

**THE CONSTITUTION AND BY-LAWS OF THE
KERALA ASSOCIATION OF CONNECTICUT**

Revision History

Version number	Description	Revision date	Approval date
Oct_19_2004	Presented and Approved at the October 19, 2004 General Body Meeting of the Association	10/19/2004	10/19/2004
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**Presented and Approved at the
October 19, 2004 General Body Meeting of the Association**

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CONSTITUTION OF KERALA ASSOCIATION OF CONNECTICUT

Article I - Preamble

1.1. Desirous of preserving and promoting the cultural heritage of **Kerala***, and of uniting the people of **Kerala** origin, we, the **Keralites**** of Connecticut and neighboring states (Massachusetts, Rhode Island, and New York) hereby constitute the **Kerala Association of Connecticut** and adopt this Constitution and attached Bylaws on this date of October 19, 2004.

Article II - Name of the Organization

2.1. This organization shall be known as the **Kerala Association of Connecticut** (hereinafter called **KACT** or the **Association**).

Article III - Administration

3.1. An Executive Committee consisting of elected and appointed members as described in Article VIII shall manage all the business and affairs of KACT as per this Constitution and its attached Bylaws.

Article IV - Applicable Statutes

4.1. KACT shall be governed under the laws of the State of Connecticut.

4.2. KACT shall be a non-profit organization, and its business and activities shall be governed by this Constitution and attached Bylaws. No dividends or pecuniary profits shall be declared or paid to the Executive Committee, Board of Directors, or KACT members thereof, as all are volunteers.

4.3. Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law); or (b) by an Association, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law).

4.4. The rules contained in the edition of the “Robert’s Rules of Order. Newly Revised,” in effect at the time, shall govern conduct of all meetings of the Association in all cases where they are applicable and in which they are not inconsistent with this Constitution and attached Bylaws of the Association or with the Laws of the State of Connecticut.

Article V - Address of Organization

5.1. The headquarters of KACT shall be located at such a place as decided by the Executive Committee. If not otherwise decided by the Executive Committee, until such a time as a permanent location is established for KACT the residential address of the President shall be the address of the Association.

* *Kerala: A State in the Republic of India*

*** Keralite: A person (1) of ancestral origin in Kerala,,(2) who has association with Kerala by birth, marriage, or ancestry, and/ or (3) who is keenly interested in Kerala and its language, literature, music, dance and/or culture.*

Article VI - Purpose and Objectives

6.1. The purpose of the Association shall be to encourage those people with ancestral origin in Kerala or people who are otherwise interested in Kerala, to form an effective and cohesive group. The Kerala Association of Connecticut is an educational and charitable organization formed to foster the cultural heritage of the State of Kerala. This would be accomplished in part through educating the young generation of Americans of Indian origin from Kerala in the language, literature, culture, customs, arts and dances of Kerala. In addition, the Association promotes and encourages acts of charity and benevolence, and create an opportunity for inter-cultural exchange in active participation with other organizations in the USA with similar or mutual interest.

6.2. No substantial part of the activities of KACT shall be the carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRC 501(b)) and KACT shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of , or in opposition to, any candidate for public office.

6.3. No part of the earnings of KACT shall inure to the benefit of, or be distributable to the Executive Committee, Board of Directors, KACT members, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of KACT.

No member or any elected or appointed official of the association or any private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.

6.4. Any member wishing to participate in the activities of KACT shall not be discriminated against on the basis of gender, age, race, national origin, color, creed, marital status, sexual orientation, religion, or the state of handicap.

Article VII - Membership

7.1. Any person who subscribes to the objectives of the Association and pays the annual dues (except Honorary/Donor members), as decided by the Executive Committee, is entitled to be a member of KACT irrespective of their race, sex, religion or creed. Every such member shall have an obligation to uphold the constitution and the bylaws of KACT

7.2. The membership of KACT shall consist of the following categories:

7.2.1. Primary membership - Any **Keralite** of the age of Eighteen (18) and above, residing in Connecticut and the neighboring states (Massachusetts, Rhode Island, and New York) shall be eligible for primary membership. The primary member shall confer all the rights and privileges of KACT. Only primary members are eligible to vote or hold any elected or appointed office. Primary membership is classified into three categories for purpose of collecting membership fees.

