

Constitution of “Singapore Malayalee Association”

1	NAME
1.1	The name of the association shall be the Singapore Malayalee Association (hereinafter referred to as “the Association” or “SMA”).
2	PLACE OF BUSINESS
2.1	The place of business of the Association shall be at no. 44 Race Course Road, Singapore 211044 or at such other place as the Management Committee may from time to time decide and approved by the Registrar of Societies.
3.	OBJECTS
3.1	The objects of the Association
(a)	To promote the interests and development of the members and of the Malayalee community in Singapore and particularly their intellectual, cultural, educational, professional, social sporting and recreational activities.
(b)	To assist in the progress of Singapore and the development of its multicultural community.
(c)	To provide grants, scholarships, bursaries loans and other forms of financial assistance to students and needy persons.
(d)	To provide homes, accommodation, facilities and care services for children, the disabled, the aged and persons in need of physical, medical and mental care, and carry out any form of charitable and humanitarian works to alleviate suffering amongst mankind.
(e)	To purchase or acquire land and buildings or lease premises in Singapore or elsewhere for the Association to promote its objects.
(f)	To observe and celebrate occasions which are of particular interest to Singapore Malayalees, including Onam as well as important national occasions such as Singapore’s National Day.
(g)	To establish contact and rapport with other organisations in Singapore and abroad with a view to affiliation and mutual exchange of information and ideas.
(h)	To raise funds to promote the objects of the Association
3.2	In furtherance of the above objectives, the Association may carry out the following subject to the prior approval from the relevant authorities where applicable: To produce the following, in Malayalam, English or other languages; <ul style="list-style-type: none"> (i) Literary works, newspapers, journals, books, periodicals, pamphlets and other materials in the print media (ii) Materials in the broadcast media, including but not restricted to radio and television programmes, videos, audio programmes, etc. (iii) Computer software programmes (iv) Other materials that may be disseminated including by way of electronic and social media.
4	EMBLEM
4.1	The Association’s emblem shall be a Kathakali face (“Kathakali Mukham”), a copy of which is annexed to this constitution.
5	PATRON
5.1	The Management Committee may invite persons of distinction to be patrons of the Association.
6	MEMBERSHIP
6.1	Types of Memberships
(a)	The Association shall consist of members of the following classes and shall be made members at the discretion of the Management Committee. (i) Honorary Members

	(ii) Ordinary Members (iii) Life Members (iv) Associate Members (v) Junior Members (vi) Corporate Members (vii) Associate Life Members (viii) Student Members
(b)	Ordinary Members: A Malayalee, aged 18 and above, at the time of application for membership, and who is a Singapore Citizen or Permanent Resident of Singapore, and who subscribes to the objects of the Association, is eligible to become an Ordinary Member.
(c)	Life Members: Any person who is eligible to be an Ordinary Member is also eligible to be a Life Member upon payment of the prescribed fees as may be decided from time to time by the Management Committee.
(d)	Associate Members: Associate Membership shall be open to any person who subscribes to the objects of the Association but is not eligible to be an Ordinary Member or Junior Member, upon acceptance as an Associate Member by the Management Committee and payment of the prescribed fees.
(e)	Junior Members: Any Malayalee who is below the age of 18 on the date of application and who is a Singapore Citizen or Permanent Resident of Singapore may apply to become a Junior Member. The Junior Member shall be eligible to be an ordinary member upon attaining the age of 18 and upon paying the subscription fee to be decided by the Management Committee and at the discretion of the Management Committee.
(f)	Honorary Members: The Management Committee may confer Honorary Membership upon persons distinguished in public life or by service to the Association and the Honorary Members shall not be required to pay any entrance fee or subscription fees.
(g)	Corporate Members: The Management Committee may grant Corporate Membership to suitable businesses, corporations and organisations that subscribe to the aims and objectives of the Association and upon payment of entrance fee decided by the Management Committee.
(h)	Associate Life Members: Any person who is eligible to be an Associate Member is also eligible to be an Associate Life Member upon payment of the prescribed fees as may be decided from time to time by the Management Committee.
(i)	Student Members: Student Membership shall be open to any person who subscribes to the objects of the Association and is a full-time student in any one of the educational institutions recognised by the Singapore Government, upon acceptance as a Student Member by the Management Committee and payment of the prescribed fees. Persons who are below 18 years of age shall not be accepted as members without the written consent of their parent or guardian. Only members who are above 21 years of age shall have the right to vote and to hold office in the Association.

