Kerala Hindus of Minnesota (KHMN)

(A Non-Profit Organization)

BYLAWS

Narayan Nair
President (2025-26)

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Gen. Secretary (2025-26)

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Preamble

We, the people having origin or connection by birth, marriage or otherwise with Kerala Hindu community and having come to the United States of America for permanent settlement, studies or work hereby constitute ourselves as an Association to ensure smooth transactions of its activities for the common-good, establish these bylaws for Kerala Hindus of Minnesota.

These bylaws shall have 2 sections. Section-1 shall have fundamental articles that cannot be amended; while Section-2 articles may be changed or modified in the future as deemed necessary, in compliance with Article 9.

Section-1

Article 1. Name of the organization

This organization shall be called "Kerala Hindus of Minnesota" hereinafter referred to as Kerala Hindus of MN or KHMN in this document and other correspondence. All members of this organization collectively constitute the “body".

Article 2. Objectives of the organization

The primary purpose of this non-profit, cultural, and charitable organization is to provide a forum for members living in Minnesota State, to practice Sanatana Dharma and to meet, celebrate, and enhance Kerala Culture, Traditions, Heritage, and Festivals. The following are expected to achieve by this organization.

1. To represent the social, cultural, and devout interests of the KHMN members in the Minnesota state.

2. To conduct, coordinate and promote all the activities of common interest to the KHMN community of Minnesota State.

3. To assist members in efforts, which are designed to improve social, cultural, and educational programs.

4. To encourage active participation of all members in social and cultural functions, and other activities concerning the general purpose of this organization.

5. Promote and educate about the Sanatana Dharma and traditions to the people living in Minnesota State.

6. To preserve and promote culture, heritage, traditions, and way of life of the members of the KHMN community.

7. To coordinate and conduct charitable, educational, literary, scientific, cultural, and social activities in Minnesota state.

Section-2

Article 3. Membership & Privileges

1. Membership is open to all who believe and practice Sanatana Dharma and have ancestral or cultural ties to Kerala.

2. Membership must be renewed every year by paying applicable fees and dues.

3. Membership year is from January 1 to December 31 of the same year.

4. Membership can be obtained any time of the year, but fees cannot be prorated.

5. The Executive Committee sets the membership fees and privileges for each year.

6. Membership cannot be transferred.

7. There shall be two categories of memberships;

    a. Family – Family of 2 adults and their children under 26 years old.

    b. Individual – single individual over 18 years.

8. The Executive Committee will have the authority to take appropriate actions or to revoke the membership if any member indulges in activities which is deemed against the objectives of the organization.

Article 4. Executive Committee

1. A group of office bearers chosen by the General Body constitutes the “Executive Committee”.

2. The following constitute the Executive Committee of KHMN:

    i. President

    ii. Vice President

    iii. Secretary

iv. Joint Secretary

v. Treasurer

vi. Director of Membership

vii. Director of Youth Activities

viii. Director of Charity Activities

ix. Director of Woman's forum

3. The Executive Committee administers the day-to-day functioning of the KHMN. All activities under taken by KHMN should be prior approved by the Executive Committee.

4. All decisions taken by the Executive Committee on behalf of the KHMN are binding on the General Body.

5. The Executive Committee shall meet quarterly and at other times, as it deems necessary.

6. The Secretary shall send notices to all Executive Committee members, at least five days prior to the date of the meeting, in writing, by email or by other electronic media.

7. General Body member may request to attend any Executive Committee meeting.

8. Any member who wants to present his or her views or suggestions to the Executive Committee shall contact the President and he or she shall present it to the Executive Committee during the next meeting and the President shall send a reply to the member.

9. No member shall express his or her own views, suggestions, opinions, or ideas on behalf of the organization in any form that includes but not limited to mail, email, telephone, or fax unless prior approval from the Executive Committee is obtained.

10. Five members of the Executive Committee shall constitute a quorum. Proxy arrangements shall not be used for constituting a quorum of the Executive Committee.

11. Any emergency decision of the Executive Committee shall be taken after discussing and voting through any medium of communication by the President with other Executive Committee members. The decision shall be discussed in the subsequent Executive Committee meeting.

