



## THE BYLAWS OF Salette Malayali Community (SMC)

<b>Version #</b>	<b>Details</b>	<b>Revision Date</b>	<b>Revision History</b>
1.0	Bylaws includes the operational guidelines of Salette Malayali Community	02-16-2020	Initial release of Bylaws
2.0		01-09-2022	<ul style="list-style-type: none"> <li>• Updated Article III - Election to include detailed election process and role of incorporators</li> <li>• Updated logo</li> <li>• Updated signature section of new BOD</li> </ul>
3.0	Added more articles and updating existing ones to add more details to it	11-26-2024	<ul style="list-style-type: none"> <li>•</li> </ul>

## Table of Contents

Article 1 -Name, Objective, Function & Fiscal Year of Salette Malayali Community .....	3
Article 2 - Membership and Executive Structure .....	4
Article 3: Election Process and Term Limits .....	5
Article 4 - Responsibilities and Duties of Board of directors of SMC .....	6
Article 5: Board Meetings and Decision-Making.....	9
Article 6 – Community property and Transition.....	9
Article 7: Conflict Resolution and Grievances .....	10
Article 8: Emergency Decision-Making Authority of the President.....	10
Article 9: CCD Program Guidelines .....	11
Article 10: Altar Service Team Participation .....	11
Article 11: Celebration of non-religious Community Events .....	12
Article 12: Religious Event Guidelines.....	12
Article 13: Responsibility for Property Damage.....	13
Article 14: Financial Contributions to Community Funds .....	13
Article 15: Community Website Maintenance.....	13
Article 16: Youth Group Participation and Leadership .....	14
Article 17: Communication of Upcoming Events.....	14
Article 18: Social Media and Messaging Platform Usage .....	15
Article 19: Expected Behavior and Conduct of Community members.....	15
Article 20: Expected Conduct and Responsibilities of the Board of Directors.....	16
Article 21: Fundraising Events in the Community .....	17
Article 22 - Bylaws Amendment process.....	17
Article 23 – Authority of the General Membership .....	18
Article 24 - Dissolution of the community .....	19
Article 25 - Adoption and Ratification of original Bylaws .....	19

## **Article 1 -Name, Objective, Function & Fiscal Year of Salette Malayali Community**

### **Name:**

The name of this non-profit shall be “Salette Malayali Community”. In this document, the organization is henceforth referred to as either “Salette Malayali Community” or “SMC”

### **Objective:**

Salette Malayali Community is a faith loving community formed by the families who moved to New England who are primarily living in the state of Rhode Island and Massachusetts. Our objective is to act in accordance with the mission, vision and values statement i.e.;

- a) **Vision:** To be One and worship the LORD in Truth and Spirit
- b) **Mission:** By loving Him with all our heart, soul, mind and strength and loving our neighbors
- c) **Value:** We create a vibrant, healthy, compassionate world where every individual feels valued and loved

### **Function:**

Functions of Salette Malayali community are chosen to fulfil the above-mentioned objectives.

They are primarily as follows

1. Community members meet at least once every month to celebrate Sunday Catholic mass in our native language Malayalam.
2. Community members conduct prayer meetings every two weeks.
3. Community members meet on all important day as per catholic belief i.e. Maundy Thursday, Good Friday, Easter Sunday, Christmas
4. Community conducts Christian Catechism Classes for all interested children to impart catholic faith to our children.

### **Fiscal Year:**

The Fiscal Year of Salette Malayali Community will be from January to December

## Article 2 - Membership and Executive Structure

### Membership:

The membership is open to all who adhere to the Mission, Vision and Values of Salette Malayali Community.

### Organization Structure:

Salette Malayali Community is governed by the elected Board of Directors (BODs). SMC Board of Directors constitutes seven positions with the following titles and job duties

**President:** As president, this individual represents the community in public and attending meeting/function on behalf of the organization. This individual has the authority to make the final decision towards the benefit of the community.

**Vice -President:** Serving directly under the president. This individual is next line to become the president and serves as the board's leader when the president is not present. This individual will share responsibilities with president.

