Official Copy

BYLAWS OF THE GREATER HOUSTON NAIR SERVICE SOCIETY (A NON-PROFIT ORGANIZATION)

ARTICLE I

NAME AND OBJECTIVES

Section 1. The name of the organization shall be Greater Houston Nair Service Society, herein referred to GHNSS.

Section 2. GHNSS shall be organized as a Texas non profit corporation and operated exclusively for social and charitable purposes within the meaning of section 501(C) (3) of the U.S. Internal revenue Service code or their successors as it may be amended from time to time.

Section 3. The primary objectives of the corporation are as follows:

- a) Provide a non-political forum to bring together people of Nair community and strengthen the common bonds of culture, tradition, and way of life
- b) Provide a forum for Nair's to meet and discuss the cultural, and social needs of the community
- c) Work for the uplift of the Nair Community and represent the members in all matters involving the Nair community.
- d) Provide the members and their family an environment to establish network among the Nair families and Collect, create, and maintain a directory of all Nair families and their roots in Kerala
- e) Provide an insight of history of Nair community, culture, and their rich heritage to the members at large, their families and children
- f) Create and promote women and youth activities to develop and promote leadership qualities.
- g) Identify, extol, and publish the procedures of Nair religious practices from birth to death.
 - h) Work as a complementing organization to other Hindu sister organizations

- i) Provide intellectual and economic assistance, upon availability of resources, to the needy Nair members all over the world
- j) To establish and promote educational and other service oriented institutions to help Nair members (in particular) all over the world.
- k) Organize activities and raise finances for the successful implementation of the objectives
- l) To be part of and support to further the activities of any National Organization, that provides a public forum to bring all Nair families in North America.

ARTICLE II

MEMBERSHIP - CATEGORIES AND STATUS

- Section 1. Membership of GHNSS shall be open to any individuals of Nair origin over the age of 18 and their descendants sharing the objectives of GHNSS and agreeing to abide by the articles of incorporation and the bylaws of GHNSS.
- Section 2. The membership of GHNSS shall consist of tow categories. They are Primary members and senior members.
- Section 3. All applicants joining GHNSS shall be Eighteen (18) years of age or older and shall join as a Primary member. Application for Primary membership shall require sponsorship of two active members. The application, nomination, and sponsorship shall be subject to review and approval by the Board of Directors, herein after referred to as the Board. An active member can sponsor not more than four (4) persons as new members in any calendar year.
- Section 4. Primary members shall be in provisional status for one year until they have satisfactorily demonstrated their support for the goals and objectives of GHNSS and at that time, the primary member shall be converted to active status, subject to review and approval by the board.
 - Section 5. Rules for senior membership are stated in Article III.
- Section 6. Primary and senior members of GHNSS shall consist of two (2) subtypes of membership: Regular and Life members.
- 1. Regular members are adult members who are of the age of 18 years and above and who pay the necessary membership dues annually.

- 2. Life members are regular members who file a request for life membership and make a contribution of money determined by the board with two thirds majority in the first meeting of every year.
- Section 7. All Life members of GHNSS and their spouses, who remain active in status, shall continue to be Life members of GHNSS.

Section 8. For married members, both husband and wife must apply individually for membership and renewal. However, both names may be included in the same application and renewal forms and both members must sign their names in the membership form.

Section 9. Primary and senior members who file their membership form annually and pay the annual dues if any shall be active in status. Active primary and senior members shall constitute the general body of GHNSS.

Section 10. GHNSS shall have youth, and honorary members who do not from part of the general body of GHNSS. They do not have privileges to vote or to hold elected office in GHNSS and are not required to pay annual dues.

Section 11. Youth members are children of active primary and senior members between the age of 13 and 17. They are enrolled to encourage youth participation in GHNSS activities and to prepare them for future leadership. Membership forms and renewal forms for youth members shall be signed by their parents or legal guardians.

Section 12. Honorary members are persons who have performed distinguished service to GHNSS as determined and nominated by the Board with two-third majority. The Board may file the membership or renewal form on behalf of and honorary member.