6.2	Membership Fees
(a)	The entrance fees and subscriptions fees for all categories of members shall be decided by the Management Committee from time to time.
(b)	Members who have paid their respective subscriptions will be entitled to prescribed benefits and privileges at establishments which have a mutual agreement with the Singapore Malayalee Association for the provision of such benefits and privileges.
6.3	Application form and Acceptance of Membership
(a)	Application for membership shall be made in writing in the prescribed.
(b)	The application form shall be forwarded to the Honorary General Secretary together with the prescribed fee.
(c)	Acceptance of membership shall be at the sole discretion of the Management Committee. If the application is rejected by the Management Committee, the applicant shall be so informed and the fees refunded to him.
(d)	Once approved by the Management Committee, the Honorary Treasurer shall accept the subscription and issue a receipt and thereafter the Honorary General Secretary shall enter the name and address and other particulars of the applicant in the Membership Register and shall issue a receipt, membership card and a copy of the Constitution. If the application is rejected by the Management Committee, the applicant shall be so informed and the subscription fees refunded to him.
(e)	Any member whose membership card is lost or damaged shall inform the Honorary General Secretary and apply for a fresh card and pay all the necessary cost for such replacement.
(f)	Any member whose subscription is in arrears for more than 3 months shall be so informed by ordinary letter by the Honorary General Secretary soon thereafter and if no payment is received within 14 days from the date he is so informed, second reminder shall be sent by registered mail. If payment is still not made within the prescribed deadline the Honorary General Secretary shall bring this to the attention of the Management Committee for the action of cancelling the membership of the defaulting member.
(g)	When a person is thus deprived of his membership, he ceases to be a member and his membership card shall stand automatically cancelled, and a notice to this effect shall be put up at the notice board of the Association.
(h)	Members attending any meeting of the Association shall produce their membership cards if so demanded by any authorised person and any person not entitled to vote or participate in such meetings shall leave the premises if called upon to do so. Members shall also produce their membership cards whilst in the Association premises for identification if demanded by any authorized person.
6.4	Members' Addresses All members of the Association shall communicate to the Hon. General Secretary any change of their addresses, e-mail addresses, telephone and mobile phone numbers and all letters, notices and accounts posted by ordinary mail or e-mail to the last given address shall be considered as having been duly served on the day following the date of posting or the day of e-mailing.
7	SUPREME AUTHORITY AND GENERAL MEETINGS
7.1	The supreme authority of the Association shall be vested in the General body of the members.
7.2	Annual General Meeting The Annual General Meeting of the Association shall be held annually by 30th April of each year on a date and time to be fixed by the Management Committee of which due notice shall have been given for the following purpose :- <ul style="list-style-type: none"> a) to receive, and if approved, pass the Annual Report, the Balance Sheet and Statement of Account for the preceding financial year and the Minutes of the previous Annual General Meeting from the Management Committee;

	<ul style="list-style-type: none"> b) to elect and replace outgoing members of the Management Committee, internal Auditors, the Legal Adviser and the Trustees for the ensuing year (when election is due for elected office bearers); c) The accounts of the Association shall be audited at the close of each financial year by a public accountant as defined in the Accountants Act (Chapter 2) not less than one month before the Annual General Meeting who shall certify the correctness of the statement of the accounts to be submitted to the meeting. The public accountant shall be appointed or removed at a general meeting. d) to decide on any resolution which may be duly submitted to the Annual General Meeting as provided in Article 7.4.3.
7.3	<p>Extraordinary General Meeting</p> <p>An Extraordinary General Meeting may be convened at any time by the Management Committee and shall be convened within 21 days from the receipt of a requisition in writing signed by not less than 25% of the total voting membership or thirty (30) voting members, whichever is lower. It shall state the purpose for which such meeting is required. An Extraordinary General Meeting may be called to deal with any special matter which the Management Committee or the members requiring the meeting may desire to place before members in General Meeting. If the Management Committee does not proceed to convene an Extraordinary General Meeting within two (2) months after the date of receipt of the written request, the members who requested for the Extraordinary General Meeting shall convene the Extraordinary General Meeting by giving ten (10) days notice to voting members setting out the business to be transacted and simultaneously posting the agenda on the Association's notice board.</p>
7.4	<p>Preliminaries to the Annual General Meeting</p> <ul style="list-style-type: none"> (a) At least 30 days before the date fixed for the Annual General Meeting, the Hon. General Secretary shall dispatch to all members residing in Singapore who are entitled to attend / or vote at such a meeting of the date fixed for such a Meeting, and shall draw their attention to Article 7.4(c). (b) At least 7 days before any Annual General Meeting the Hon General Secretary shall notify all members residing in Singapore who are entitled to attend or vote at such a meeting of the business to be transacted thereat. Such notice shall include the Annual Report, Statement of Accounts, Minutes of the previous Annual General Meeting and any resolutions under Article 7.4(c). (c) No resolution shall be proposed by any member eligible to attend or vote at any Annual General Meeting unless the terms thereof have been previously notified to the Hon General Secretary in writing not less than fourteen days before the date of the General Meeting. A member may also address the Meeting on any matter concerning the Association.
7.5	<p>Quorum and Procedure at Annual General Meeting and Extraordinary General Meeting</p> <ul style="list-style-type: none"> (a) Subject to Article 7.4(a), notice summoning any Meeting shall be sent to members residing in Singapore who are entitled to attend and or vote at such a General Meeting not less than 30 days before the date fixed for the General Meeting and shall state the subject or subjects to be discussed at the Meeting. No other subjects may be discussed at the General Meeting (b) The quorum at all General Meetings shall be 25% of the total voting membership or thirty (30) voting members, whichever is lesser, present at a the commencement of the General Meeting. (c) If at the time fixed for the commencement of the Annual General Meeting there shall not be present a quorum, the Chairman of the Annual General Meeting shall postpone the Annual General Meeting for half an hour on the same day and the agenda at the postponed Annual General Meeting shall be the same as that fixed for the original Annual General Meeting. No quorum shall be required for such postponed Annual General Meeting provided that no amendments to the Constitution shall be passed at such postponed meeting. However, if the quorum requirements are satisfied at the time of reassembling after the half an

