



# **WITNEY MALAYALEE ASSOCIATION (WMA)**

## **Witney Malayalee Association**

**Witney Malayalee Association (WMA)** is a non-profit, and cultural organisation, formed in December of 2008. It is a voluntary organisation for the people of Kerala who reside in and around the Witney–Oxfordshire area. Currently, at least 50 families hailing from Kerala are understood to be living in and around the Witney area. WMA aims to bring harmonious co-existence among them. WMA intends to organize various social and cultural activities, involving families in and around the Witney area. WMA also emphasizes preserving and promoting the moral, social, cultural, educational, literary, artistic, charity, and heritage of the Indian community in and around the Witney area.

## **Kerala - God's Own Country**

Kerala is a State located in the South-western part of India, surrounded by the Arabian Sea on the West, Karnataka on the North, and Tamil Nadu on the South and East. Some of the major cities are Thiruvananthapuram (the capital city of Kerala), Kochi, and Kozhikode. The native language is Malayalam with a total population of 32 million. Kerala is the most literate State in India with 100% literacy. The professionals of Kerala are among the most sought-after experts in the fields of Medicine, Information Technology, Engineering, etc. At present Keralites have migrated in large numbers to Europe and the United States. The Malayalam literature and short stories are of classical acclaim, and they have a wide readership in Europe and the United Kingdom.



## **Constitution and By-Laws (WMA)**

### **Preamble**

We, the heirs of the rich heritage of Kerala - India maintain the great values of that heritage, organize this forum for the contribution of the unique culture and tradition of the people from Kerala to the enrichment of the Witney society, do hereby dedicate this constitution for the Witney Malayalee Association.

### **CHAPTER I**

#### **Name**

The name of this Association shall be  
**“Witney Malayalee Association” (WMA)**

### **CHAPTER II**

#### **Location of Office**

The principal office of the Association shall be in Witney, Oxfordshire County, United Kingdom (UK).

### **CHAPTER III**

#### **Objectives**

The objectives of this Association are:

**Section 1:** To create and foster a spirit of brotherhood and cooperation among the Indians, especially Malayalees residing in and around the Witney area.

**Section 2:** To promote, develop, and encourage the social, cultural, charity, and educational activities of Malayalees.

**Section 3:** To provide facilities for 'get-together of all members of the Association irrespective of religion, caste, political affiliation, family background or social status.

**Section 4:** Popularising and preserving the culture of Kerala by passing it down to the younger generation.

**Section 5:** To promote the growth of the Malayalam language, rendering opportunities to learn and exhibit Indian artistic talents among the younger generation, introducing eminent literary personalities to the younger generation to foster literary awareness among Malayalees.

**Section 6:** To provide support and information to new Malayalees who are coming to settle in and around the Witney area.

**Section 7:** The Association shall support its members in promoting and encouraging the artistic, cultural, and athletic activities of their children.

**Section 8:** To initiate innovative programs for self-help and organize internal arrangements for mutual support.

**Section 9:** The Association shall extend its assistance to the members both legally and ethically in times of harassment in their workplaces.

**Section 10:** The Association shall provide awareness regarding mental, emotional, physical, and financial domestic abuse; and shall also provide information on where to seek help and guide them through the services available, since all survivors of domestic abuse should be able to get the support they need to feel safe and move on from the traumatic experiences.



**Section 11:** The Association shall help its members during hardships like medical emergencies, accidents, etc.

**Section 12:** The Association shall provide ample financial assistance like Loans to cover emergencies, which shall be repaid to the Association within the period specified by the Executive Committee for each case.

**Section 13:** The Association shall extend its support to the members who are in need in connection with sudden mishaps like Death, Burial, and other related expenses if required.

**Section 14:** While conducting any programs or events the Association shall prioritize the services or products rendered by its members.

**Section 15:** The Association shall raise funds for its smooth functioning through sponsorships from individuals, Multi-National Companies, Raffle Coupons, Donations, and Membership fees that the Executive Committee may decide from time to time after the formulation of specific guidelines which is duly accepted by the general body.

## **CHAPTER IV**

### **Membership**

**Section 1:** Membership of the Association is a privilege that shall be extended only to people who meet the standards and requirements set forth by this by-law.

**Section 2:** Each adult has one membership, and one family will have a Family membership regardless of the family size. Adult membership and family membership are classified separately and charged separately.

