeting (AGM). All nominations shall be supported by a Proposer and Secunder who shall each be a Patron, Life, Full or Student member, if over the age of eighteen, of at least six months standing, and shall be given in writing to the General Secretary at least twenty-one clear days before the AGM. The General Secretary shall give written notice to each member at least seven days before the AGM, and such notice shall contain the names of all nominees, proposers and seconders.

6. SUBSCRIPTIONS

The annual subscription in respect of each category of membership shall be such sum as fixed from time to time by the Executive Committee, and shall be due on the first day of January in each year, subject to ratification at an AGM.

7. MANAGEMENT

- a) The affairs of the Association shall be carried out by an Executive Committee elected annually at the Annual General Meeting. The Executive Committee shall comprise of the following officers, namely: President, Vice-President, General Secretary, Joint Secretary, Public Relationship Officer (PRO), Treasurer, and not more than eleven other members.
- b) The Executive Committee shall have right to invite any observers in any Committee Meeting, as it thinks fit.
- c) The Executive Committee shall have the power to appoint such Sub-Committees as may be deemed necessary and may determine their terms of reference, powers, duration and composition. All acts and proceedings of such Sub-Committee shall be reported back fully and promptly to the Executive Committee.
- d) The Executive Committee may appoint and dismiss such paid officers, not being members of the Executive Committee, as it considers necessary.
- e) No person shall hold the same office whether on the Executive Committee or a Sub-Committee, for more than two consecutive years. But, the immediate past President and General Secretary of the Association should be ex-officio member of the Executive Committee for a period of one year or until the next AGM as the case may be, to ensure continuity.
- f) Unless otherwise stated, a decision of the Executive Committee shall be by way of simple majority of those present and voting. Nine members of the Executive shall constitute the quorum,



g) The office of an Office Bearer or Members of the Executive Committee shall be vacated as

Such Office Bearer or Member

- i. becomes bankrupt or makes arrangement or composition with his/her creditors generally,
- ii. becomes of unsound mind,
- iii. resigns his/her office by notice in writing
- iv. is absent from three consecutive Meetings of the Executive Committee without good reason and/or for such reason or for any other good and sufficient reason (subject to the person in question first having the right to be heard by the Executive Committee) and the other Members pass a resolution by a two-thirds majority that the office of such Office Bearer or other Member of the Executive Committee shall be so vacated, provided that the quorum shall be nine members of the Executive Committee.

h) In the event there being a vacancy in the Executive Committee, any member of the Association over the age of eighteen may be co-opted onto the Executive Committee by a simple resolution of the executive Committee until the next Annual General Meeting or Extraordinary General Meeting.

i) The Executive Committee shall meet at least once in every three month and a Special Meeting of the Executive Committee may be called at any time by the President or General Secretary or two members of the Executive Committee upon seven clear days' notice in writing being given to all other Members and such Notice shall give details of all the matters to be discussed.

j) Whenever possible three clear days' written notice shall be given of all ordinary Meetings.

k) The Executive Committee shall meet together for the dispatch of business and adjourn and otherwise regulate the Meetings, as they think fit. Questions arising at any meeting shall be decided by a simple majority, each member of the Executive Committee having one vote, but in the case of an equality of votes the Chair shall have a second or casting vote. The hereinafter-mentioned provisions related to the chairing of the General Meeting of the Society shall apply to Meetings of the Executive Committee.

l) A bound Minute Book shall be provided and kept by the Executive Committee and the Secretary (or in his/her absence, a member of the Executive Committee) shall enter therein a record of all proceedings and resolutions of each Meeting or at some subsequent Meeting when the Minutes shall have been duly confirmed.

m) The President, Vice-President, Secretary, Joint Secretary, PRO and Treasurer jointly may if the circumstances warrant it make any decision concerning the day-to-day management of the Association without approval from the full Executive Committee, but in such circumstances shall be under a duty to report fully to the Executive Committee at its next Meeting.



8. RESPONSIBILITIES

The Executive Committee shall be empowered to conduct the general administration of the Association, whilst the responsibilities of the Office Bearers shall be as under:

a) The President.