	hour postponement, the meeting will be considered as a normal General Meeting with all privileges.
(d)	In the case of an Extraordinary General Meeting, if there is no quorum present, the Chairman shall declare the Extraordinary General Meeting dissolved. In such a case, the same resolution shall not be moved for at least 3 months from the date of the Extraordinary General Meeting.
(e)	Subject to Article 7.6, every Ordinary Member and Life Member shall be entitled to vote and each member shall be entitled to one vote. There shall be no voting by proxy.
(f)	All classes of members shall be entitled to attend any General Meeting of the Association.
(g)	Voting shall ordinarily be by a show of hands but a ballot shall be taken if demanded by any member, and approved by a show of hands, at the General Meeting. A declaration by the Chairman of any General Meeting that a resolution had been carried by a majority or lost and an entry to that effect in the minutes of that General Meeting shall be conclusive evidence of that fact. In the event of a tie at any General Meeting, the Chairman shall have a second or casting vote.
7.6	Eligibility to vote at General Meetings
(a)	A member who has not taken up membership one month prior to the date of the Association's closing of the last financial year shall not be entitled to vote or stand for elections at General Meetings.
8	MANAGEMENT COMMITTEE
8.1	<p>The management and administration of the Association shall be entrusted to a Management Committee consisting of the following office bearers to be elected at alternate Annual General Meetings:</p> <ol style="list-style-type: none"> 1. President 2. Vice President 3. Honorary General Secretary 4. Honorary Assistant Secretary 5. Honorary Treasurer 6. Honorary Assistant Treasurer 7. Ten Committee Members. <p>They shall be elected at alternate Annual General Meeting and shall continue to hold office for 2 consecutive years until the second Annual General Meeting following their election.</p>
8.2	The candidates for election for any office shall be proposed and seconded on the prescribed forms by an eligible member each and such forms must be signed by the candidates as signifying willingness and eligibility to accept office and such candidates shall be elected if their written consents are obtained even if they are not present at the Annual General Meeting.
(a)	Nomination must be received by the General Secretary 10 clear days before the date of the General Meeting and names of those nominated shall be posted on the Notice Board of the association not less than 2 days before the date of meeting.
(b)	There shall be in the Management Committee, at least one lady member and also one member below the age of 35 as at 1st day of January on the year of elections for the Management Committee.
(c)	Election shall be by ballot when the nominations exceed the required number. If insufficient nominations are received the members present at the General meeting shall be entitled to propose, second and elect such further members of the Committee as necessary to complete the required number.
8.3	The Committee shall have power to co-opt any ordinary member or life member to fill any casual vacancy on the Committee. The member appointed to fill such vacancy shall hold office for the duration of the term of the member that he is replacing.
8.4	The committee may co-opt up to five (5) members including honorary and associate members to sit on the committee, and such members shall hold office until the term of the office, following their co-option. Such co-opted members

	shall not have a vote at meetings of the committee and shall not be deemed to be the members of the committee.
8.5	Procedure at Management Committee Meetings
(a)	8 members of the Management Committee shall form a quorum. If at the time fixed for the Management Committee Meeting a quorum was not present, the chairman shall postpone the meeting for half an hour on the same day and the agenda at the postponed meeting shall be the same as that fixed for the original meeting, but no decision shall be taken for expenditure exceeding \$20,000.00. No quorum shall be required for such postponed meeting. If after the half an hour postponement of the meeting, a quorum is present, the meeting shall be considered as a normal meeting and not as a meeting without quorum.
(b)	The President, or in the absence of the President, the Vice- President, shall chair at meetings of the Management Committee. In the absence of both the President and the Vice-President, the Management Committee members present shall elect one of their members to preside. After such an election to preside over the meeting, he/she will continue to preside over the meeting till its adjournment, even if the President or the Vice President makes his/her appearance, during the course of the meeting.
(c)	If votes for and against a motion are equal the Chairperson of the Meeting shall have a second or casting vote.
(d)	The Management Committee shall meet at least once in two months and at such other times to examine the Accounts, pass the minutes of the previous meeting and discuss and to carry out decisions affecting the affairs of the Association. Minutes shall be kept by the Honorary General Secretary of all proceedings of the Management Committee and they shall be open to inspection by any member of the Association on at least one week's written notice to the Honorary General Secretary. The Management Committee may elect to meet virtually over electronic means.
(e)	The Management Committee may elect to meet virtually by electronic means.
(f)	The Honorary General Secretary shall give at least 5 days written notice of any Management Committee meeting.
(g)	The Management Committee shall also meet if so requested by the President or the Honorary General Secretary to discuss any specific matter or if a resolution signed by any 5 or more members of the Management Committee stating their reasons for the same is received by the Honorary General Secretary and such meetings shall transact only such specific business for which it is convened. The notice of such meetings shall not be less than one day. Notwithstanding anything contained herein the President shall give the power to table any matter for discussion at any meeting of the Management Committee with the consent of the Management Committee. The member(s) who initiated the resolution shall be present at the meeting.
(h)	A verbal declaration by the Chairman at a meeting that a resolution or decision has been approved unanimously or by a particular majority or lost or not lost by a particular majority shall be conclusive evidence of the votes recorded in favour of or against such resolutions or decisions.
8.6	Attendance of Management Committee Members at Meetings Any member of the Management Committee who is absent for three successive meetings of the Management Committee without a written explanation to the Honorary General Secretary shall automatically cease to be a member of the Management Committee. If at the third meeting a written explanation for such absence is submitted, the Management Committee shall consider such explanation and decide by a simple majority vote whether or not the absent member shall remain in the Management Committee. Leave of absence for a period not exceeding three consecutive months may be granted on application.
8.7	Resignation and Removal of Management Committee
(a)	Any member of the Management Committee may resign from the Management Committee at any time by informing the Honorary General Secretary in writing one month in advance.
(b)	The Management Committee shall resign forthwith if members at a General Meeting pass a resolution of no confidence in the Management Committee.