- Family: Keralites with families with children under the age of twelve shall be eligible for the Family membership.
- Single Membership: Unmarried or Single Keralites above the age of Eighteen (18) shall be eligible for single membership.
- Student Membership: Any Keralite above the age of Eighteen (18) studying in the recognized education institute shall be eligible for student membership.

7.2.2. Junior membership - Any **Keralite** dependent youth of age below Eighteen (18) shall be eligible for junior membership, if the parents have a primary membership.

7.2.3. Honorary / Donor Membership - With a view to achieve the objectives of KACT the Executive Committee may confer honorary / donor membership of the association in recognition of their service to the community and donations.

- Any Person who has donated a substantial amount of money for KACT
- Any dignitary who visit KACT and / or show substantial interest in the activities of KACT
- Any prominent personalities from India expressing interest in the activities of KACT and providing Contributions to KACT

7.3. The Voting rights of primary members are restricted to two (Husband & wife) votes in case of married couples and one vote in case of single adult. Junior members (Article 7.2.2), and Honorary / Donor members (Article 7.2.4) shall be nonvoting members.

7.4. The Membership period

7.4.1. The membership year shall begin on the 1st day of September and end on the 31st day of August of the following year.

7.4.2. New members who join the association on or after the 1st day of September of a year shall be considered to be paid up members until the 31st of August of the following year.

7.4.3. A member shall be deemed to be in good standing for a period of four (4) months after the expiry date of the membership year, unless the member specifically resigns from membership or has been removed from membership as per article 2.4 of the By-Laws.

7.4.4. A member in good standing shall be eligible to vote in a general body meeting following the rules in article 9.1 of the Bylaws

Article VIII - Administrative Body

The Administrative body of KACT shall be the Executive Committee, which consists of seven voting members, the Board of Directors, which is made of 3 to 9 voting members. The members of the Executive Committee and the Board of Directors are duly elected by the general body of

KACT. There shall be two auditors elected by the general body for auditing the finances of the association at the end of the term. An election officer elected by the general body shall be responsible for any balloting process during the term of office and for conducting election of the next administrative body during a general body meeting. The Election officer and the Auditors shall be voting members and elected along with the Executive Committee and the Board of Directors in the Annual General Body meeting or in a special general body meeting called for the election.

8.1. Executive Committee

8.1.1. The Executive Committee of the Association shall be an elected and appointed body of members entrusted with the task of organizing and carrying out all necessary activities and functions to fulfil the purpose and objectives of the Association.

8.1.2. The Executive Committee shall be responsible for developing and managing the financial and membership resources of the Association. It shall be responsible for planning and executing Association's programs. It shall formulate policies and procedures for the Association.

8.1.3. The Executive Committee shall consist of The President, Vice-President, Treasurer, General Secretary, Joint Secretary, the Arts Club Secretary and Joint Arts Club Secretary. The President, Vice-President, Treasurer, General Secretary, Joint Secretary, Arts Club Secretary, and Joint Arts Club Secretary shall be elected by the members of KACT at an Annual General Body Meeting of KACT for a one-year term of office.

8.1.4. The President of the Association shall be the head of the Executive Committee. The Executive Committee members shall be jointly and individually responsible for the successful and orderly conduct of Association's activities and programs.

8.1.5. The Executive Committee shall have the power to appoint Sub-Committees or Standing Committees to help it carry out variety of tasks, functions, and initiatives of the Association. The Executive Committee shall be vested with the power to dismiss or reconstitute such Committees partially or entirely.

8.2 Board of Directors

8.2.1. The Board of Directors shall be an elected and appointed body of members entrusted with the task of advising and providing guidance to the Executive Committee so as to enable them to carry out all necessary activities and functions to fulfil the purpose and objectives of the Association.

8.2.2. The Executive Committee appoints all members of the Board of Directors, except two. These two shall be the Presidents of KACT for the past two years.