ARTICLE III SENIOR MEMBERS

Section 1. All senior members must be ordinarily residing in USA, must be of Nair origin and have consistently demonstrated that they have the best interests of GHNSS and willing to work for its objectives.

Section 2. The following categories of primary members, upon their request by application to the board and subject to verification and that they have not performed undesirable activities detrimental to the interest of GHNSS are eligible for senior membership.

- 1. Any one who has been a member, prior to December 31, 2009 and applies for senior membership on or before March 31, 2010.
- Active primary members who have performed exceptional service to GHNSS and are nominated to senior membership in a resolution passed in a meeting of the Board.
- 3. Active primary members who have been active for at least three years.

ARTICLE IV

MEMBERSHIP – DUTIES AND PRIVILEGES

- Section 1. All persons admitted to the membership of GHNSS as active members must reside in the United States of America.
- Section 2. All active members shall have equal rights to hold elected office on the Board as directors.
- Section 3. Any member who has not filed the renewal form and paid the annual dues for more than ninety days (i.e. past March 31) shall automatically become inactive in status and shall lose his/her membership rights and privileges.
- Section 4. Members may opt to stay inactive and may choose to reactivate their membership by writing to the Board at any time.
- Section 5. An inactive member shall be made active again when the renewal forms are filed and necessary dues, if any, for the current year are paid.
- Section 6. Any senior member who has not filed the renewal form or paid the annual dues, for more than ninety days from the due date, as in Article VII, section 2, shall be inactive senior member.
- Section 7. A life member who has not filed the annual renewal forms for more than ninety days (i.e. past March 31) shall be become inactive.
- Section 8. All regular primary members who are in arrears for four years shall forfeit their membership and their names shall be removed from membership rolls.

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ARTICLE V MEMBERSHIP – RULES AND REGULATIONS

Section 1. All members must renew their membership every year, by January 31, by completing and filing the annual membership renewal form and paying their annual dues.

ARTICLE VI

MEMBERSHIP - RESIGNATION, SUSPENSION, AND EXPULSION

Section 1. Any member may resign from GHNSS by submitting a resignation in writing. Once resigned, the individual may reapply for membership, by usual process.

Section 2. For the good GHNSS, any member may be suspended or expelled from membership of GHNSS or any of the positions on its Board, or committees and any or all GHNSS activities at any time, if such a member has been found by the Board as having performed undesirable activities detrimental to the interests of GHNSS or having performed any action considered as inappropriate conduct.

Section 3. Undesirable activities may include activities against the objectives and interests of GHNSS activities creating a major loss of honor or loss of funds to GHNSS, collecting funds for GHNSS without approval from the board and / or misappropriating fund in any manner.

Section 4. The Board shall issue all orders of expulsion and suspension upon recommendation by the Board each passing separate resolutions, with a sixty-six (66%) percent majority of total votes and each after holding private hearing with the individual concerned.

Section 5. Suspension or expulsion of a member may be confirmed or revoked on appeal and the member reinstated by a majority vote of the General Body within one (1) year.

Section 6. The Board's order for the suspension of a member shall not exceed four(4) years. Once expiration of the suspension, the Board, upon request, shall reconsider the status of the suspended member for re-admission or for permanent expulsion, and shall present to the General Body for the approval by a majority vote.

Section 7. A member forfeits all membership rights and privileges by resignation, suspension and expulsion. A member who has been expelled shall be ineligible to apply for membership for five years (5) from date of expulsion.

ARTICLE VII MEMBERSHIP – DUES

- Section 1. The fiscal year of GHNSS shall begin on January 1 every year and end on December 31 of the same year.
- Section 2. A statement for Membership Renewal shall be mailed to each member before November 1 of each year, stating the amount of dues for the following year, payable by January 1 of the New Year. The dues are not refundable.
- Section 3. Members who remit the necessary annual dues and submit their annual renewal forms are active in their membership status.
- Section 4. Any Regular member whose dues are in arrears for more than ninety (90) days (past March 31) shall be Inactive in Status.
- Section 5. The membership dues for all Regular members, both Primary members and life members, shall be determined by the board.
- Section 6. In case of unusual circumstances, the Board may waive or reduce the annual renewal dues of a member for one year or establish a payment schedule upon the member's request.
- Section 7. Annual dues for the following subtypes of Active members shall be an amount equal to twenty five (25) percent of the dues of Regular members:
 - 1. Those who are of 65 years of age and above
 - 2. Those who are full time students.