**Secretary:** The secretary of the board is responsible for keeping records and non-financial legal documents, articles of incorporation and minutes of meetings. The secretary is responsible for finding new initiative which will benefit the community along with communication.

**Joint Secretary:** Oversees prayer meetings, the youth group and community assets

**Treasurer:** The treasurer keeps copies of the main financial records, sign checks, approves purchase and invoices and otherwise oversee and keeps an eye on the community's finances. The treasurer also prepares and delivers a treasurer's report at each of the board's official meetings and approves the communities annual tax filing.

**Arts club secretary:** Oversees arts and cultural events, saint story during prayer meetings

**Administrator:** Communication and website management

**Incorporator:** Attend meetings, receive updates. They have the right to make motions, discuss them. After serving as a board member, these individuals might ascend to the secretary, treasurer, vice-president and eventually president of the board positions.

### **Article 3: Election Process and Term Limits**

1. **Election Frequency:** Elections for the Board of Directors shall be conducted every two (2) years.
2. **Term Limits:**
  - a. An individual elected to the Board of Directors may serve a single term of two (2) years.
  - b. Upon completing their term, a member of the Board of Directors is ineligible to serve on the Board for the next consecutive term.
  - c. A former Board member may become eligible for re-election after taking a mandatory break of at least two (2) years following the completion of their previous term.
3. **Candidacy Restrictions:**
  - a. To ensure equitable participation, no current Board member may be a candidate for re-election until the mandatory break period has elapsed.
  - b. More than one family member of the same family shall not be allowed to serve in the Board or the Executive Team during the same period.
4. **Transition and Continuity**

Outgoing Board members are encouraged to assist with the transition process to ensure continuity of operations and the effective transfer of responsibilities to the newly elected Board.
5. **General guidelines**
  - a. Every registered family will have voting rights to elect the Board of Directors.
  - b. Any registered family member in good standing, 21 years and above are eligible to contest for the elections of BODs.
  - c. All active members over the age of 18 can vote for BOD election
  - d. Children of age 5 - 18 can vote for youth leader election
  - e. The election should be conducted by a team selected by the registered members
  - f. Elections will be conducted in a free and fair manner and election results will be available for inspection or auditing if required by any registered family member, but the voters' name and their choice will not be made available in public.
  - g. Election results will be made available within a week of the announcement of the election.
  - h. The community will elect seven leaders during the election process
  - i. From that team of seven, the in-corporator partnering with the current BOD team and the newly elect will pick eligible leaders for each role
  - j. If the in-corporator, current BOD and new leadership cannot come to an agreement, a second election will be conducted so that the community will decide the roles
  - k. Each voting member is required to provide a valid email address so that a copy of your vote can be send for record keeping
  - l. You are required to select your name in the google form to confirm every member in the community voted
  - m. Voting will be done at church in the month of December
  - n. It will be open for 3 days so that everyone in the community gets an opportunity to vote

- o. Once voting is closed results will be first discussed with current BOD team by the in-corporator
- p. New leadership team will be informed and start the role decision process
- q. The new leadership team will take charge of the community starting January 1 and will be officially sworn in during Christmas mass
- r. For any reason, an elected member decides not to continue, in-corporator will pick the next top running candidate to the leadership team
- s. In the case of a tie in votes at any stage in the election process, in-corporator is expected to break the tie to conclude the election process

## **Article 4 - Responsibilities and Duties of Board of directors of SMC**

### **President:**

1. Acts as signing officer for official documents
2. Acts as Registered Agent with the state and files annual report.
3. Maintains Principal Office to receive any notice from State, members, public, donors, bank/financial institution and take necessary actions.
4. Acts as Principal Officer with IRS and receive any notice from IRS and take necessary actions. Decides the Agenda for Board meeting in consultation with Vice President, Secretary, Treasurer and Board Members
5. Ensures the Corporate Binder is maintained properly with records from Secretary and Books from Treasurer.
6. Decides the Board Calendar at the start of the fiscal year with consultation with Vice President, Secretary and Treasurer.
7. Overall responsibility for all aspects of the corporation's business. Should be familiar or should get familiar with federal, state, as well as corporation's articles of incorporation and bylaws.
8. Calls the meeting to order
9. Ensures community has General Liability Insurance at all times.
10. Ensure that the community's always runs based on its Vision, Mission and Value statement.
11. Oversees communities' overall operation and official point of contact
12. Shares monthly newsletters and conduct regular board meetings
13. Assign roles and responsibilities for the year
14. Announcements (at church, whatsapp, email etc)
15. Facility bookings and coordinate with Priests to identify months mass date and timing.