- 8.2.3.** All members of the Board of Directors shall be voting members of KACT.
- 8.2.4.** The minimum number of members of the Board of Directors shall be three (3) and the maximum nine (9).
- 8.2.5.** The members of the Board of Directors shall participate in the Executive Committee meetings in an advisory capacity; however, they shall not have any administrative powers or voting rights in the matters being decided by the Executive Committee.
- 8.3.** Term Limits – The members of the Executive Committee and the Board of Directors shall be allowed to hold a particular office/position for only to a maximum of two (2) consecutive terms. However, they shall be allowed to hold another elected position on the Executive Committee for one (1) more term. The Board of Directors cannot serve more than two (2) consecutive terms in the office.
- 8.4.** The Executive Committee’s term of office shall begin on the first day of the month of October and end on the last day of September.
- 8.5.** Auditor – **Two** auditors shall be elected by the General Body for auditing the KACT accounts for the fiscal year. Within sixty (60) days of the end of the fiscal year, the auditors shall audit the books of accounts and present the report to the next general body. The term of the Auditors shall be one year.
- 8.6.** If, in the judgment of the Executive Committee, an Executive Committee member fails to discharge his or her duties or acts to the detriment of the Association, that member may be removed from the position by a two-thirds (2/3) majority of the entire committee in a duly called Executive Committee meeting. The aggrieved party, however, may appeal the decision to the general body.
- 8.7.** The Executive Committee shall fill all vacancies in the committee including those of the Board of Directors. The Executive Committee shall fill vacancies of the Election officer and the Auditors if necessary. The selection shall be communicated to all KACT members.
- 8.8.** Election Officer - The General body shall elect an Election Officer according to the provisions of the Bylaws. The term of the Election Officer shall be one year.
- 8.9.** The annual general body meeting shall be held in the month of September, which will elect the members of the Executive Committee, the Auditors and the Election Officer for next year.
- 8.10.** The report for the year shall be presented by the secretary in the Annual General Body meeting held in September.
- 8.11.** The financial report for the year shall be presented by the treasurer in a General Body meeting to be held in December following the fiscal year.

8.12. Only one (1) member from a household shall hold an elected position in the Executive Committee during a term.

8.13. For any reason what so ever, if an election cannot be conducted in the annual general body meeting, or annual general body meeting is postponed, the Executive Committee in charge at the time shall continue until next Executive Committee is elected. In such situations, the Executive Committee shall conduct a general body meeting with in sixty (60) days from the date of expiry of the term. If an Executive Committee fails to do so, the election officer shall have the authority to call a special general body meeting to elect new officials.

Article IX - Legal proceedings

9.1. If the members of the Executive Committee or the Board of Directors, the Auditors, or the Election Officer contemplate any litigation or legal proceedings of any kind that will bind KACT or its resources, such members or officers must obtain the approval of majority of the members of KACT before initiation of litigation or legal proceedings.

Article X - Dissolution

10.1. The Association shall be dissolved either by written order received from an appropriate court of law in the United States, or by a three-fourth (3/4) majority of all KACT members.

10.2 Upon dissolution of the Association, the Executive Committee shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes or shall at the time qualify as an exempt organization or organizations under section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law), as the Executive Committee shall determine. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization, as said Court shall determine, which are organized and operated exclusively for such purposes.

10.3. In any year in which the association is a private foundation as described in Section 509 (a), the association shall distribute its income for said period in such a time and manner as not to subject it to tax under IRC 4942, and the association shall not (a) engage in any act or self-dealing as defined in IRC 4941(d), (b) retain any excess business holdings as defined in section 4943(c), (c) make any investment in such a manner as to subject the association to tax under section 4944, or (d) make any taxable expenditures as defined in section 4945(d) or corresponding provision of any subsequent Federal Tax Laws.

Article XI - Ratification

If two-third (2/3) of those voting in a general body meeting vote in favor of the amendment of this document, it shall take effect immediately and supersede all previous constitutions of the

Kerala Association of Connecticut, contingent upon the final approval by the State of Connecticut.