Section 8. An active member shall become a life member upon payment of the necessary dues during a calendar year for the life membership and applying for the life membership within ninety (90) days following the end of the calendar year.

Section 9. The regular annual membership shall be valid from the first day January through the last day of December of the year. Life membership application can be submitted at any time of the year and applicants, if approved, can enjoy all benefits of the membership with immediate effect.

Section 10. Annual dues shall be due on the January 31st of each calendar year and payable in full. If payment is not received within ninety (90) days from the due date, the membership shall remain suspended until renewed by the full payment.

Section 11. Life Membership dues shall be a one time contribution and payable in full.

ARTICLE VIII VOTING RIGHTS

Section 1. All members of GHNSS in good standing(without any past dues) shall be eligible to vote as an individual. The following rules apply:-

- 1. Those who hold single membership are eligible for only single vote.
- 2. Those who hold for family membership shall be eligible for two votes for husband and wife to vote in an election and to sponsor candidates. A member must be in active status as of October 1 of an election year.
- 3. Each individual member shall be entitled to one vote on any matter which requires a voting of the members to reach at a decision.
- 4. Voting right under family membership shall be restricted to two (2) adults, husband and wife as identified in the application. Children over the age of 18, from member families will have to submit an application and pay membership dues to vote in elections.
- 5. All voting rights are not transferable and no proxy vote shall be considered as valid vote.

ARTICLE IX GENERAL BODY

Section 1. The individual members, family members, and life members are the members of the General body.

Section 2. Annual General Body Meeting. General body meeting of the members shall be held annually or as needed by a resolution of the Board of Directors and declared to the membership for the purpose of electing the Board of Directors and for the transaction of such other business deemed necessary. Written notice of the Annual meeting shall be sent at least thirty (30) days prior to the meeting to all members of GHNSS.

Section 3. Special General Body Meeting

- 1. Called by Board of Directors
 - a. Special meetings of the General Body may be held whenever called in writing by a majority decision taken by a joint meeting of Board of Directors. At least thirty (30) days notice shall be given to all members for such general body meetings.

2. Called by GHNSS Members

a. An active member can also petition the Secretary or the Board to call a Special Meeting of the members by explicitly stating the purpose for such a meeting. The request for such a meeting, signed by at least 25 per cent of the total voting shall be submitted to the GHNSS Secretary in writing. Such a meeting, after verifying the validity of the members, shall be called within forty-five (45) days from the receipt of such a petition.

Section 4. Quorum. A quorum of the general body meeting, except for bylaw amendment, shall be at least 33% of the total members.

ARTICLE X BOARD OF DIRECTORS

Section 1. There shall be Eleven (11) members in the board directly elected from the general body membership for a period of one (1) year and shall consist of the President, Vice President, Secretary, Joint Secretary, Treasurer, Joint Treasurer, and five other directors.

Section 2. Board members shall be elected for the same office for more than two consecutive terms.

Section 3. Each Board member is elected for a period of one year and shall hold office until the next Annual meeting or until his/her successor is elected. The members will act only as Board; individual board members shall have no power as such. All board members need to be active members of GHNSS.

Section 4. Board Meeting: The Board of Directors may meet as needed. Meetings shall be held in a timely fashion and devoted to discuss the day to day affairs of GHNSS.

Section 5. Place of Meeting: The meeting of the board shall be normally held at a place convenient to all the members.

Section 6. Quorum: A simple majority of the number of the Board of Directors physically present.

Section 7. Vacancies: Any vacancy occurring in the Board of Directors shall be filled by a majority decision by the Board of Directors for the unexpired term of the predecessor in office.