	Such meeting, immediately after passing such resolution, shall also elect a new Management Committee who shall hold office for the remaining period of the term for which the out-going Management Committee was elected.
(c)	If more than half of the Management Committee resign simultaneously and en block, a new Management Committee shall be elected by the Members at a General Meeting within 30 days of such resignation in accordance with the rules governing the General Meeting. Such newly elected Management Committee shall hold office for the remaining period of the term for which the out-going Management Committee was elected. The Hon. General Secretary of the outgoing Management Committee shall call for General Meeting for this purpose.
(d)	The Management Committee shall have the right to decide by a majority vote whether a Management Committee member or office bearer is to be expelled from the Management Committee. If any Management Committee member is thus expelled he shall have the right of appeal at the next General Meeting.
(e)	Before any such member is expelled, the Management Committee shall convene a Disciplinary Committee comprising one Management Committee Member and two other members who are either Ordinary, Life or Honorary Members. Disciplinary Committee shall inform the member of the complaints made against him/her and give the member a minimum of 7 days' written notice to attend a meeting of the Disciplinary Committee to give an explanation, after which the Disciplinary Committee shall consider all facts before recommending expulsion or otherwise.
8.8	Miscellaneous Matters Concerning the Management Committee
(a)	When a new Management Committee is elected, the outgoing Management Committee shall hand over charge as soon as practicable and in any case within seven days of such election, and shall not incur any expenditure or launch fresh activities of the Association in the meanwhile excepting Before any such member is expelled, the Management Committee shall convene a Disciplinary Committee comprising one Management Committee Member and two other members who are either with Ordinary, Life or Honorary Memberships. Disciplinary Committee shall inform the member of the complaints made against him/her and give the member a minimum of 7 days' written notice to attend a meeting of the Disciplinary Committee to give an explanation, after which the Disciplinary Committee shall consider all facts before recommending expulsion or otherwise. the normal recurring expenditure and normal day to day activities of the Association. Any other expenses incurred, if not approved by the new Management Committee shall be made good by the outgoing Management Committee either collectively or individually in accordance with the collective or individual responsibility for incurring such expenses as the case may be.
(b)	The outgoing Management Committee shall be responsible for the proper handing over of all funds and properties of the Association as at the end of the financial year. Any discrepancies, loss or damage due to willful neglect or with deliberate intention shall be referred to the Honorary Legal Adviser and further action in the matter shall be in accordance with the advice of the Hon. Legal Adviser.
8.9	Powers of the Management Committee
(a)	The Management Committee may from time to time, raise or borrow, for the purposes of the Association, such sums of money as they think proper, and subject to Article 13.2, they may raise or secure the payment of such monies in such manner and upon such terms and conditions in all respects as they think fit and provided that where any question arises involving either the raising or borrowing of money or the incurring of any capital expenditure by the Association of more than \$100,000.00 for any one project then that question and any other question arising out of the same or incidental thereto shall be decided by a majority vote of the members entitled to vote expressed in person at a General Meeting.
(b)	The Management Committee shall have power to grant the use of designated areas of the Association's premises to any member or public for such time and upon such conditions as the Management Committee thinks fit. The Management Committee at its discretion may impose an extra charge to a member or public for such use of any part of the Association's premises.
(c)	The Management Committee may appoint one or more of its members or any one of the members of the Association to form sub-committees with power co-opted from the general body members, and delegate to such sub-committees part

	of their power and duties. Such Sub-Committees shall report their proceedings to the Management Committee as required by the Management Committee and shall conduct their proceedings to the Management Committee as required by the Management Committee and shall conduct their business in accordance with the directions of the Management Committee.
(d)	The President and the Honorary General Secretary shall be ex-officio members in all sub-committees.
(e)	The Management Committee shall have power to appoint, control, pay and dismiss employees of the Association, and shall also have such administrative powers as may be necessary for properly carrying out the objects of the Association in accordance with this Constitution. The Management Committee may authorize its members and employees to incur such expenditure as may be necessary from time to time in accordance with this Constitution.
(f)	The Management Committee may from time to time make such rules and regulations so as to permit the spouse and children of members to enjoy the use of the premises and facilities of the Association or parts thereof and shall be empowered to debit the accounts of such members for such sums as it deems fit and may also require any additional deposits to be furnished by such members. Such spouses and children shall not be considered members of the Association.
(g)	The Management Committee may from time to time make such rules and regulations so as to permit other categories of persons including spouse of deceased members to enjoy the use of the premises and facilities of the Association or parts thereof at such time and such terms and conditions as it deems fit. Such persons shall not be considered members of the Association.
(h)	The Management Committee shall have full power to make, amend or repeal rules and regulations for administering the day-to-day the affairs of the Association. Such rules and regulations so made, added to altered or repealed, shall come to operation immediately or at such time as fixed by the Management Committee. The Management Committee shall further have full power to decide all questions relating to the management of the Association and all regulations and such decision shall be final unless and until altered or reversed by resolution of the members of the Association at a General Meeting.
(i)	The Management Committee shall decide on matters that may not be specifically provided for in the Constitution and the rules and regulations of the Association and the Management Committee's decision shall be in force unless rescinded by the Management Committee or at a General Meeting.
(j)	The Management Committee shall have the powers to establish branches of the Association in Singapore as and when necessary subject to the approval of the Registrar of Societies.
(k)	In the event of any question or matter arising out of any point which is not expressly provided for in the Constitution or in the rules and regulations, the