BYLAWS OF KERALA ASSOCIATION OF CONNECTICUT

Article I - Preamble

1.1. The Association may by its Bylaws, make any other provisions or requirements for the management or conduct of the Association provided the same are consistent with its Constitution or not contrary to the laws of the State of Connecticut or of the United States.

Article II - Membership

2.1. The payment of membership fees shall keep the members in good standing and entitle them to membership for the current membership period. Membership shall not be transferable. The annual fee for KACT membership shall become due and payable on September 1st of each year.

2.2. All primary members are eligible to vote in elections, run for any office and can request to inspect any books and records of KACT for justifiable reasons.

2.3. KACT members shall meet the following requirements:

2.3.1. To agree with the purposes of KACT and to abide by the regulations and rules specified by KACT

2.3.2. To agree with the payment of fees specified by KACT

2.3.3. To agree to behave consistent with the spirit of wellbeing and togetherness of the community.

2.4. The Executive Committee has the authority to suspend or expel any member if they act in violation of the bylaws of KACT or against the spirit of the association and its members for up to three (3) years. To take action, there shall be a written complaint submitted by a member to the president along with sufficient proof as determined by the Executive Committee. If all efforts to reach an amicable solution fail, the president shall call a meeting of the Executive Committee within twenty-one (21) days of complaint to discuss and verify the facts. A two third (2/3) majority of the entire Executive Committee is required to approve the action and the decision taken by the Executive Committee shall be approved by majority votes in the next general body meeting.

Article III - Meeting of the Executive Committee

3.1. The Executive Committee shall meet five (5) times a year.

3.2. The five (5) scheduled Executive Committee meetings can be held only with a seven (7) day notice to the Executive Committee members. Minimum of Four (4) Executive Committee members shall constitute a quorum for the transaction of business meetings of the Executive Committee. Decisions of the Executive Committee shall be passed by a majority vote of those present.

3.3. The president shall have the authority to call Special Executive Committee meeting at any time during the term of office without notice.

3.4. Any Executive Committee member who does not attend three (3) Executive Committee meetings without leave of absence shall automatically be removed from the Executive Committee.

3.5. The Secretary may prepare an agenda for the proceedings of the meeting of the Executive Committee. He/she shall prepare minutes of the meeting and these minutes shall be ratified at the next Executive Committee meeting.

3.6. Only an Executive Committee member or a KACT member authorized by the Executive Committee shall represent KACT at any conference, meeting, seminar, or gathering. The Executive Committee member should seek prior approval from the President or Vice president before such acts.

3.7. Each Executive Committee member and his/her heirs, executors and administrators, and members of all ad-hoc committees of KACT shall at all times be indemnified and held harmless from and against all costs, charges and expenses which such member sustains or incurs as a result of any action, suit or proceeding brought, initiated or prosecuted against him/her in respect of any act, deed, matter or thing legitimately undertaken by him/her in the execution of the responsibility of office.

3.8. Any emergency decision of the Executive Committee shall be taken by receiving their opinion through any medium of communication by the president after determination by the majority of the office bearers that an emergency has arisen and that it is impossible to convene a regular Executive Committee meeting. The Executive Committee shall keep a record of the deliberations. The decision shall be ratified in the following Executive Committee meeting.

Article IV - Duties of Executive Committee

4.1. President - The President shall be the Chief Executive Officer of KACT and shall preside over all KACT meetings. The President shall also be the spokesperson for the Association. The President with the advice and support of the Executive Committee shall undertake programs geared towards meeting the objectives of KACT. The President is responsible for the safe keep of all official records of KACT. At the end of the term of the Executive Committee, the President shall be responsible for transfer of all assets and records of the Association to next Executive Committee.

4.2. Vice-President - In the absence of the President or if delegated by the president or due to his inability to function, the Vice-President shall fulfil all the duties of the President and in addition carry out the administrative duties assigned by the President.

4.3. General Secretary – The General Secretary shall keep the minutes of all meetings, carry on all correspondence, shall be responsible for keeping in touch with various ad-hoc committees of KACT and shall present plans for activities of KACT in consultation with the president.

