



KAIRALI - KATS
BY-LAWS

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CHANGE HISTORY

Version No.	Description	Committee	Adopted asof date
1.0	Initial Document	Annu Prabhakar (President) Sabu Purushothaman (Secretary) Sebastian Joseph (Treasurer)	11/23/2009
2.0	Changes to Election and membership	Gopakumar Nair (President) Hemachandran Nair (Secretary) Jishnu Krishnan (Treasurer) Dimple Alex (Cultural Coordinator)	09/09/2017
3.0	Additions, changes to Youth Committee, Code of conduct, Objectives, Membership, Election, Responsibilities	Gopakumar Nair (President) Dimple Alex (Secretary) Rajesh TK (Treasurer) Asha George (Cultural Coordinator)	10/01/2024

Kairali – KATS (Kerala Association of Tri-State)

BY-LAWS

1. NAME

- 1.1. The name of this organization shall be **Kairali – KATS (Kerala Association of Tri-State) Incorporated** (hereafter referred to as Kairali - KATS).
- 1.2. The **Kairali – KATS (Kerala Association of Tri-State) Incorporated** is based in Cincinnati and serves the Tri-State region of OH, IN and KY. Kairali – KATS has obtained tax-exempt status under Section 501(c)(3) of the IRS and is eligible to receive tax-deductible contributions in accordance with Code section 170.

2. OBJECTIVES

- 2.1. Kairali – KATS is a not for profit, apolitical, secular cultural organization that offers opportunities, support and services to people originating from Kerala (a southern state in India) and their friends/partners/children.
 - 2.2. The Organization shall try to uphold the following objectives, subject to the exclusive purpose as stated in the foregoing paragraph:
 - Preserving and transmitting cultural heritage of Kerala
 - Fostering community spirit among the Organization members.
 - Celebrating major festivals of Kerala.
 - Providing occasions for socialization among its members.
 - Providing a forum for members to express and share their cultural talents.
 - Promoting friendship, cultural exchange with other Indian and American organizations.
 - Providing Social Service to the Malayali Community as well as to community at large.
 - 2.3. The youth committee shall try to uphold the following objectives, subject to the exclusive purpose as stated in the foregoing paragraph:
 - Provide a platform for youth members to meet and exchange ideas to support the young generation and society.
 - An opportunity to collaborate and lead within the Malayalee community.
 - Providing occasions for socialization among its members.
 - 2.4. No part of the net earnings of **Kairali – KATS** shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in clause 2.2.
 - 2.5. No substantial part of activities of the organization shall be used to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) of any political campaign on behalf of any candidate for public office.
 - 2.6. No part of Kairali funds or assets should be used for paying volunteer services by an individual or family for a Kairali event.
 - 2.7. Any paid services for a Kairali event should be reviewed and approved in writing by the kairali executive committee, before the event.
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- 2.8. No part of Kairali funds or assets should be used for any private events with restricted kairali member attendance.
- 2.9. Everyone attending a Kairali event should pay the registration fees and other applicable fees for the event.
- 2.10. Any kairali events planned other than the core events (Holiday Party, Picnic and Onam) should meet all the conditions below and documented.
- 2.10.1.1. Simple majority votes of the 9-voting members for the event go ahead.
 - 2.10.1.2. Cost benefit analysis approved by the 9-voting members.
- 2.11. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

3. OFFICE

- 3.1. The location of the office shall be decided by the Executive committee.

4. COMMUNICATION

- 4.1. All official communication to Kairali-KATS shall be addressed to the office location per Article 3 and kairalikats@gmail.com shall be the electronic mail address for the organization

5. MEMBERSHIP

- 5.1. Adults 18 years or older can become a kairali member for a membership fee. The membership fee, which is not less than \$25 per year per person, will be determined by the executive committee and will be valid for the Kairali fiscal year. Membership will provide benefits such as discounted tickets for Kairali events.
- 5.2. Each event organized will be a stand-alone occurrence with admission open to all people who are willing to share and promote the objectives of Kairali – KATS.
- 5.3. Voting rights shall be restricted to adult kairali KATS members above the age of 18.
- 5.4. Registration dues to KAIRALI KATS events shall be determined each year, by the executive committee.
- 5.5. The fiscal year of **Kairali – KATS** shall be from October 1 to September 30

6. COMMITTEES

- 6.1. The Executive Committee shall consist of **Four Officers** - President, Secretary, Treasurer, Cultural Program Coordinator and **Five** additional members called **Committee Members**.
- 6.2. The Executive Committee shall have the authority to manage the activities of the **Kairali – KATS**.
- 6.3. The Executive Committee shall have the authority to appoint Committees as and when required for the effective functioning of **Kairali – KATS**.
- 6.4. Programs and activities of these committees shall be carried out under the direction of the Executive Committee.
- 6.5. The incoming Executive committee should appoint a member from the out-going Executive committee as ex-officio to the current executive committee. This ex-officio member will not have voting rights in committee affairs.