	Management Committee shall have power to use its own discretion unless reserved at a General Meeting of members.
(l)	<p>The Management Committee shall have the power to:-</p> <ul style="list-style-type: none"> a) Expel such member from the membership of the Association if such member has, in its opinion, acted or conducted in such manner rendering such member unfit for membership in the Association; b) Suspend all or any of the privileges of such member for any period not more than one year from the date of such decision; c) Impose on such member a fine not exceeding the amount of S\$1000. 00; d) Give written and/or oral warnings to such member in respect of such member's conduct or action in the complaint; e) Dismiss the complaint made against such member on such terms as it deems fit; and f) Make any other order as it deems just and equitable to do so in the circumstances.
8.10	Association's Accounts
(a)	The Association shall maintain such bank accounts with such banks as the Management Committee may determine from time to time. All accounts shall be operated jointly by the President or Hon. General Secretary in conjunction with the Treasurer, or according to the signatories authorization to banks given in clause 8.10(c) of this constitution.
(b)	All payments, shall as far as possible, be made by cheque or such modern banking means available and as approved by the Management Committee from time to time.
(c)	The President, or the Hon. General Secretary in conjunction with the Honorary Treasurer or Honorary Asst Treasurer shall sign all cheques of the Association as provided in paragraph 8.10(a) herein. They may also delegate such power to sign all cheques of the association to the Vice President, and or the Hon. Asst. General Secretary on their behalf according to an authorization letter to the banks, signed by all three officials.
(d)	No sum from the funds of the Association shall be expended without the prior sanction or approval of the Management Committee or the General Meeting, but the President in consultation with the Hon. General Secretary and Hon. Treasurer shall have the power to authorise an amount not exceeding a total of \$20,000.00 in any one month to meet contingent expenditure.
9	DUTIES OF OFFICE BEARERS
9.1	The President / Vice President
(a)	<p>The President shall ensure the general management and well being of the Association, and shall in particular:-</p> <ul style="list-style-type: none"> • be the spokesperson for the Association. • communicate from time to time with other bodies for the purpose of obtaining and transmitting information on all matters likely to prove beneficial to, or of interest to members and to the Association. <p>Have a casting vote at all meetings.</p>
(b)	The President, or in the absence of the President, the Vice President, shall preside at all meetings of the Management Committee or failing which, a member to be elected by the Management Committee shall preside and shall have casting vote.
(c)	The Vice President shall assist the President in, and where necessary, the duties as enumerated herein. In the absence of the President, the Vice President shall perform such of the duties of the President.
9.2	The Honorary General Secretary
(a)	The Honorary General Secretary shall be responsible for the general administration of the secretariat and his duties shall include :-

	<ul style="list-style-type: none"> (i) The summoning of all general meetings of the Association and meetings of the Management Committee. (ii) The conduct of correspondence on behalf of the Association (iii) The distribution of information to members of the activities of the Association. (iv) The keeping of minutes of general meetings of the Association and meetings of Management Committee <p>Maintain a register of members.</p>
9.3	Honorary Asst General Secretary
(a)	The Honorary Asst General Secretary shall assist the Honorary General Secretary in and where necessary the duties as enumerated herein.
(b)	In the absence of the Honorary General Secretary, the Honorary Asst General Secretary shall perform such of the duties of the Honorary General Secretary when communicated to do so by the Hon. General Secretary or as may be directed by the Management Committee.
9.4	The Honorary Treasurer <p>The Honorary Treasurer shall be responsible for the proper administration of all funds belonging to or under the control of the Association and shall include: -</p> <ul style="list-style-type: none"> (i) The issue of receipts for all funds received by the Association. (ii) The collection of subscriptions and entrance fee. (iii) The keeping of bank accounts (iv) The drawing up and the presentation of the Statement of Accounts and Balance Sheet to the Annual General Meeting. (v) Report to the Management Committee on the financial state of the Association on a monthly basis or as and when required by the Management Committee to do so. (vi) The payment of all bills properly incurred on behalf of the Association. (vii) The signing of cheques in conjunction with either the President or Hon. General Secretary. (viii) Keeping all title deeds and valuable documents of the Association as directed by the Committee.
9.5	The Honorary Asst Treasurer
(a)	The Honorary Asst Treasurer shall assist the Honorary Treasurer in and where necessary for carrying out the duties as enumerated under Article 9.4.
(b)	In the absence of the Honorary Treasurer, the Honorary Asst Treasurer shall perform such of the duties of the Honorary Treasurer when communicated to do so by the Hon. Treasurer or as may be directed by the Management Committee.
10	GENERAL
10.1	The Financial Year of the Association shall begin on the first day of January and end on the thirty first day of December.
10.2	No members shall except for being employed by the Association on a full-time or part-time basis or for professional services rendered at the request of the Management Committee, receive any profit, salary or emolument from the funds or transactions of the Association except to be reimbursed any reasonable expenses incurred for and on behalf of the Association.
10.3	CONFLICT OF INTEREST
(a)	Whenever a Member of the Management Committee in any way, directly or indirectly, has an interest in a transaction or project or other matter to be discussed at a meeting, the Member shall disclose the nature of his interest before the discussion on the matter begins.
(b)	The Member concerned should not participate in the discussion or vote on the matter, and should also offer to withdraw from the meeting and the Management Committee shall decide if this should be accepted.