4.4. Joint Secretary – The Joint Secretary shall act in place of the General Secretary, if the General Secretary is absent or unable to fill his or her duties. The Joint Secretary also acts a liaison between the Executive Committee and the KACT Youth Committee/Group. The Joint Secretary shall also act as the liaison between the Executive Committee and Mambazham Malayalam language program. The Joint Secretary, with the approval of the Executive Committee, may choose to delegate another member of the Executive Committee as the liaison for Mambazham program.

4.5. Treasurer – The treasurer shall be responsible for collecting annual membership subscriptions, for receipt and disbursement of all funds and for keeping up-to-date records.

4.5.1. Shall present a budget for the financial year before the Executive Committee at the beginning of the term and shall get approval from the Executive Committee

4.5.2. Shall receive all funds, including dues, fees, charges and other assessments and shall deposit such funds in the name of the association in banks or other depositories.

4.5.3. Shall disburse funds only as authorized by the Executive Committee, shall keep appropriate records of receipts and expenses, and shall exhibit such records at all reasonable times to any of the Executive Committee Member.

4.5.4. Shall receive membership dues, and maintain membership roster. Also work with the General Secretary to send out the membership due notices.

4.5.5. Shall complete, execute, and file any statements or returns incidental to federal or local taxation.

4.5.6. Shall prepare and present financial statements at the Executive Committees and General Body Meetings.

4.5.7. Shall facilitate an audit of accounts by an independent auditor.

4.5.8. Shall maintain an up to date list of the assets of the Association.

4.5.9. The association checks must be signed by the treasurer and the president.

4.5.10. Receipts of all expenses shall be received by the treasurer with in 30 days of the actual spending.

4.5.11. The Treasurer shall receive and manage funds related to Mambazham Malayalam language program, and shall ensure that these funds are used only for purposes of the program.

4.6. Arts Club Secretary- The Arts Club Secretary shall be in charge of the cultural activities approved by the Executive Committee. The Arts Club Secretary shall also appoint a sub-committee to assist him/her if so desired with the approval of Executive Committee.

4.7. Joint Arts Club Secretary- The Joint Arts Club Secretary in coordination with the Arts Club Secretary shall organize entertainment and cultural programs that are approved by the Executive Committee. The Joint Arts Club Secretary shall also appoint a sub-committee to assist him/her if so desired with the approval of the Executive Committee.

4.8. Board of Directors – The members of the Board of Directors shall attend the Executive Committee meetings and act in an advisory capacity to provide guidance and opinions in matters of importance to the Association. However, they are not involved in the decision making process, since they do not have voting rights in the matters before the Executive Committee.

4.9. Members at Large – The appointed members of the Executive Committee shall carry out the administrative duties assigned by the President.

4.10. Sub Committees / Standing Committees - The Executive Committee may appoint committees of members of KACT to perform special tasks consistent with the realization of the aims and objectives of KACT to investigate specific problems, procedures and matters of interest, and to make recommendations to the Executive Committee. These committees shall cease to operate after completion of assigned tasks, or at the discretion of the Executive Committee.

4.11. All inventories of properties and documents including correspondence, publications, and accounts relating to the Association activities belong to the Association. All documents that are properties of the Association shall be delivered to the newly elected officers by their counterparts no later than October 31st of the year. A verified and appropriately signed itemized list of documents transferred shall form part of the documents. The president shall be responsible for handing over all assets, financial and official records and all other relevant information to the newly formed Executive Committee. The outgoing president shall notify other organizations the association has affiliations with and applicable financial institutions about the change of address. The outgoing president shall also be responsible for forwarding any communications meant for KACT President.

4.12. The Executive Committee, on behalf of KACT, shall provide the organizational framework and operational support to partner with Malayalam Mission in conducting Mambazham Malayalam language program. The program shall not be considered a Sub Committee or a Standing Committee and its operation shall not be limited by the term of the Executive Committee. Mambazham shall be a multiyear affiliate program administered per guidelines established in the Mambazham program handbook. The Executive Committee liaison, as identified in Section 4.4, shall transfer all responsibilities related to the program to his/her successor when a new Executive Committee takes charge.