### **Vice President:**

1. Performs all the roles & responsibilities the president takes in his/her absence
2. Assist President, secretary, Treasurer and helps them to perform their duties.
3. Ensure that the community's always runs based on its Vision, Mission and Value statement.
4. Responsible for capturing the minutes of meetings and share them after Board Meetings for approval.

5. Performs the role of an auditor to ensure that all the custodian records, membership records, meeting records, community related records are captured and maintained in the correct location.
6. By Laws –ensures that an up-to-date copy of the bylaws is available at all meetings.
7. Meetings –provides items for agenda as appropriate for meetings.
8. Responsible for managing community’s common inventory
9. Responsible for all of community’s technology – speaker system, video cam, zoom etc
10. Facility management
11. Actively participate in decision making for current or future proposals for overall improvement of the functioning of the community

### **Secretary:**

1. The Custodian of records - Secretary ensures that the records are maintained as required by law and made available when required by authorized persons. This includes Articles of Incorporation, Bylaws, Meeting Minutes, Annual Reports.
2. Membership records - Secretary ensures that official records are maintained for membership of the community, these records are available when required for reports, elections, referenda, other votes, etc.
3. Responsible for overall coordination of monthly Sunday mass with sponsoring families and ensuring that mass is celebrated in an orderly manner
4. Oversees Altar server team and assignments for each mass
5. Oversees CCD program to ensure it happens during the prayer meetings
6. Oversees Choir
7. Responsible with memory keeping – google album, YouTube videos
8. Actively participate in decision making for current or future proposals for overall improvement of the functioning of the community

### **Joint Secretary:**

1. Overseeing Prayer meetings and Jagarana Prarthana
2. Overseeing youth group and advising youth leader
3. Taking care of our community assets (koda, books, vestments, mass items, altar server dress)
4. Event list for kurbana: Birthday, Anniversary, Oppees
5. Overseeing Malayalam classes along with community lead

### **Treasurer:**

1. Budget - Presents the annual budget to Board and proposes the fees structure and schedule for Board’s approval
2. Report - Prepare and present treasurer’s report at board meetings
3. Sign checks and files annual tax return
4. Selects Bank, reconciles bank statements and manages cash flow.
5. Reimburses expenses and gives receipts
6. Fundraising - Oversees any fund-raising operations if needed.

7. Communicate our Tax ID to members and donors as donations and fees are tax deductible.
8. Ensure accounts/books are maintained properly and made available when required. This includes IRS 501c3 documents and Tax Returns.
9. Ensures that all purchases/services get Use/Sales Tax Exemption.
10. Responsible with rent payment
11. Actively participate in decision making for current or future proposals for overall improvement of the functioning of the community

### **Arts Secretary:**

1. Overseeing arts and cultural events for main events like Onam and Christmas
2. Helping community lead for events : Mothers day, Fathers day, Way of the Cross, Thanksgiving, Pageant, saints costume/pumpkin carving
3. Overseeing Saint story

### **Administrator:**

1. Communication: Mass and prayer meeting, other notifications
2. Website management
3. Other duties as assigned by the President or VP

### **Youth leader:**

1. Overseeing all youth group activities
2. Organize events among youth - charity events/fundraisers, games and other activities

### **Incorporators:**

1. Actively participate in decision making for current or future proposals for overall improvement of the functioning of the community.
2. Participate in Board Meetings and provides valuable expert inputs for the smooth functioning of the organization.
3. State report filing
4. 501c related paper works
5. Overseeing tax filing with Treasurer
6. Any legal matters
7. Event reminders and guidance
8. Liability insurance
9. Bank of America point of contact

## Article 5: Board Meetings and Decision-Making

### 1. Regular Meetings:

- a. The Board of Directors should hold regular meetings (at least once a month) to discuss and address matters pertaining to the operation and growth of the community.
- b. The schedule for regular meetings shall be established at the beginning of each calendar year. Additional meetings may be called as necessary.