10.4	A member's rights and privileges shall be suspended as long as the member is an employee of the Association and the member need not pay any prescribed fee whilst employed by the Association.
10.5	All members shall faithfully and fully abide by every decision made by the Association or by the Management Committee until such time as the decision is amended or revoked.
10.6	No press release in the name of the Association may be made without the prior sanction of the President or person authorised by the Management Committee.
10.7	Save as may be permitted by the Management Committee, no member shall give the address of the Association in any advertisement, or use the Association's address, or the Association's premises, for any purpose.
10.8	All complaints shall be made in writing to the Hon.General Secretary who, if unable to deal with them, shall submit them to the Management Committee whose decision shall be final unless reversed at a general meeting of members. In no instance shall an employee of the Association be reprimanded directly by a member, other than by a member of the Management Committee.
10.9	The constitution including all approved amendments to the same shall be made and kept in English and in Malayalam, and one copy of each version shall be kept in the office of the Association and shall be available for perusal by any member by prior arrangement.
10.10	Any member who willfully damages, destroys, removes, pawns, mortgages, sells or otherwise disposes of any movable or immovable property of the Association shall be liable to repair or replace the same or pay such compensation in cash to the Association and within such time as the Management Committee shall, in consultation with the Legal Adviser, decide.
11	BOARD OF TRUSTEES, LEGAL ADVISER AND AUDITOR
11.1	Board of Trustees
(a)	The Association shall have a Board of Trustees consisting of 4 Trustees to be elected at the Annual General Meeting and shall hold office for 6 (six) years. They shall meet at least once a year to discuss the matters of the Association.
(b)	All the immovable assets of the Association shall be vested in the Trustees and the Trustees shall administer such assets according to the wishes of the Management Committee as well as the relevant clauses of this constitution.
(c)	The President of the Association shall be invited to attend all meetings of the Board of Trustees. The Board of Trustees shall abide by the wishes of the Management Committee and the general meeting of members.
(d)	The removal of any Trustee before his or her term ends, if found necessary, shall be by the General Meeting and in accordance with the Trustees Act (Chapter 337, Singapore Statutes).
(e)	If any vacancy arises amongst the Trustees through death or any other cause, the Management Committee shall have the power to fill such vacancy temporarily and such new appointments shall be subject to the confirmation of the members at a General Meeting.
(f)	The names of Trustees, addresses of immovable properties and any subsequent changes shall be notified to the Registrar of Societies.
(g)	The trustee shall not effect any sale or mortgage of such properties without the prior approval of the General Meeting of members.
(h)	The office of the trustee shall be vacated: <ul style="list-style-type: none"> (i) If the trustee dies or becomes mentally incapacitated as defined in the Mental Capacity Act (Chapter 177A); or (ii) If he is absent from the Republic of Singapore for a period of more than one (1) year; or (iii) If he is guilty of misconduct of such a kind as to render it undesirable that he continues as a trustee; or If he submits notice of resignation as a trustee.

11.2	Honorary Legal Adviser
(a)	The Honorary Legal Adviser of the Association shall be appointed or removed at a General Meeting. The Honorary Legal Advisor shall hold office for a period of 2 years unless re-elected or otherwise decided by the General Meeting.
(b)	The Honorary Legal Advisor shall hold office for a period of 2 years unless re-elected or otherwise decided by the General Meeting.
11.3	Internal Auditors
(a)	2 Internal Auditors of the Association shall be appointed or removed at a General Meeting.
(b)	The 2 internal auditors shall hold office for a period of 2 years only and neither of them shall be re-elected unless there has been a lapse of 2 years from their last appointment as internal auditor.
(c)	The accounts of the Association shall be audited at the close of each financial year by the 2 internal auditors, who shall certify that the Statement of Accounts to be submitted to the Annual General Meeting is true and fair.
(d)	The internal auditors shall also audit the accounts and check the properties of the Association as and when required by the Management Committee for special purpose. In the absence of the internal auditors, a Public Accountant appointed by the Management Committee shall audit the accounts of the Association.
(e)	The accounts of the Association shall be audited by a firm of Certified Public Accountants if the gross income or expenditure of the society exceeds \$100,000 in that financial year, in accordance with the Section 4 of the Societies Regulations.
11.4	Board of Advisers
(a)	The Management Committee may appoint a Board of Advisors for such period to be determined by the Management Committee.
(b)	The Board of Advisors shall advise the Management Committee on whatever matters that are referred to it by the Management Committee.
12	PROHIBITIONS
12.1	Gambling of any kind, excluding the promotion or conduct of a private lottery which has been permitted under the Private Lotteries Act Cap 250, is forbidden on the Association's premises. The introduction of materials for gambling or drug taking and of bad characters into the premises is prohibited.
12.2	The funds of the Association shall not be used to pay the fines of members who have been convicted in court of law.
12.3	The Association shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
12.4	The Association shall not attempt to restrict or interfere with trade or make directly or indirectly any recommendation to, any arrangement with its members which has the purpose or is likely to have the effect of fixing or controlling the price or any discount, allowance or rebate relating to any goods or service which adversely affect consumer interests.
12.5	The Association shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
12.6	The Association shall not hold any lottery, whether confined to its members or not, in the name of the Association or its office-bearers, Committee or members unless with the prior approval of the relevant authorities.
12.7	The Association shall not raise funds from the public for whatever purposes without the prior approval in writing of the Assistant Director Operations, Licensing Division, Singapore Police Force and other relevant authorities, where necessary.
13	PROPERTIES OF THE ASSOCIATION
13.1	All movable and immovable properties of the Association shall be held in the name of the Association and/or the Trustees where appropriate. A complete list of all properties of the Association with the condition and value of each must be prepared annually and kept by the Hon. Treasurer who shall be responsible for their proper preservation in accordance with the Management Committee's direction.