4.13. The Executive Committee shall be responsible for maintaining any website of the Association (www.CTKerala.com) and updating the contents of the website, if and when one is created.

Article V - Fiscal Year and Finance

5.1. The fiscal year of KACT shall be the twelve (12) month period from October 1st to September 30th.

5.2. The Executive Committee shall be responsible for the finances of KACT. The Executive Committee may purchase, lease or otherwise acquire, hold and maintain property, and enter into any legal contract or undertaking, including the engagement of personnel and services. The Executive Committee may also dispose of or sever any of the above transactions.

5.3. The account in the name of KACT shall be maintained in a bank or a savings institution and operated jointly by the President and the Treasurer. No individual or ad hoc committee of KACT will be authorized to receive funds or separately maintain a bank account in the name of KACT

5.4. Notwithstanding Section 5.2, any single contract or financial transaction exceeding eighty percent (80%) of the audited revenue of previous year shall require the consent of the General Body.

5.5: The Executive Committee may in its judgment, receive, acquire and hold gifts, donations, trusts, legacies and devices for and in the name of KACT

5.6. The Executive Committee shall be responsible for the maintenance of all accounts and financial matters of KACT as well as for arranging audit by the auditors for their fiscal year/term in office.

5.7. The outgoing Executive Committee shall prepare the audited financial statements of their fiscal year no later than December 15th.

5.8. Only the members of the Executive Committee shall make expenditures on behalf of KACT. Expenditures of more than hundred Dollars (\$100) by any Executive Committee member must have prior approval from the President or the treasurer.

5.9. The Treasurer shall be responsible for receipt, disbursement, recording, and safekeeping of all funds of KACT. The Treasurer shall pay all bills that have been approved in the manner prescribed by the Executive Committee.

5.10. Any fundraising activity, including film shows and professional programs on behalf of KACT shall be conducted only by the Executive Committee and on approval by two-third (2/3) majority of Executive Committee.

Article VI - General body Meetings

6.1. The Executive Committee shall call an Annual General Body Meeting anytime during the month of September each year. A written notice of this meeting, including an agenda for the meeting, shall be given to all KACT members no less than fourteen(14) days before the date of the meeting.

6.2 The Executive Committee, by a majority vote, shall be allowed to call a special general body meeting of the KACT membership for any purpose it deems fit. A written notice of this meeting, including an agenda for the meeting, shall be given to all KACT members no less than twenty one (21) days before the date of the meeting.

6.3. At any meeting of KACT, the presence of one-third (1/3) of eligible voting members shall constitute a quorum.

6.4. Eligible KACT Members shall cast their ballots in person or by Absentee ballot. To be able to vote through the absentee ballot, the member should submit a written application to the election officer at least Fourteen (14) days before the proposed meeting date. The election officer shall then send the ballot paper, which will bear an official seal and signature of the election officer to the concerned member. The ballot should be returned in original in the cover provided by the election officer. No copies shall be allowed. All the ballots shall be received by the election officer at least one (1) day in advance of the proposed election date.

6.5. The Executive Committee shall call special General Body meeting if ten percent (10%) of the members in good standing request in writing to the Executive Committee to convene a special General Body meeting, giving specific reasons for such a request. However, the number of such meetings will be held to a minimum and only for justifiable reasons. The Executive Committee shall call the special General Body meeting with in six (6) weeks of such a request. Notice of at least fourteen days (14) shall be given to the members for such meetings. Only matters for which the Special General Body meeting is called shall be discussed at such meetings.

Article VII - Amendments

The Association may amend this Constitution and the Bylaws as follows:

7.1. The majority of the Executive Committee members proposing an amendment shall adopt a resolution that the amendment is advisable. A special meeting of the General Body shall then be called to vote on the amendment. Twenty-one (21) days written notice of such meeting and of the proposed amendment together with the reasons thereof, shall be given.

7.2. An amendment proposed by a member shall be first submitted in writing together with the reasons thereof to the Executive Committee, at least six (6) weeks in advance of the date of annual General Body Meeting of the Association. The Executive Committee shall consider the proposal promptly. If the proposal is rejected by the Executive Committee, this member may

submit it for consideration by the members at annual General Body Meeting held during the month of September, provided the said member has arranged to give written notice of the proposed amendment and the reasons thereof through the Executive Committee to all KACT members at least fourteen (14) days before that meeting.