### 2. Agenda Preparation:

- a. The President or an assigned member shall prepare and circulate the meeting agenda to all board members at least 48 hours prior to the scheduled meeting.
- b. Board members are encouraged to submit topics for discussion in advance to ensure they are included in the agenda.

### 3. Minutes and Record-Keeping:

- a. The vice president shall document the minutes of every board meeting, capturing key decisions, discussions, and action points.
- b. The minutes shall be reviewed, approved, and stored in the community's designated digital drive for future reference and transparency.

### 4. Decision-Making and Voting:

- a. A two-thirds (2/3) majority vote of the board members is required to pass any motion or decision.
- b. For sensitive or contentious matters, a silent vote is recommended to maintain fairness and impartiality.

### 5. Transparency and Accessibility:

The Board of Directors shall ensure that meeting records are accessible to authorized members and that decisions are communicated to the community as appropriate.

### 6. Accountability:

Board members are expected to attend meetings regularly and contribute actively to discussions and decision-making processes.

## Article 6 – Community property and Transition

1. Any Email ID and address lists if available are proprietary property Salette Malayali Community. No individual member owns any personal rights/ownership to these items.
2. Board members shall not be held personally liable for any actions and decisions taken on behalf of Salette Malayali Community to the extent provided under federal and state law.
3. All the protected information of past and current members including the members listing (mailing address, e-mail address and phone number), and equipment, individual software, web pages developed during the year; photographs taken during the programs (performed by the professional artists), etc. are Salette Malayali Community property. No one should sell, trade, exchange, or utilize in any other manner for personal or third-party gains.
4. Office holders of Salette Malayali Community shall avoid conflicts of interest in carrying out their responsibilities.
5. At the end of every BODs period, all (financial information, membership information, email credentials, social media credentials, website credentials, state & IRS records and all other relevant records) relevant information should be handed over to the incoming Board.

## **Article 7: Conflict Resolution and Grievances**

1. **Responsibility for Conflict Resolution:**  
The Board of Directors is responsible for addressing and resolving any conflicts or grievances within the community in a fair, impartial, and timely manner. The President should take the lead. If President not available, then VP should assume that role
2. **Grievance Submission:**  
Any member with a grievance or concern should submit it in writing to the Board of Directors. The grievance should include a clear description of the issue and any relevant details.
3. **Resolution Timeframe:**
  - a. The Board must address all grievances within a reasonable timeframe, ranging from one (1) week to one (1) month, depending on the sensitivity and complexity of the issue.
  - b. For urgent or high-priority matters, the Board should aim to resolve them as quickly as possible.
4. **Process for Resolution:**
  - a. The Board will review the grievance, gather relevant information, and, if necessary, meet with the individuals involved to mediate and find a resolution.
  - b. The Board shall make a final decision and communicate the outcome to the concerned parties, ensuring confidentiality and respect throughout the process.
5. **Encouraging Peace and Unity:**  
The Board shall strive to promote reconciliation, understanding, and unity within the community. All members are encouraged to approach conflict resolution with a spirit of cooperation and respect for one another.
6. **Accountability:**  
The Board is accountable for ensuring that grievances are addressed in a timely and appropriate manner, and that the community's mission, vision, and values are upheld throughout the resolution process.

## **Article 8: Emergency Decision-Making Authority of the President**

In circumstances where immediate action is required to ensure the safety, security, or proper functioning of the organization, the President shall have the authority to make decisions without prior consultation or approval from the Board of Directors. Such actions shall be limited to:

1. Addressing urgent financial or operational matters necessary to prevent significant harm to the organization.
2. Responding to emergencies involving health, safety, or legal compliance.
3. Making time-sensitive decisions that cannot reasonably wait for a Board meeting.

All decisions made under this provision must be documented in writing and reported to the Board of Directors at the earliest possible opportunity, but no later than the next scheduled Board meeting. It is recommended to consult with the Vice-President before making the final decision, if possible.

The Board shall have the authority to review and, if necessary, amend or overturn such decisions by a majority vote.