7. ELECTION AND TERMS OF OFFICE OF EXECUTIVE COMMITTEE

- 7.1. Nominations for Kairali committee must be limited to Kairali members.
- 7.2. Notice of the Election shall be given to all voting members of **Kairali – KATS** at least three weeks in advance, by electronic mail.
- 7.3. The election of the incoming Executive Committee shall be conducted during the annual picnic day. The term of office shall begin on October 1st until September 30 of subsequent year.
- 7.4. Upon election, the new executive committee will work with the current executive committee in organizational matters.
- 7.5. The election is to be conducted by an Election Committee of **three** members, at least one of whom shall not be a member of the Executive Committee. The Election Committee is responsible for receiving nominations, verifying eligibility of nominees and conducting the elections.
- 7.6. Nominations shall be in writing with a CC to the nominee's email address and the role nominated. Nominee's willingness to serve the role nominated should be received in writing to Kairali election committee.
- 7.7. The deadline for closure of nomination shall be at least one week prior to the Election Day. The final nomination list to be published to the kairali committee at least three days before the scheduled election day. Floor nomination for a position on the Executive Committee shall be admissible only in the absence of a nomination for that position.

- 7.8. The deadline for withdrawal of nomination shall be at least three days prior to the scheduled Election Day.
- 7.9. Absentee ballots, sent in by electronic mail are valid if received by the previous business day of Election Day.
- 7.10. The Executive Committee will elect a new Officer/Member in case any vacancy is created on the Executive Committee. The term of the new Officer/Member will run through the election of the next Executive Committee.
- 7.11. Only an adult kairali KATS member (of age 18 and above) is eligible to contest or vote for any office of the Executive Committee. Members of the Election Committee shall not contest in the election. A member of **Kairali – KATS** shall not contest for more than one position on the Executive Committee in a given year.

8. RESPONSIBILITIES OF THE OFFICERS OF THE EXECUTIVE COMMITTEE

8.1. PRESIDENT

The President

- 8.1.1. shall in general manage all activities and business of the Kairali – KATS. He/she shall call for and preside at the meetings of the Kairali – KATS and the Executive Committee.
- 8.1.2. shall, with the approval of the Executive Committee, appoint members of all other committees.
- 8.1.3. shall sign all documents in the name and on behalf of Kairali – KATS.
- 8.1.4. shall see that all activities of Kairali – KATS are properly documented and filed.
- 8.1.5. shall during the temporary absence of any Officer of the Executive Committee, the President assign the officer's responsibilities to other members of Executive Committee.
- 8.1.6. shall present a consolidated report of the activities of Kairali – KATS at the Annual General Body Meeting.

8.2. SECRETARY

The Secretary

- 8.2.1. shall perform all duties of the President during the latter's temporary absence and any other duties which may be assigned by the President.
- 8.2.2. shall be responsible for recording and presenting the minutes of all meetings.
- 8.2.3. shall sign and attend to all correspondence of Kairali – KATS. He/she shall send all to members, notices of all meetings and functions held on behalf of the Kairali – KATS.
- 8.2.4. shall be the custodian of records and documents of Kairali – KATS other than those under the jurisdiction of the Treasurer.
- 8.2.5. shall maintain an updated list of voting members of Kairali – KATS.
- 8.2.6. shall file any certificates required by any statute, Federal or State.
- 8.2.7. shall perform such other duties as may be assigned to him/her by the President.

8.3. TREASURER

The Treasurer

- 8.3.1. shall have charge and custody of and be responsible for all funds of the Kairali – KATS.
- 8.3.2. shall establish a bank account in the name of Kairali – KATS.
- 8.3.3. shall make, countersign and endorse in the name of Kairali – KATS all checks, drafts, notes and other orders for payment of money, under the direction of the Executive Committee.
- 8.3.4. shall seek the approval from the 9-voting members for all purchases or services above \$200 (Two hundred dollars) with documented evidence of approval votes
- 8.3.5. shall maintain records of all financial transactions made by or on behalf of Kairali – KATS in accordance with approved accounting principles.
- 8.3.6. shall maintain an updated list of physical assets of the Kairali – KATS.
- 8.3.7. shall work with the designated licensed CPA to prepare the audited annual financial statements and file taxes
- 8.3.8. shall present an up-to-date, audited financial report by electronic mail, no later than 3 months of closure of that fiscal year.
- 8.3.9. shall perform such other duties as may be assigned to him/her by the President.