13.2	<p>The Management Committee shall, with the prior sanction of a two-third majority of the total number of members physically present and eligible to vote at the General Meeting, have the powers to:</p> <ul style="list-style-type: none"> • sell, assign, transfer, convey, mortgage or otherwise dispose of any immovable property of the Association; • raise funds for particular projects of the Association by the imposition of levies on members.
13.3	<p>The Management Committee shall, with the approval of a General Meeting, have the power to :-</p> <ul style="list-style-type: none"> • purchase or acquire such movable or immovable property as are required for the purposes of the Association; • invest any funds of the Association on any investments authorised by law for the investment of trust funds; • sell, realise, vary or otherwise deal with any movable property or investment of the Association.
14	LIABILITY OF THE ASSOCIATION
14.1	The Association and/or its Management Committee shall not be liable in any way whatsoever in respect of the death of or personal injuries to any member or to any guest arising in any way or of such membership of the Association or through the use or enjoyment of the premises of the Association, its amenities, privileges or facilities or otherwise howsoever arising.
14.2	The Association and/or its Management Committee members shall not be liable in any way whatsoever for the loss of or damage to any articles or property whatsoever brought to the Association's premises or precincts by a member or by any guest or entrusted to any employee or an agent of the Association.
15	AMENDMENTS TO THE CONSTITUTION
15.1	Amendments to the Constitution shall only be made at General Meetings.
15.2	The proposed amendments to the Constitution shall be made in writing to the Honorary General Secretary at least 14 days before the General Meeting.
15.3	The proposed amendments to the Constitution shall be circulated to members residing in Singapore at least 7 days before the General Meeting.
15.4	Any resolution proposing the repeal of, addition to or amendment of the Constitution at any General Meeting shall be null and void unless two-thirds of the members present and eligible to vote at the General Meeting do vote in favour of such resolution
15.5	The amendments to the Constitution shall not come into force without the sanction of the Registrar of Societies.
16	DISSOLUTION OF THE ASSOCIATION
16.1	The Association shall not be dissolved unless three-fifths of the members resident in Singapore have expressed a wish for such dissolution by their votes delivered in person or by proxy at a general meeting convened for the purpose.
16.2	In the event of the Association being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Association shall be fully discharged and the remaining assets and funds, if any, donated to any approved charitable institution or any organization in Singapore as decided by General Meeting of members.
16.3	Notice of dissolution of the Association shall be given to the Registrar of Societies within 7 days of the dissolution.
17	Visitors and Guests
17.1	Visitors and guests may be admitted into the premises of the Association but they shall not be entitled to any privileges of the Association as of right. All visitors and guests shall abide by the Associations rules and regulations.
18	MEDIATION AND DISCIPLINARY SUB-COMMITTEE HEARINGS