## **Article 9: CCD Program Guidelines**

1. **Frequency:**  
The CCD (Confraternity of Christian Doctrine) program shall be conducted every other week prior to the regularly scheduled prayer meeting.
2. **Curriculum:**  
The CCD Administrator shall develop and publish the CCD curriculum by the beginning of each calendar year. The curriculum must align with the spiritual and educational goals of the church community.
3. **Attendance:**  
Attendance for the CCD program shall be maintained by the CCD Administrator or designated volunteers. Parents and guardians are encouraged to ensure consistent participation of their children.
4. **Event Participation Preference:**  
For church-related events, priority will be given to children who regularly attend the CCD program. Regular attendance shall be defined as participation in at least 75% of the scheduled CCD sessions, subject to exceptions for valid reasons as determined by the CCD Administrator.

## **Article 10: Altar Service Team Participation**

1. **Mandatory Participation:**  
Every child who has received their First Holy Communion is encouraged and expected to actively participate in the Altar Service Team as part of their spiritual growth and commitment to the church.
2. **Priority for Major Events:**  
Regular participants in the Altar Service Team will be given preference for key roles during major church events such as the Feast, Christmas, Easter, and other significant celebrations. Regular participation is defined as serving at least 75% of scheduled services.
3. **Recognition of Service Hours:**  
Hours dedicated to altar service will be recognized as service hours, which may be documented and acknowledged as part of the church's volunteer and service program.
4. **Guidance and Training:**  
The church shall provide proper training and guidance to all altar servers to ensure they are prepared for their responsibilities and can perform their duties with reverence and confidence.

## Article 11: Celebration of non-religious Community Events

1. **Encouraged Celebrations:**

The church community is encouraged to celebrate events such as Mother's Day, Father's Day, Thanksgiving, Annual picture taking and other similar occasions to foster fellowship and unity among members.

2. **Minimum Participation Requirement:**

A minimum of 50% participation from community members is expected for these events to proceed as planned.

3. **Event Feasibility:**

If the anticipated participation falls below the required threshold, the event coordinators, in consultation with the Board of Directors, shall decide whether to proceed with or cancel the event.

4. **Timely Communication:**

Any decision regarding the cancellation or modification of an event must be communicated to the community members well in advance to ensure clarity and transparency.

## Article 12: Religious Event Guidelines

1. **Mandatory Religious Events:**

All religious events, including but not limited to **Prayer meetings**, rosary recitations, **Holy Mass**, Jagarna Prarthana, **Feast**, **Retreat Christmas**, and **Easter celebrations**, must be conducted regardless of the number of participants.

2. **Annual Planning:**

The Board of Directors is responsible for planning these events at the beginning of each calendar year. This planning shall include securing priests, event locations, and other necessary arrangements to ensure the smooth execution of all religious activities.

3. **Children's Participation:**

During prayer meetings, children are encouraged to actively participate by presenting a Saint story as part of the program. This initiative aims to foster spiritual education and engagement among the younger members of the community.

4. **Accountability:**

The Board of Directors shall ensure the timely communication of event schedules and arrangements to all community members to encourage maximum participation and involvement.

5. **Timely Communication:**

The BOD member who is in charge of communication should inform the community well in advance about each event.

## Article 13: Responsibility for Property Damage

1. **Community Responsibility:**  
Any damage occurring to church property or assets shall be the **responsibility of the community.**
2. **Expense Coverage:**
  - a. Minor damages shall be repaired using funds from the community's common fund.
  - b. In cases of significant damage that exceeds the capacity of the common fund, the community insurance policy shall be utilized to cover the costs of repairs or replacement.
3. **Assessment and Action:**  
The Board of Directors shall assess the extent of the damage, coordinate repairs, and manage the funding or insurance claim process.
4. **Accountability:**  
The Board shall keep the community informed about the nature of the damage, the estimated costs, and the steps taken to address the issue.