7.3. Any proposed amendment of constitution shall be approved by a two-thirds (2/3) majority of members voting in a General body meeting.

Article VIII - Election Officer

8.1. The General body shall elect an Election Officer to conduct the annual election of the next Executive Committee. The election officer shall be responsible for conducting the elections (if necessary) for the next Executive Committee including counting of the votes and certifying the election results. Election officer shall be responsible any voting process during the term of office.

8.2. The Election officer shall be a primary member of the Association.

8.3. Any member from the household of Election officers shall not contest in the election.

8.4. If for any reason, an Executive Committee decides unanimously to quit before completing the term, the election officer shall call a special general body for the purpose of the electing new board of directors. The officials elected in such a meeting shall serve the remainder of the term and next term.

8.5. Election officer shall be the repository of the voter list. Any member who is in need of the voters list for a justifiable reason shall submit the request to the election officer to get a copy.

Article IX – Voting and Election Procedures

9.1. The Executive Committee shall provide a list of current members eligible for voting in the general body meetings to the election officer as per regulations detailed in Article 9.1.1 through 9.1.3 of this bylaw

9.1.1. A primary member shall be eligible to vote if his/her name appears in the most recent voters' list drawn from the membership.

9.1.2. The list of members eligible to vote shall be updated two times in a year, February 1st and July 1st.

9.1.3. Any list frozen at the dates above shall be communicated to election commissioner with in four weeks from the date and shall be in effect until the following revision date.

9.2. An election committee comprising of three members, the election officer, a member from general body appointed by the election officer and a nominee from the executive committee shall be formed by June 30th. The election officer shall be the chairperson of the election committee.

9.3. The election committee shall receive the nominations from the members, check the validity

of the nominations and report the slates to the president no later than July 31st. The president shall distribute the list of nominees to the members through appropriate media and shall be published in the KACT website, if one is created and available (www.CTKerala.com), within one (1) week.

9.4. Additional nominations, if any, from the members shall be submitted to the election officer no later than August 21st. The nomination for each post shall be in writing, and shall be seconded by two other members eligible to take part in the election and declaration from the candidates consenting to serve if elected. A candidate shall not nominate himself.

9.5. Nominations shall be in the form of slates for the seven (7) elected members of executive committee. Individual nominations shall not be entertained, except for Auditor and the Election officer. However, one member can be part of multiple slates, if the member desires so.

9.6. If there is a contest, the Election Committee shall distribute the names of the candidates in the slate(s) to the KACT members at least seven (7) days before the date of the annual meeting.

9.7. To ensure fair election process, the voting shall be conducted by secret balloting whenever there is a contest.

9.8. Contesting slates can designate one (1) representative each to be present during balloting and counting of ballots.

9.9. If there are no nominations for the any of the post, the election officer shall request the general body to nominate a person for that particular post during the annual general body meeting.

9.10. The results of the election shall be declared prior to adjournment of the annual general body meeting.

Article X - Indemnity

10.1. The Executive Committee officers shall not be held personally liable for any actions and decisions taken on behalf of the association.

10.2. The membership listing (Email, Mail and Phone numbers) shall not be misused. Though, there shall be no restriction for using addresses for personal contacts, any commercial use or mass mailing require prior permission from the Executive Committee and only the secretary shall send such emails or mails to the members. A message to this effect shall be printed in a prominent page in the Address book.

10.3. The equipment, individual software, web pages developed during the year, etc. are the Association's property.

Article XI - Ratification

If Two-third (2/3) of those voting in a general body meeting vote in favor of amendment of this document, it shall take effect immediately and supersede all previous Bylaws of the Kerala Association of Connecticut, contingent upon the final approval by the State of Connecticut.

As amended on October 19, 2004, subject to the approval of Secretary of State of the State of Connecticut.

President

General Secretary

Mathew C. Jacob

Anna George

October 19, 2004

October 19, 2004