

**Constitution**  
**Of**  
**FINLAND - MALAYALEE ry**  
**FIMA**

**(ESTABLISHED IN 2013)**

VERSION 0.6  
STATUS: FINAL

CONSTITUTION & BY – LAWS  
OF  
FINLAND - MALAYALEE ry  
(FIMA)  
- A NON- PROFIT ORGANIZATION

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## **ARTICLE 1**

### ***SECTION 1:1 ASSOCIATION AND REGISTRATION***

a. The name of this organization shall be FINLAND MALAYALEE RY (FIMA), hereinafter referred to as the 'Association'.

b. Finland Malayalee Association is a democratic, secular, non-political and non-religious organization that provides a common platform for the members to co-ordinate, cultural, educational, social, economic and community affairs to all Malayalee's residing in mainland Finland.

c. The term "secular" is defined as the institution or organization that is not sectarian based on religion, sex, or political affiliations.

d. The executive board is the highest decision-making authority in Finland Malayalee association.

e. The advisory board is to advice executive board to make proper decisions.

f. The Association was registered in Espoo, Finland in 2013.

### ***SECTION 1.2 MISSION AND VALUES***

#### **Mission**

To promote the social and cultural heritage of Kerala as well as to empower, educate and encourage people of Kerala origin in mainland Finland for social, cultural and economic integration to Finnish society, while giving strong emphasize on traditional Finnish values of honesty, equality, punctuality and modesty.

#### **OUR VALUES**

##### **Diversity**

We value and respect the uniqueness of each individual, regardless of his/her religion, cast, creed or socio-economic status.

**Integrity**

We will be honest, ethical and transparent in our operations.

**Professionalism**

We deliver highest level of professionalism in all the actions and process we undertake.

**Unity**

We encourage continuous learning by building a strong unity among members based on trust and mutual respect.

**Inclusivity and Sustainability**

We strive for an, equal, inclusive and sustainable society by recognizing the length and breadth of the communities we serve.

***SECTION 1.3 OBJECTIVES OF ASSOCIATION***

- To promote and spread the values of Finland Malayalee association.
- To preserve and represent the culture and heritage of Kerala.
- To conduct events where the members and other guests are introduced to Kerala as well as the Finnish way of life, language, culture and history.
- To provide a common platform for members to exchange and engage in matters of public interest.
- To organize and provide avenues related to Indo-Finnish socio-economic development related projects and ideas.
- To provide a platform for visiting scholar's, artists, politicians, intellects to interact with their potential partners in Finland and vice versa.

**To meet the objectives,**

- The association shall inform and update members about activities and events through social media, emails, and the association's website.
- The association can receive donations and sponsorship, may own immovable and movable property after fund-raising.

## **ARTICLE 2**

### ***SECTION 2.1 MEMBERSHIP ELIGIBILITY***

1. The association shall accept membership from all individuals residing in mainland Finland, and Estonia who demonstrates an interest in Kerala/Malayalee culture and accept the objectives and values of the association.
2. The membership is evidenced by the payment of membership fee by members abiding, the constitution and internal regulations of the association.
3. The application for membership shall be made in the prescribed form available on the website/ provided by the association and must be submitted to the board.
4. The membership if approved by the executive board, shall be valid from the date of approval of such an application to the end of the running fiscal year or such other dates as decided by the executive board. The executive board, shall have the right to refuse any membership application.
5. Executive Board is selected by members of Finland Malayalee ry.

### ***SECTION 2.2 MEMBERSHIP SEGMENTS, PERIOD AND FEE***

- **permanent membership:** any individual of the age of eighteen and above, residing in mainland Finland, and Estonia, having an interest in Kerala/Malayalee culture, are eligible for permanent membership and is entitled for one vote.
- **single membership:** any individual of the age of eighteen and above residing in mainland Finland, and Estonia, having an interest in Kerala/Malayalee culture are eligible for single membership and is entitled to one vote
- **student membership:** any Student individual of the age of eighteen and above studying (up to master's level), in mainland Finland and Estonia having an interest in Kerala/Malayalee culture is eligible for student membership and is entitled to one vote.
- The membership period shall be the calendar year, beginning on January 1st and ending on December 31st. Membership renewal is due on December 31st. Membership renewal forms shall be send three weeks in advance. There shall

be a grace period of 15 (fifteen) days given for the membership renewal.

- The executive board may review/revise the fee structure from time to time.

## ***SECTION 2.4 MEMBERS RIGHTS***

The member shall have the following rights:

- To obtain a copy of the constitution and the internal regulations
- To provide constructive feedbacks and suggestions to improve the functionality of association through prescribed channel
- To benefit from the facilities provided by the association for fellow members
- To obtain the associations circulars and publications
- Will have access to review the records, documents and correspondence of the association at the times determined by the executive board in the presence of the person(s) responsible
- To attend annual general body meeting, discuss and vote on items included in the agenda.
- Members can raise concerns, contact the executive board and can provide support and constructive feedback for continuous development.