## Article 14: Financial Contributions to Community Funds

1. **Contribution Requirement:**  
Every active family or individual within the community is responsible for contributing to the **Common Fund** and **Food Fund**, which are essential for the operation and activities of the community.
2. **Exception for Financial Hardship:**  
In cases of financial hardship, exceptions may be granted. Such exceptions require the joint approval of the President and the Treasurer after a confidential discussion with the family or individual requesting assistance.
3. **Accountability and Transparency:**  
The Treasurer shall maintain accurate records of all contributions and ensure that any exceptions are documented while respecting the confidentiality of the individuals involved.
4. **Community Support:**  
Families or individuals facing financial challenges are encouraged to communicate with the leadership to ensure that their participation in the community is not hindered by financial difficulties.

## Article 15: Community Website Maintenance

1. **Website Updates:**  
The community website shall be kept up to date with accurate schedules, announcements, and relevant content to serve as a reliable source of information for all members.
2. **Administrator Responsibilities:**  
The Website Administrator shall be responsible for:
  - a. Regularly updating the website with event schedules, news, and other important content.
  - b. Ensuring that the website is user-friendly, accessible, and informative for the community.

3. **Technology and Security:**  
The Website Administrator shall stay informed about technological advancements and implement necessary upgrades to maintain the functionality and security of the website. This includes addressing vulnerabilities, installing updates, and ensuring compliance with best practices for data protection.
4. **Accountability:**  
The Website Administrator shall report periodically to the Board of Directors regarding the status of the website, including updates, issues, and any major improvements implemented.

## **Article 16: Youth Group Participation and Leadership**

1. **Active Participation:**  
The youth group shall actively participate in all community activities, including but not limited to:
  - a. Altar serving.
  - b. CCD classes.
  - c. Prayer meetings.
  - d. Summer camps.
  - e. Any other activities organized by the community.
2. **Youth Leadership Responsibilities:**  
The Youth Leader is responsible for:
  - a. Keeping the youth group informed about upcoming events and activities.
  - b. Coordinating youth involvement in various community programs.
  - c. Developing and implementing a yearly plan to foster youth engagement and ensure their active participation.
  - d. Encouraging spiritual growth and leadership among youth members.
3. **Support and Accountability:**  
The Youth Leader shall work closely with the Board of Directors and other coordinators to ensure seamless integration of youth activities into the broader community calendar. Regular updates about youth group initiatives and participation shall be provided to the Board.

## **Article 17: Communication of Upcoming Events**

1. **Responsibility for Communication:**  
The Board of Directors is required to keep the community informed about all upcoming events in a timely and organized manner to ensure maximum participation and engagement.
2. **Event Notification Schedule:**
  - a. **Mass:**  
A notice shall be provided at least one (1) month in advance.  
A reminder must be sent one (1) week before the scheduled date.
  - b. **Prayer Meetings:**  
A notice shall be given at least two (2) weeks in advance.

**c. Major Events:**

For larger events such as Easter, Onam, Cookout, and Christmas, the Board is encouraged to prepare and publish a flyer for easy distribution.

Any change to the scheduled event (cancellation or modification) must be communicated to the community members well in advance to ensure clarity and transparency. At least 2 weeks is a recommended timeline

**3. Method of Communication:**

Notices and reminders shall be shared using effective communication channels, including the community website, email, social media platforms such as Whatsapp, and physical distribution as needed.

**4. Accountability:**

The Board of Directors shall ensure that communication efforts are consistent, clear, and accessible to all members of the community.

## **Article 18: Social Media and Messaging Platform Usage**

**1. Purpose and Relevance:**

All content shared on the community's social media platforms, including WhatsApp and other messaging groups, must align with the mission, values, and spiritual objectives of the community.

**2. Prohibited Content:**

- a. Posts related to political or financial debates are strictly prohibited.
- b. Content that is offensive, divisive, or inappropriate for the group's purpose is not allowed.

**3. Admin Responsibilities:**

The group administrators are responsible for monitoring posts and ensuring compliance with these guidelines.

- a. If any post is deemed inappropriate, the admin shall promptly delete it.
- b. The admin shall notify the individual responsible for the post about the violation.

**4. Consequences for Repeated Violations:**

If an individual continues to post inappropriate content despite being notified, the individual shall be removed from the respective group after consultation with the Board of Directors, if necessary.

**5. Community Respect:**

Members are encouraged to use these platforms to promote respectful communication, unity, and the sharing of information beneficial to the community.