13.General Body meeting shall be called upon the request of the President or two-third of the Executive Committee. The Secretary shall send out notices of these meetings to each KHMN member at least two weeks in advance.

14. The Executive Committee shall decide the representation and ownership of fund raising, grant and sponsorship activities of the organization.

15. The following are the roles of Executive Committee members.

A. President

1. President is the chief executive officer of the organization.

2. The President shall be responsible to the organization for the supervision and providing general direction of the organization.

3. Serve as spokesperson for the organization.

4. Preside over all the General Body and Executive Committee meetings.

5. Coordinate the work of all committees and sub-committees.

B. Vice president

1. Vice-President takes the lead in the absence of the President or as delegated by the President.

2. Vice-President will help President to complete his or her responsibilities.

C. Secretary

1. Act as the general administrator of the organization, including managing and directing operations.

2. Record the minutes of the meetings and share it with all Executive Committee members, and make it available to general body members on request.

3. Help the President and Vice president in coordinating the activities of KHMN.

4. Keep a record and track all the assets of the organization.

D. Joint Secretary

1. Joint Secretary takes the lead in the absence of the Secretary.

2. Joint Secretary will help Secretary to complete his or her responsibilities.

E. Treasurer

1. Collect and disburse the operating funds as directed by the Executive Committee.

2. Maintain a complete record of all income and expense of the organization and to make the records available to members upon request.

3. Submit the annual financial statements to the Executive Committee and the General body.

4. File and maintain all necessary paper work needed to keep the non-profit status of the organization with the government.

F. Director of Membership

1. Maintain a record of all members and their contact information in organization coordinating with the treasurer.

2. Conduct membership drive with the approval of the Executive Committee.

G. Director of Charity Activities

1. Plan and execute charity activities for KHMN with the approval of Executive Committee.

2. Maintain the record of all activities with the support of Secretary and Treasurer.

H. Director of Youth Activities

1. Plan and execute activities related to the youth members of KHMN with the approval of Executive Committee.

2. Maintain the record of all activities with the support of Secretary and Treasurer.

I. Director of Woman's Forum

1. Plan and execute woman's forum activities for KHMN with the approval of Executive Committee.

2. Maintain the record of all activities with the support of Secretary and Treasurer.

3. This is a reserved Executive Committee position for ladies.

Article 5. Election of office bearers

1. The term of each Executive Committee member is for two years.

2. A member shall not continue in the Executive Committee for more than 2 consecutive terms.

3. Resignation from the Executive Committee must be in writing or email and received by the President.

4. An Election Officer shall be nominated by the Board of Directors for conducting the election of the Association. The Election Officer shall adhere to the following Election process.

a) The election of the Board of Directors shall be held at the General Body meeting, to be held between September 1st and November 30th of the election year for the next term.
b) All the voting members shall receive written electronic notice by email/ KHMN social media at least three weeks in advance, informing them of the location, date, and time of the general election. Each adult General Body member of KHMN has one vote.
c) The Secretary shall provide the Election officer with the latest copy of the voter list. All current active KHMN members shall be part of the voter list.
d) Nominations for the directors may be proposed and seconded by any member with voting rights. Self-nominations are also accepted. All nominations shall be filed with the election officer by the target date proposed by the Election Officer.
e) Any voting member of the Association shall qualify to become a nominee for the Director position only if he or she has spent a minimum of six months as a regular member of KHMN.
f) The election shall be held by acclamation if unanimous or by secret ballot if contested.
g) In case of more than one nomination to any position, the Election Officer shall conduct the election. In the absence of the Election Officer, a person from the Executive Committee shall be nominated as the acting election officer to conduct the General Election.
h) If two or more persons tie for one position the winner shall be chosen by a drawing of lots, unless one of the contestants is willing to withdraw.
i) If any of the positions of the Board of Directors are not filled, then two-third majority of the newly elected Board of Directors shall have the right to fill those positions.