## ***SECTION 2.5 TERMINATION OF MEMBERSHIP***

- A member may resign from the association at any time by giving notice in writing to the Board. The resignation shall take effect at the time such a notice is received by the Board, unless a later date is specified in the notice in which case when it shall take effect on that later date.
- Membership can terminate if a Member,
  - a. is convicted of an indictable offence; or
  - b. fails to comply with any of the provisions of these rules; or
  - c. has membership fees in arrears for a period of six months or more; or
  - d. conducts oneself in a manner considered to be injurious or prejudicial to the interests of the association.
- The member concerned shall be given a full and fair opportunity to present his/her case and if the executive Board, still resolves to terminate his/her membership it shall instruct the secretary to advise the member in writing accordingly.

## **ARTICLE 3**

### ***SECTION 3.1 EXECUTIVE BOARD AND TERMS***

The Executive Board is the highest decision-making authority in the association. It shall implement the policy drawn up by the general body meeting and the resolutions adopted thereby for the realization of the organization's values, objectives and general administration of the organization.

- The BOARD is a 6 (Six) - maximum 9(Nine) - member body, consisting of
  1. The President
  2. The Vice President
  3. The Secretary
  4. Joint- Secretary
  5. The Treasurer
  6. Auditor
  7. Member of public relations
  8. Cultural affairs coordinator
  9. Sports and children's activity coordinator
  
- The executive board of the association shall be elected for TWO YEARS, coinciding with the fiscal year of the association, at the annual general body meeting.
- Any member shall not exceed the term of more than six year's consecutively in office
- The candidate may not be re-elected to the same position consecutively, unless otherwise deemed during the annual general body meeting.
  
- The executive board shall meet at least once in every 45 days.
  
- The executive board shall consist of only one person per family at a time.
  
- The executive board member should, a person of Kerala origin residing in mainland Finland, Estonia and an active participant of the association.
  
- The President on the request of any two members of the board shall call for a board meeting with all available members in case of emergency.
  
- In normal circumstances, the meeting shall be scheduled at least two weeks in advance to ensure the availability of the majority board members.
- If the association has a sound financial status, it shall pay for the expense of board members to attend the meetings.
- Diplomatic relations are handled collectively by the President, VP, Secretary and Joint Secretary.

- Opinions or ideas arising at any meeting of the executive board,
  - a. shall be decided by most votes of those present except the president.
  - b. In case of equal number of votes, the President of the meeting shall have a second or casting vote
  - c. In case the above situation persists in second round, the president shall take a decision after consulting the advisory board.
- However, in any case president should not cast the vote.
- If an elected board member resigns during ongoing term of office, the board has the power to vote and appoint a new board member.
- The leaving board member should give a notice of resignation to executive board at least 30 days (Thirty) before resignation.
- Upon the affirmative vote of at least two third (2/3) of the executive board, an executive board member shall be removed if:
  - ✓ A member who has been inactive for six (6) months, despite notifications of such meetings without providing acceptable reasons.
  - ✓ An executive board member is found misusing his/her authority or association's funds or consistently working against the interests and objectives of the organization.
- Any vacancy occurring in the executive board shall be filled from the active general members by the affirmative vote of two third (2/3) of the executive board, and such appointment shall be held valid until the expired term of the executive board.
- The executive board has the right to inquire about the development and duties allocated to individual members.
- The executive board can reduce the number of board members before a term expires.
- Any dispute in executive board shall be consulted by advisory board to make a final decision.

*The current number of Board Members remains the same until the end of this term. However, the Executive Board shall reduce the number upon request of any two executive Board Members as provided in the section 3.1.*



### ***SECTION 3.3 EXECUTIVE BOARD MEETING PROCEDURES***

- Board meeting shall be held every 45 days. The date, time and place should be circulated at least 15 days in advance for all the board members.
- Meeting agenda should be prepared by the secretary. Agenda can be changed if majority of the executive board members disagree, however the president should negotiate with all executive board members and must take the final decision.
- Any board member has the authority to present a topic to the meeting, however, He/ She should inform the item/topic at least seven days in advance to board.
- The board meeting can be in any physical location or can be through internet/telephonic medium.
- Executive board meetings and agendas should be confidential and should be only discussed amongst the executive board members.
- If in case the leakage of information is visible, the executive board shall take strict disciplinary action including termination from the executive board.
- All information related to the members/ affiliated members shall remain within the executive board, unless published by the board or mentioned elsewhere in the constitution.
- If required, members of the general body shall be invited for a meeting during any special circumstance, provided the same should be agreed by majority of the executive board members.

### ***SECTION 3.4 SELECTION OF ADVISORY BOARD***

- An advisory board shall be formed and selected by the executive board. The objective of advisory board, is to help the executive board, make proper decisions, give advice and help in planning.
- A member for an advisory board, must be a resident of Finland and should not be in the executive board.
- Duration of advisory board remains the same as of executive board.
- Any executive board member shall suggest the advisory board member name. This could be discussed within executive board meeting and final decision shall be taken based on majority votes, from executive board.
- Executive board member shall not nominate more than one person for advisory board.
- The advisory board strength shall not be more than four.
- In case of more than four nominations, executive board shall take final decision.
- In case of no suggestion, executive board can advertise the advisory board open position through different communication platforms.
- In case of disputes of selecting advisory board members, president shall

conduct a public opinion poll among members.