## **Article 19: Expected Behavior and Conduct of Community members**

**1. Adherence to Mission, Vision, and Values:**

Every community member, regardless of age, is required to uphold and adhere to the mission, vision, and values of the church community.

**2. Respect and Kindness:**

All members are expected to demonstrate respect, kindness, and consideration towards one another in all interactions, fostering a spirit of unity and fellowship.

3. **Addressing Misconduct:**
  - a. If an individual or family does not adhere to these guidelines, the President and Vice President shall have a private conversation with them to address the issue and clearly communicate expectations.
  - b. The discussion should focus on aligning behavior with the community's values and fostering reconciliation whenever possible.
4. **Consequences for Continued Misconduct:**

If the behavior persists despite prior discussions and warnings, the individual or family shall be removed from the community. This action should be taken with due consideration, ensuring fairness and transparency in the process.
5. **Commitment to Community Harmony:**

These measures are intended to maintain harmony, mutual respect, and a welcoming environment within the community.

## **Article 20: Expected Conduct and Responsibilities of the Board of Directors**

1. **Commitment to Mission and Values:**

Every member of the Board of Directors is required to uphold and actively promote the mission, vision, and values of the community in all actions and decisions.
2. **Fulfillment of Responsibilities:**
  - a. Each board member must diligently fulfill the responsibilities assigned to their respective roles in a timely and effective manner.
  - b. If a board member is unable to meet expectations for any reason, they must promptly communicate with the President to seek support or assistance.
3. **Addressing Non-Adherence:**
  - a. If a board member fails to adhere to these expectations, the President shall meet with the individual to review their assigned responsibilities and offer guidance or support.
  - b. Should the board member continue to fail in meeting expectations or refuse to work collaboratively, they shall be removed from the Board of Directors immediately.
4. **Accountability of the President:**
  - a. If the President fails to fulfill their assigned responsibilities, the Vice President shall step in to address the issue and have a direct conversation with the President.
  - b. If the behavior persists, the Vice President, in consultation with the remaining board members and the spiritual leader, shall remove the President from their role.
  - c. In such a case, the Vice President will assume the responsibilities of the President on an interim basis until a new President is appointed.
5. **Maintaining Leadership Integrity:**

These measures are intended to ensure that the leadership team operates with integrity, accountability, and a shared commitment to the community's mission and values.

## Article 21: Fundraising Events in the Community

1. **Submission and Approval:**
  - a. Any fundraising request must be submitted in writing to the Board of Directors (BOD) for review and approval.
  - b. The request should include detailed information about the purpose of the fundraising, the intended recipient(s), and how the funds will be collected and utilized.
2. **Initiation of Fundraising:**
  - a. Fundraising events must be initiated by a member of the community, including members of the youth group.
  - b. The fundraising must align with the community's mission and values and be for a good cause.
3. **Verification of Recipients:**

The Board of Directors is responsible for ensuring that the party or cause receiving the funds is legitimate and deserving of support.
4. **Prohibition of Private Fundraising:**

Private fundraising activities are not allowed within the community. All fundraising efforts must go through the approval process outlined in this article.
5. **Documentation and Oversight:**
  - a. If the fundraising is approved, the Board of Directors shall document all funds collected and maintain transparent records.
  - b. The Board must ensure that all payments are made directly to the intended recipients or causes as specified in the approved request.
6. **Accountability:**

The person initiating the fundraising and the Board of Directors shall collaborate to ensure the event is conducted responsibly and in accordance with the community's guidelines.

## Article 22 - Bylaws Amendment process

1. After their initial passage, these bylaws may be amended at any Board Meeting of Salette Malayali Community by 2/3 rd majority of assembled members, provided that the amendment has been sent to the members at least 15 days prior to the **General Body Meeting** (prior notice requirement).
2. A member proposing an amendment shall submit in writing to the Board at least 4 weeks prior to a Board Meeting. The Board shall determine the worthiness of the amendment and inform the purpose of its evaluation within two weeks of receipt. Upon finding the proposed amendment worth, the Board shall include the proposed amendment for consideration in the next Board Meeting, subject to the prior notice requirement.
3. In the event that the Board rejects the member's proposed amendment, the member may petition in writing, signed by 50% of members, to the Board, at least two weeks prior to a Board Meeting. Proposed amendments, in its entirety, shall be sent to the membership by the Board for consideration in the next scheduled Board Meeting. In the case when the Board proposes an amendment, only the prior notice requirement need to be satisfied.