**Section 3:** Full membership will be open to Malayalees and their children and other families, provided one member of such a family is a Malayalee identified as such by his/her origin and cultural heritage of Kerala.

**Section 4:** Full membership of the Association shall be extended only to the residents in and around the Witney area.

**Section 5:** Membership will be given only to those over the age of eighteen.

**Section 6:** By accepting membership in this Association, all members shall agree to conduct themselves to the highest ethical standards based on accepted principles and social values.

**Section 7:** Members of this Association shall pledge themselves not to work against or cause harm to any other member of this Association directly or indirectly under any circumstances but to meet and respect each other as friends and equals.

**Section 8:** Any member of this Association may undertake any program or activity on behalf of this Association with prior consent of the Executive Committee or General Body.

**Section 9:** Membership will be granted to those individuals who pay the decided and determined annual fee.

**Section 10:** If any member works against this Association or does not follow the principles of this Association, they shall be suspended by the Executive Committee provided that the authority to expel a member from this Association shall only be vested with the General Body.

**Section 11:** The name, address, and other particulars of all members shall be recorded in a register which shall be kept confidentially while complying with relevant data protection laws. The register shall be kept with the Secretary.

## CHAPTER V

### Membership Fee

**Section 1:** The annual membership fee of this association shall be on a calendar year basis and shall be as determined by the General Body. Members shall pay the non-transferable and non-refundable fee promptly to remain in their roles. The final date for accepting membership for each year shall be April 30<sup>th</sup> of the corresponding year.

**Section 2:** Membership fee shall be subject to change from time to time with the consent of the General Body.

**Section 3:** A non-transferable and non-refundable life membership shall be awarded to Full members for a fee determined by the General Body. The amount collected from life membership shall be invested in an income-yielding fund or project and no change shall be made to these income-yielding funds or projects, except by the General Body. The income saved from these funds shall be used for the betterment of the Association as prescribed by the Executive Committee.

## CHAPTER VI

### Disqualification Of Members

**Section 1:** If a member is found to be guilty of being involved in any offenses in the United Kingdom (UK) and India where punishment exceeds thirty days (30) days of imprisonment, he/she shall be disqualified within 30 days (about 4 and a half weeks) of the verdict, unless they provide an affidavit stating the circumstances of the case and the Executive Committee shall decide whether to disqualify them or not.



## CHAPTER VII

### Management (Executive Committee)

**Section 1:** The management of this Association shall be vested in an Executive Committee consisting of the President, Secretary, Treasurer, and Seven (7) Committee members elected by the General Body from its full members and the President, Secretary, and Treasurer of the previous year.

**Section 2:** One-year membership in the Executive Committee is required for a person to be elected as the President, Secretary, or Treasurer.

**Section 3:** The election of the Executive Committee Members shall be held at the first General Body Meeting which should be convened within 30 days (about 4 and a half weeks) of the Onam Celebration of every year.

**Section 4:** The duration of the Executive Committee shall be a minimum of one year and a maximum of two years as directed by the General Body.

**Section 5:** Forty Percent (40%) of the seats in the Executive Committee shall be reserved for women.

**Section 6:** If a vacancy arises in the office of the President, Secretary, or Treasurer, for the remaining term of the committee Vice President, Joint Secretary, and Joint Treasurer shall serve out the remaining term of the committee, respectively.

**Section 7:** Interim vacancies of the Executive Committee except that of the President, Secretary, and Treasurer shall be filled by the Executive Committee.

**Section 8:** The term of the Committee members will expire only after the election of a new Executive Committee.

**Section 9:** The Executive Committee shall meet at least once in two months or more often as and when necessary.

**Section 10:** The Executive Committee Meeting may be called upon at the request of five or more committee members together.

**Section 11:** Special or emergency meetings may be called at any time by the President in consultation with the Executive Committee. A meeting of this nature requires only a telephone request from the President or Secretary.

**Section 12:** A quorum required to convene the meeting of the Executive Committee shall be fifty percent (50%). If there is no quorum it shall be adjourned and may be reconvened at a convenient time and place but no later than two weeks.

**Section 13:** The Executive Committee may appoint sub-committees to assist or report as needed from time to time.

**Section 14:** Any Executive Committee Member who does not attend three duly convened committee meetings consecutively, shall lose their membership in the Executive Committee.