The President shall represent the Association on all formal occasions and shall be the Chair on all business meetings of the Association. The President shall have a casting vote and his/her decisions concerning the conduct of the Meeting and his/her interpretations of the constitutional problems shall be final. He/she shall be an ex-officio member of all sub-committees.

b) Vice-President

In the absence of the President, the Vice-President shall be Chair of the Meeting when he/she shall have the rights of the President. In cases of prolonged absence of the President, the Executive Committee may elect the Vice-President to be the Acting President, when he/she shall have the right of the President.

c) General Secretary

The General Secretary shall be the Chief Executive Officer responsible for conducting the affairs of the Association, and shall convene in consultation with the President, or Vice-President or two members of the Executive Committee, any committee meetings as deemed fit and also be responsible for maintaining records, minutes of the meetings etc., and conducting all correspondence unless specially delegated to other members by the Executive Committee. The General Secretary shall have a casting vote and his/her decisions concerning the conduct of the Meeting and his/her interpretations of the constitutional problems shall be final. He/she shall be ex-officio member of all sub-committees, which may be appointed. The Secretary shall keep regular Minutes of the Meetings, and have custody of the books, and upon his/her relinquishing office and whenever required by the Executive Committee, hand over all property and books of record to any person delegated by the Executive Committee.

d) Treasurer

The Treasurer shall be generally responsible to the Executive Committee and the Members of the Association for the accounts of the Association and shall not spend any funds of the Association for purposes other than those in accordance with the objects of the Association. The Treasurer shall be responsible for keeping an up-to-date inventory of all the assets of the Association, and such inventory shall be available for inspection upon request by any member of the Association.



9. GENERAL MEETING

a) The Annual General Meeting of the Association shall be held within sixty days from the 31st of December. At least thirty-five clear days' notice shall be given by the General Secretary for such a Meeting. The quorum of the Meeting shall be one-eighth of the Voting Members. The business of such a Meeting shall be:-

- i. To receive and if approved to adopt the Annual Report and an Audited Statement of Accounts to the end of the preceding year.
- ii. To elect Members of the Executive Committee and Officers of the Association.
- iii. To elect an Auditor who shall be an Accountant by profession.
- iv. To deal with any special matter which the Executive Committee desires to bring before the Members, and to receive and consider questions from the Members for consideration by the Executive Committee which have been notified in writing to the Secretary not less than forty-two clear days prior to the Meeting.

b) Extraordinary General Meetings may be called by a notice to the General Secretary in writing at least forty-two clear days before the date upon which the AGM is sought to be called, and such notice must be signed by:

- (a) A majority in number of the Executive Committee, or
- (b) at least one-quarter of the paid-up members of at least three months' standing, and must state fully in the form of a Resolution the matter upon which the request is made. The General Secretary must, in the case of such notice being given, give at least fourteen clear days' written notice to all Members, and such notice shall contain the names of all Members seeking the Extraordinary General Meetings to be called and the Resolution sought to be passed.

No business shall be transacted at such Meeting other than that specified in the Notice and no amendment to any Resolution proposed at the Meeting shall be allowed. Quorum of AGM shall be one-third of the paid-up Membership. The President or, in his/her absence, the Vice-President of the Association shall preside as Chair at a General Meeting, and if neither is present within fifteen minutes after the time appointed for holding the Meeting or is unwilling to act, the Meeting shall choose some other Member of the Executive Committee who is present and willing to act as Chair of the Meeting.

10. AMENDMENTS TO THE CONSTITUTION

The Executive Committee may, if it thinks fit, make proposals for the amendment of the Constitution provided that any such proposal shall have no effect unless it has been passed at a General Meeting by a Majority of at least two-thirds of the Voting Members



present, with the provision that such an amendment shall not have the effect of the Association ceasing to be a charity in law.

11. ASSOCIATION FUNDS

- a) The Association funds shall be maintained by the Treasurer at reputable banks approved by the Executive Committee. Any such account shall be in the name of the Association.
- b) Cheques shall only be drawn jointly by the Treasurer and either the President or General Secretary, authorization of the expenses having been made by the Executive Committee.
- c) The income and property of the Association whencesoever's derived, shall be applied solely towards the promotion of the objects of the Association set forth in Clause 2 and no proportion shall be paid or transferred directly or indirectly by way of divided bonus, or otherwise by way of profit to any member of the association, provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any employee of the Association or the payment of reasonable and proper out-of-pocket expenses.
- d) The Association shall have power to obtain, collect and receive money and funds by means of contributions, donations, subscriptions, deeds of covenant, legacies, grants or any other lawful method, and to accept and receive gifts of property of any description.

12. TERMINATION OF MEMBERSHIP

Subject to first being given a right to be heard, a member may be expelled by the Executive Committee when his/her activities and/or conduct prove detrimental to the interests of the Association, but such matters shall be brought to the notice of members at the next General Meeting at the earliest possible opportunity.

13. DISSOLUTION

The Association may at any tune be dissolved by a resolution supported by not less than two-thirds of those present and voting at a Meeting of which at least thirty-five clear days notice in writing shall have been sent to all members of the Association.

Such resolutions may give instructions for the disposal of any assets held by or in the name of the Association provided that if any property remains after the satisfaction of all debts and resolution as aforesaid be given or transferred to such other charitable Association or Associations having objects similar to the objects of the Association as the Charitable Association may with the approval of the Charity Commissioners or other authority having jurisdiction under the Charities Act 1960 determine.

President

General Secretary