## Article 23 – Authority of the General Membership

### 1. **Supreme Authority:**

The general membership is the highest decision-making body of the community. Its collective voice guides the direction and governance of the community in alignment with its mission, vision, and values.

### 2. **Powers and Responsibilities:**

The general membership shall have the authority to:

- a. Approve major decisions, including amendments to the by-laws, with a two-thirds (2/3) majority vote.
- b. Elect members to the Board of Directors and other leadership positions.
- c. Review and provide input on the annual financial report and budget presented by the Board of Directors.
- d. Approve significant financial expenditures and initiatives as determined by the by-laws.
- e. Request and receive updates on the activities and decisions of the Board of Directors.
- f. Override any decision made by the BOD
- g. Take any other action deemed necessary for the well-being and proper functioning of the community

### 3. **Meetings:**

- a. An annual general body meeting shall be held to review the state of the community, approve reports, and discuss future plans.
- b. Special meetings may be called by the President or upon written request by at least 25% of active members, provided notice is given at least two weeks in advance.

### 4. **Quorum:**

- a. A quorum of at least 50% of active members is required to conduct a general membership meeting and validate decisions.
- b. If a quorum is not met, the meeting may be rescheduled, and decisions will require ratification at the subsequent meeting.

### 5. **Voting Rights:**

- a. Each active member or family unit shall have one vote in all matters requiring general membership approval.
- b. Votes may be conducted openly or by silent ballot, as determined by the nature of the issue.

### 6. **Accountability:**

The general membership has the right to hold the Board of Directors accountable for fulfilling their duties and upholding the community's mission and values.

### 7. **Amendments:**

Proposed amendments to the by-laws must be presented to the general membership for discussion and approval, ensuring transparency and broad participation.

## **Article 24 - Dissolution of the community**

1. **Decision to Dissolve:**
  - a. The decision to dissolve the community shall require approval by a two-thirds (2/3) majority vote of all active members during a special meeting called explicitly for this purpose.
  - b. All active members must be notified in writing at least 30 days prior to the meeting, with a clear agenda outlining the reasons for dissolution.
2. **Distribution of Assets:**
  - a. Upon dissolution, all remaining assets, including funds and property, shall be used exclusively for charitable, religious, or educational purposes that align with the community's mission and values.
  - b. The Board of Directors, in consultation with the spiritual leader, shall determine the specific beneficiaries, ensuring that assets are distributed to non-profit organizations or church-related causes.
3. **Settlement of Liabilities:**
  - a. All outstanding debts and obligations of the community must be settled before any distribution of assets.
  - b. If liabilities exceed assets, the Board of Directors shall develop a plan to address the shortfall responsibly.
4. **Final Report:**
  - a. The Board of Directors shall prepare a final report detailing the dissolution process, including the settlement of liabilities and the distribution of assets.
  - b. This report shall be shared with all active members and kept on record for future reference.
5. **Preservation of Records:**

All official documents, including meeting minutes, financial records, and other historical materials, shall be archived appropriately to preserve the legacy of the community.
6. **Spiritual Guidance:**

Throughout the dissolution process, the community shall seek guidance from its spiritual leader to ensure that the process is conducted with respect, transparency, and adherence to the community's values.

## **Article 25 - Adoption and Ratification of original Bylaws**

### **Exceptions:**

As of the initial release of the Bylaws, there are no exemptions for adoption of the Bylaws.

### **Ratification:**

The original bylaws were ratified and became effective upon ratification by majority of the members assembled for this reason on the date of Feb 16th, 2020.

**Signed and Approved by Board Members**

**(President)**

**Date:**

**Signature:**

**(Vice -President)**

**Date:**

**Signature:**

**(Secretary)**

**Date:**

**Signature:**

**(Incorporator)**

**Date:**

**Signature:**