Article 6. Sub-Committees

1. Sub-committees form the actual workhorse of the organization doing various activities of the organization. The sub-committees work under the supervision and guidance of the Executive

Committee and have no decision-making power. The Executive Committee has the right to form or deactivate any sub-committees at any time.

2. Only KHMN members can be part of a sub-committee.

3. Each sub-committee should have at least 1 Executive Committee member as its member and should report its activities to the Executive Committee.

4. Some of the sub-committees suggested are:

a. Cultural & entertainment activities

i. Plan and organize cultural programs

b. Sports, games and picnic and field trips

i. Plan and organize annual picnic

c. Literary and newsletter

i. Prepare newsletter, directory and or souvenir

d. IT & Social Media group, Website

i. Maintain Social Media groups

ii. Maintain website (If any)

e. Food Committee

i. Coordinate food during various programs

f. Marketing and advertising

i. News, press release, posting information

g. Scholarship

i. Call for and review to select suitable candidate(s).

ii. Periodically review and suggest updates to the selection criteria

Article 7. Finance

1. The fiscal year of KHMN shall be from January 1st to December 31st every year.

2. The Treasurer shall close the account at the end of each fiscal year, using projected Amounts / figures where necessary, and present it to the General Body. Copies with final details are to be made available to members at all times. The Treasurer shall close the accounts as on December 31st of each fiscal year and hand over all the financial documents to the new treasurer taking charge on January 1st of treasure's tenure including the details of account receivables /payables.

3. The Organization shall not borrow or pledge its credit without the written consent of 2/3 (two-thirds) of the members and endorsed by the Executive Committee.

4. Individual members of the Organization including Executive Committee members shall not be liable for any legal action taken against the Organization.

5. Accounting shall consist of an Operating Fund, generated by annual membership dues, event fees, donations, and other funds.

6. Executive Committee may decide to set up separate and independent accounts, other than the one stated above, for special programs they plan to start.

7. Operating Fund shall pay for expenses related to annual programs once operating funds are established. Programs may be decided by the Executive Committee.

8. Any decision to dissolve the organization shall be made by the majority of 2/3 (two-thirds) participation by members.

9. In the event of the dissolution of the organization all assets shall be donated to a charity selected by the Executive Committee.

Article 8. Photo and Video Sharing Policy

1. Purpose

This policy governs the capturing, use, and distribution of photographic and video content at events hosted or organized by KHMN. It aims to respect participants' privacy while promoting the event through KHMN owned media including WhatsApp, Facebook, Website. KHMN will not be responsible for any content posted by attendees or participants privately in their own interest. KHMN cannot guarantee or restrict the capture, use, or distribution of photos, videos, or other recordings of the event materials by attendees or third parties.

Permission and Consent

- Implicit Consent: By attending or Participating in KHMN events, attendees and participants agree to have their images or videos captured by KHMN

photographers or videographers for publishing in KHMN owned social media or websites for promotional or archival purposes.

Article 9. Amendments

1. These bylaws have no time limits and are effective perpetually unless modified.

2. All amendments to Section-2 of this bylaw can be proposed by KHMN members.

3. All Bylaw amendments shall be discussed and passed in the General body, subject to the majority of the 2/3 participation by voting. The date amendment will be effective as mentioned in the amendment notification.

Article 10. Miscellaneous

1. All inventories of properties and documents including correspondence, publications and accounts relating to the Organization activities belong to the Organization.

Amendment History

April 2026-

Amendment Details:

Article 2 – objectives of the organization -Removed terms “religious”, “Hindu” and added “Sanatana Dharma”.
Article 3 – Membership & privileges – added “Sanatan Dharma” and increased children age limit under family membership to 26 years
Article 4 – Executive Committee - role updated, minor language updates
Article 5 – Election of office bearers – Executive committee term and election process defined clearly.
Article 7 – Finance – updated the decision to dissolve to be made by the majority of 2/3 participation by members. Charity to donate assets to be decided by Executive committee.
Article 8 – Photo and Video sharing policy added
Article 9 – Previous article 8 Amendments changed to Article 9. Updated bylaw amendments rule to be passed by majority of 2/3 participation by voting.
Article 10 – Miscellaneous changed from Article 9 to Article 10.