## **CHAPTER VIII**

### **Duties and Responsibilities**

#### **(A) Duties of the President:**

1. The President shall be Chairperson of the Executive Committee and shall call and preside at all meetings of the Association.
2. He/ she shall be an ex-officio member of all committees.



**(B) Duties of Vice President:**

The Vice President shall, in the absence of the President, assume all the powers, duties and responsibilities of the President. In addition, the Vice President shall perform all duties directed to him/her by the Executive Committee. The Vice President shall automatically become the President if the position of the President becomes vacant, and another Vice president may or may not be nominated by the Executive Committee.

**(C) Duties of the Secretary:**

1. The Secretary shall keep accurate and complete minutes of all the meetings.
2. He/she should notify all officers and members of their appointment to various committees and the objectives for which the committees were formed.
3. He/She shall notify all members of each meeting called on the order of the President and the Executive Committee.
4. He/she shall attend to all correspondence and submit all reports to the Executive Committee.

**(D) Duties of the Joint Secretary:**

The Joint Secretary shall, in the Secretary's absence, assume all the powers, duties, and responsibilities of the Secretary. In addition, the Joint Secretary shall perform all duties the Executive Committee may have assigned.

**(E) Duties of the Treasurer:**

1. The Treasurer shall be the custodian of all funds and keep an accurate account of all funds entrusted to him/her, and the funds are to be used only on the order of the Executive Committee.
2. The Treasurer shall perform all duties assigned to him/her by the Executive Committee.

3. Treasurer shall also present a budget for the fiscal year at the Annual General Body Meeting for its approval.

**(F) Duties of the Joint /Acting Treasurer:**

The Joint/Acting Treasurer shall, in the absence of the Treasurer assume all the powers, duties, and responsibilities of the Treasurer. In addition, he/she shall perform all duties the Executive Committee may have assigned.

## **CHAPTER IX**

### **Operation Of Accounts**

**Section 1:** The operation of any and all Accounts regarding the Association shall be jointly overseen by the Secretary and Treasurer.

## **CHAPTER X**

### **General Body**

**Section 1:** The Association shall consist of a General Body and an Executive Committee. The General Body shall be the last and final authority on all matters connected with the Association. (WMA)

**Section 2:** The General Body shall meet at least once a year. In addition, the Executive Committee may call a special meeting at any time or upon request of one-third (1/3) of the voting membership. The General Body should discuss and ratify the decisions of the Executive Committee by approving the minutes presented by the Executive Committee.

**Section 3:** The quorum for the General Body shall be one-fourth of the General Membership: however, if there is no sufficient quorum for the meeting at the specified date and time, consent of the absent members shall be acquired, and the meeting shall proceed as planned.



**Section 4:** A Notice containing the time, place, and agenda shall be delivered to all its members at least twenty-one (21) days before the meeting to convene the General Body.

**Section 5:** Any resolution may be moved to the General Body or the Executive Committee but shall be informed to the Secretary at least fifteen (15) days in advance.

**Section 6:** A vote of “no confidence” against an executive Committee or any of its members shall be passed at a General Body Meeting and not less than two-thirds (2/3) of the members present and voting shall support the resolution. A “no confidence” motion must be informed to the Secretary at least twenty-one (21) days prior to the motion.

## **CHAPTER XI**

### **Advisory Committee**

The Advisory Committee, elected by the Executive Committee, consists of two or three senior members and one member from the previous year's Executive Committee. While deciding on crucial matters the Executive Committee shall consider and implement the suggestions of the Advisory Committee if required.



## **Witney Malayalee Association**

### **Founding Members:**

1. THOMAS JOHN & MOLLY JOSEPH
2. LUKOSE JOSEPH & MINI JOSEPH
3. JAIMON VARGHESE & HELEENA VARUGHESE
4. JOHN CORREYA & SHINEY JOHN CORREYA
5. SHINE VARGHESE & BINDU MATHEW
6. SAJU VARGHESE & MINI VARGHESE





## Witney Malayalee Association

### Bylaw Presented and Executed by 2024-2025 Executive Committee:

President: AKHIL KURIAKOSE 

Secretary: SATHAR POTHYIL 

Treasurer: JOHN CORREYA 

Committee Members: JAMES KANJIRAKKATTU KURIAKOSE 

DINO JOSEPH 

JASMINE JOY JELSON 

DEEPAMOL JOSEPH 

SEBASTIAN JOY 

SHINTO JOSEPH 

GEEGOSE MATHEW 