8.4. CULTURAL PROGRAM COORDINATOR

The Cultural Program Coordinator

- 8.4.1. shall be responsible for organizing the cultural program part of any Kairali event.
- 8.4.2. shall form and manage cultural program sub committees as needed.

8.5. COMMITTEE MEMBER

The Committee Member

- 8.5.1. shall be responsible to be available and execute tasks assigned by the executive committee for all events hosted by Kairali, as needed
- 8.5.2. Shall attend all meeting called on by the president, as needed

8.6. YOUTH COMMITTEE

- 8.6.1. Nominations for Kairali youth committee must be limited to children of Kairali members
- 8.6.2. The Youth Committee shall consist of One Leader, one sub-leader and **seven** additional members called **Committee Members**.
- 8.6.3. The youth committee will be operated under the guidance of the existing Kairali committee
- 8.6.4. The youth committee will plan and execute cultural, academic, and many more activities that may help the younger generation prepare for the future. Also, it helps organize Kairali events and Charity services.
- 8.6.5. Notice of the youth committee nomination shall be given to all adult voting members of **Kairali – KATS** at least three weeks in advance, by electronic mail.
- 8.6.6. The 9-member youth committee will be formed based on the nominations received electronically on Kairalikats@gmail.com on a first come first serve basis
- 8.6.7. The leader and sub-leader will be elected by the 9-member youth committee voting with documented evidence.

9. MEETINGS

9.1. EXECUTIVE COMMITTEE MEETINGS

- 9.1.1. The Executive Committee shall meet at least four times in a fiscal year.
- 9.1.2. The Executive Committee shall meet at the call of the President or majority of its members.

9.2. GENERAL BODY MEETINGS

- 9.2.1. The President may convene a General Body meeting anytime during the year.
- 9.2.2. The President should convene a General Body meeting if majority of the members of Kairali – KATS demand one.
- 9.2.3. Notice including the agenda of the General Body meetings shall be given at least 1 week in advance by electronic mail.

9.3. QUORUM

- 9.3.1. One third of the voting members of Kairali – KATS shall constitute a Quorum for a General Body Meeting.
- 9.3.2. In the absence of a Quorum, the Secretary shall call for a General Body Meeting within a month per article 9.2 and the members present at such meeting shall constitute the Quorum.
- 9.3.3. A simple majority shall constitute a Quorum for the Executive Committee meetings

10. CODE OF CONDUCT

- 10.1.1. Parents are expected to take responsibility to supervise their kids and ensure they respect others and their property and behave appropriately in public
- 10.1.2. No direct solicitation from Kairali committee members for donations, except for solicitation email to the community from kairalikats@gmail.com.

11. DISSOLUTION

11.1. DISSOLUTION

- 11.1.1. **Kairali – KATS** can be dissolved by a four-fifths vote of the voting members.

11.2. DISPOSITION OF FUNDS UPON DISSOLUTION

- 11.2.1. Upon the dissolution of Kairali – KATS, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

12. AMENDMENTS

- 12.1.1. These bylaws may be amended at any General Body Meeting of Kairali – KATS by two-thirds of the voting members (including absentee ballots) provided that the amendment has been sent to the members at least two weeks prior to the General Body Meeting.
- 12.1.2. A member proposing an amendment shall submit in writing to the Executive Committee at least twelve weeks prior to a General Body Meeting. The Executive Committee shall determine the worthiness of the amendment and inform the proposer of its evaluation within six weeks of receipt. Upon finding the proposed amendment worthy, the Executive Committee shall include the proposed amendment for consideration in the next scheduled General Body Meeting, subject to the prior notice requirement of 12.1.1.
- 12.1.3. In the event that the Executive Committee rejects the member's proposed amendment, the member may petition in writing, signed by 10% of **Kairali – KATS** members, to the Executive Committee, at least four weeks prior to a General Body Meeting. Proposed amendments, in its entirety, shall be sent to the membership by the Executive Committee for consideration in the next scheduled General Body Meeting.
- 12.1.4. In the case when the Executive Committee proposes an amendment, only the prior notice requirement of 12.1.1 needs to be satisfied.

Adopted as of 10-01-2024