(a)	The Management Committee may, upon receipt of a complaint made against a member, refer the complaint to a Sub-Committee (hereinafter referred to as "the Disciplinary Sub-Committee")
(b)	There shall be at least five members appointed by the Management Committee to sit as panel members of the Disciplinary Sub-Committee. At all times for the purpose of a hearing conducted by the Disciplinary Sub-Committee, there must be at least three members of the Disciplinary Sub-Committee conducting the said hearing. The member or party involved may engage legal counsel at the said hearing.
(c)	Upon receipt of a complaint referred by the Management Committee, the Chairperson of the Disciplinary Sub-Committee (or in the Chairperson's absence, the Deputy Chairperson) may, in the Chairperson's discretion, appoint a member from the Society's Panel of Mediators to act as a mediator who shall attempt to mediate between the members or parties involved in order to resolve the disputes or differences that have arisen in the complaint. The appointed mediator shall have the power to require the members or parties involved (including any employees of the Association) to attend before the mediator for the mediation process. For the avoidance of doubt, this shall not amount to any obligation on the part of any member or party involved to attempt mediation or to agree to mediation as a means of resolving their disputes or differences. The appointed mediator shall report the outcome of the mediation to the Chairperson of the Disciplinary Sub-Committee, who shall in turn inform the Management Committee of the same if the said mediation is successful or proceed to convene a hearing of the complaint in accordance with this Article.
(d)	The Disciplinary Sub-Committee may in its discretion suspend all or any of the privileges of a member who is the subject of the complaint for such period as it deems fit or until the hearing has been held and duly decided, whichever is earlier.
(e)	At the conclusion of the hearing held to decide on the complaint, the Disciplinary Sub-Committee shall decide whether the member involved has infringed or broken any provision of the Articles of the Constitution or the Regulations of the Association, or has acted in a manner prejudicial to the interest or the good name of the Association.
(f)	<p>The Disciplinary Sub-Committee shall have the power to:-</p> <ul style="list-style-type: none"> (i) Expel such member from the membership of the Association if such member has, in its opinion, acted or conducted in such manner rendering such member unfit for membership in the Association; (ii) Suspend all or any of the privileges of such member for any period not more than one year from the date of such decision; (iii) Impose on such member a fine not exceeding the amount of S\$1000.00; (iv) Given written and/or oral warnings to such member in respect of such member's conduct or action in the complaint; (v) Dismiss the complaint made against such member on such terms as it deems fit; and (vi) Make any other order as it deems just and equitable to do so in the circumstances.
(g)	The Disciplinary Sub-Committee shall as soon as it reaches the decision as mentioned in the preceding provision inform the Management Committee of its decision. Subject to Article 18(h), the Committee shall direct the Honorary Secretary to inform the members or parties involved of the decision of the Disciplinary Sub-Committee in writing. For the avoidance of doubt, the Management Committee shall have the power to publish the outcome of the hearing to the members of the Association in any media of communications.
(h)	Notwithstanding anything in this Article or any other articles, the Management Committee shall have the power to review and alter any decision of the Disciplinary Sub-Committee as mentioned in Article 18(f). For the purpose of such review, the Management Committee shall have the power to review all documents of the proceedings and may in its discretion require such evidence as it deems fit. Upon completion of such review, the Management Committee shall inform the Disciplinary Sub-Committee of its decision and shall proceed to notify the members or parties involved of the decision in writing accordingly.

(i)	Notwithstanding anything in this Article, the Committee shall have the power to hear and decide on any complaint without referring the complaint to the Disciplinary Sub-Committee. In this regard, the Committee may exercise all or any of the powers of the Disciplinary Sub-Committee as stated in this Article.
18.1	REVIEW / APPEAL AGAINST DECISION OF THE DISCIPLINARY SUB-COMMITTEE
(a)	Any member who is dissatisfied with the decision and/or the penalty imposed by the Disciplinary Sub-Committee in the preceding Article shall have the right, within twenty-one days of the posting of the decision, to appeal to the Management Committee in writing to reconsider the decision and/or penalty decided by the Disciplinary Sub-Committee. Such members may in the discretion of the Management Committee, be given an opportunity to attend before the Management Committee (which shall not include of any member of the Disciplinary Sub-Committee for this purpose) to make oral representations in support of such appeal. Such member may engage legal counsel at the said review/appeal hearing.
(b)	The Committee shall, upon reviewing and/or hearing the representations of such member, have the power to make all or any of the following orders:- <ul style="list-style-type: none"> i. Dismiss the appeal; ii. Vary, add or remove all or any of the penalties imposed; iii. Reconvene and conduct the entire hearing of the complaint; and iv. Make such order as it deems just and equitable to do so in the circumstances
(c)	In the event that the initial hearing under Article 14 was conducted by the Management Committee, the member who is dissatisfied with the decision and/or penalty imposed by the Management Committee shall have the right within twenty-one days of posting of the decision to submit a written appeal to the Management Committee to reconsider its decision. The Management Committee may after consideration of such appeal make any of the orders as mentioned in the preceding sub-Article.
(d)	The decision of the Management Committee in this Article shall be final and binding on all members.
19	EFFECT OF CEASING TO BE A MEMBER
19.1	Any person shall, upon ceasing to be a member of the Association, forfeit all rights, privileges and claims against the Association, but shall continue to be liable to the Association for any outstanding debts.
20	INTERPRETATION
20.1	In these Articles and all Rules made herein unless there be something repugnant in the subject matter or context:
20.2	'The Association' or "SMA" shall mean the Singapore Malayalee Association (originally known as the Singapore Malayalee Association established in 1917 and subsequently known as the Keraliya Mahajena Sangam, the Singapore Kerala Samajam, Kerala Association of Singapore and the Singapore Kerala Association.)
20.3	'Malayalee' for the purposes of the Association shall be : <ul style="list-style-type: none"> (i) One whose mother tongue is Malayalam; or (ii) One whose ancestors were of Kerala origin; or (iii) One who has a parent who belongs to (1) or (2) above; or (iv) One who is married to a person belonging to (1) or (2) or (3) above.
20.4	Management Committee means the Members of the Management Committee for the time being;
20.5	'In writing' shall mean written or printed or partly written or printed or in electronic form;
20.6	Month shall mean calendar month and for the purposes of subscription shall be the period from the first to the last day of every month;
20.7	All sums of monies mentioned in this Constitution and the Rules and Regulations are in Singapore currency;
20.8	Words importing the singular number shall include the plural number and vice-versa, and the male gender shall include the female gender.