- However, in any case President shall be neutral in taking decisions.
- Advisory board will automatically cease to exist, if in case executive board decides to dissolve.

### ***SECTION 3.5 RESPONSIBILITIES OF ADVISORY BOARD***

- Advisory board shall provide any advice/suggestions related to organizational functioning.
- Executive Board, may accept or reject any suggestions and advices of advisory Board
- Meetings of an Advisory Board, shall be called upon request of majority executive board Members.
- Advisory Board members should be from various professional backgrounds to make sure of non-biased advice
- Advisory Board has the power to call the meeting of their own members.
- Documents, agenda and planning's of executive board can be shared with the advisory board if needed provided there is a 2/3 rd. majority of the executive board.

## **ARTICLE 4**

### ***SECTION 4.1 ELECTION OF THE EXECUTIVE BOARD***

During the final term, all the members of the executive board, for the time being shall retire from office at the annual general meeting of the organization, but shall be eligible upon nomination for re-election. The position held in executive board, shall not be the same for President, Vice President, Secretary and Joint Secretary; unless the newly elected remaining Board members refuse to take over the positions mentioned. A president of an executive board can be removed, if he/she is acting against the by-law of the association or has been committed crimes or is found guilty of some criminal offence or due to loss of life.

The election of officers and other members of the executive board shall take place in the following manner: -

1. Any two members of the association, shall be at liberty to nominate any other member to serve as a member of the executive board;
2. The nomination, which shall be in writing and signed by the member and his/her proposer and seconder, shall be lodged with the secretary at least fourteen (14) days before the annual general meeting at which the election is to take place;
3. The nomination shall be withdrawn a week before annual general body election.

A list of the candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual place of meeting of the association for at least seven (7) days immediately preceding the annual general meeting.

- The executive board, shall nominate an election commission for conducting the election process, if required.
- The election commission can conduct a policy debate to finalise the candidate if in case more than one person for a single position.

### ***SECTION 4.2 FUNDS AND ASSETS OF ASSOCIATION***

1. All the funds and assets of the association shall be held in the name of the association.
2. Funds of the association shall be deposited in the name of the association by the treasurer in a local reputed financial institution.
3. All the expenses must be substantiated by receipts and must be approved properly by the treasurer. In addition, expenses above hundred and fifty euros (€150.00)

for individual items must also be approved by the President. The executive board should approve any expenses above five hundred euros (€500.00).

4. Books of accounts must be kept in an orderly manner and reconciled against bank statement and bank accounts by the treasurer.
5. Any withdrawal shall require the signature of the treasurer and any one of the following: The president, the vice president or the secretary.
6. The fiscal year of the association shall be January 1st to December 31st.
7. A qualified accountant shall be nominated by the executive board to audit the accounts of the association, when necessary.
8. The treasurer shall present audited accounts and reports at the annual general body meeting.

#### ***SECTION 4.3 ANNUAL BUDGET, ACCOUNT AND REPORTS***

- The executive board shall decide the average operational budget proposal for the costs and income.
- The secretary is responsible for presenting the annual budget plan, costs and income (at the general body meeting or to whomever it is to be presented)
- Based on the budget plan, several events, activities, and seminars are conducted.
- The annual budget plan has a profit, loss and balance sheet statement
- All cash transactions shall be accounted for and the treasurer is responsible for submitting the balance sheet to the secretary, by the end of the fiscal year.

#### ***SECTION 4.4 TERMINATION OF THE ASSOCIATION AND PROCESS***

- A proposal for the termination of the association may be taken up at monthly board Meeting or if more than half of the executive board, members shall resign at one time or the number of members in the executive board is reduced to less than one half (1/2) for any reason whatsoever.
- Proposal shall be accepted if majority of the board members present in the meeting vote for it and provide written accord for terminating the association.
- In case of Termination, the association assets shall be donated to charity.
- The debts of the association must be paid in case of termination and the executive board is responsible for this activity.

## AMENDMENTS HISTORY

<b>Issue Version</b>	<b>Date</b>	<b>Handled by</b>	<b>Comments</b>
0.1	01-JAN-2013	John P Mathews	Initial Draft
0.2	14-JAN-2013	John P Mathews	Modified as per the executive committee review. Refer the executive committee meeting minutes dated 12-Jan-2013
0.3	20-JAN-2013	John P Mathews	Modified as per the executive committee member's off-line review feedback.
0.4	22-Aug-2017	Melbin Thomas	Modified Draft for Amendments
0.5	30-Sep-2017	Melbin Thomas	Modified as per executive committee review
0.6	10-Oct-2017	Melbin Thomas	Final Approved Version