Section 8. Removal: Any elected official of GHNSS can only be removed by a two-third majority in a Special General Body meeting called for that purpose by giving a written notice of such meeting before forty five (45) days of such a General body meeting.

Section 9. Sub-Committees: The Board of Directors shall have the privilege to appoint one or more sub-committees to complete any special task which shall be very specific in nature. There shall be a Chairperson for such committee and proper records of such committee meetings should be submitted to the Board of Directors including the minutes. All sub-committees shall be reporting to the board of directors. Sub-Committee shall submit a detailed budget for any projects involving finance before the Board of Directors for their approval.

Section 10. Removal of Sub-Committee: Any Sub-Committee appointed for a special task or project shall be automatically dismantled with the completion of the task/project or with the Annual election and the installation of the board of directors.

ARTICLE XI

ROLES AND RESPONSIBILITIES

Section 1. Board Officers: The Officers of the organization shall be the President, Vice President, Secretary, Joint Secretary, Treasurer, and the Joint Treasurer.

Section 2. President: The President shall be the Chief Executive Officer of the organization and shall preside at all meetings of the members and of the Board of Directors. The President shall perform all duties incident to the office of the President and such other duties as may be prescribed by the board. Outgoing President shall serve as an Ex-Officio for a year in the upcoming committee.

Section 3. Vice President: In the absence of the President or in the event of the President's inability or refusal to act, the Vice President shall perform all duties of the President, and when so acting shall have all the powers of the President.

Section 4. Secretary: The Secretary shall keep all the records of the GHNSS and record the minutes of the meetings of the members, and Board of Directors, give all notices in accordance with the provisions of these bylaws or as may be required by law; file all needed documents with the State as needed in a timely manner; keep a record of each member; transition records from one term to the other; and in general perform all duties incident to the Office of Secretary and such other duties as from time to time may be assigned by the Board.

Section 5. Joint Secretary: The Joint Secretary shall perform the duties of the Secretary in the absence of the Secretary or in the event of the Secretary's inability or refusal to act and shall have the full powers of the Secretary in doing so. Also the Joint Secretary shall assist the Secretary in the discharge of the Secretary's responsibilities.

Section 6. Treasurer: The Treasurer shall have charge and custody of accounts and be responsible for all funds and books of the organization; receive and give receipts for money due and payable to the organization; and deposit all such money in the name of the organization in such banks or depositories as shall be selected by the Board; transition record of accounts from the previous Treasurer and transition record of accounts to the new Treasurer within 30 (thirty) days after the installation of the new officers, and co-sign with the transitioning Treasurer a letter of transition of accounts describing any discrepancies or actions pending; seek professional help from accountants as necessary and authorized by the Board from time to time; prepare and file tax returns or present information to the individual or company authorized by the Board of Directors for such purposes; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to the Treasurer by the Board of Directors.

Section 7. Joint Treasurer: The Joint Treasurer shall assist the Treasurer in maintaining the books of accounts and any other activities as requested by the Treasurer and perform the duties of the Treasurer in his absence or in the event of the Treasurer's inability or refusal to act and shall have the full powers of the Treasurer in doing so.

ARTICLE XIII

FINANCIAL RECORDS AND ANNUAL PROCEDURE

Section 1. Financial Records: The corporation shall maintain true and accurate financial records with full and correct entries made with respect to all financial transactions, including all cash receipts and cash disbursements, in accordance with generally accepted accounting procedures. The above accounts shall be kept in accordance with requirements of the of Internal Revenue code section 501 c (3) organization. All required tax and information returns must be filed in a timely manner stated in the above IRS section. Financial and all other record must be kept for a minimum of seven (7) years or for a period consistent with IRS regulations whichever is greater. The corporation must not engage in any activity outside the scope of 501 (c) (3) of Internal Revenue code.

Section 2. Annual Report: The Board of Directors shall prepare and approve a report of the financial activity of GHNSS for the preceding two years. This report shall conform to accounting standards as promulgated by the America Institute of Certified Public Accountants and must include a statement of support, revenue, expenses and charges in fund balances, a statement of functional expenses, and balance sheets for all funds

Section 3. Public Inspection: All financial records, books, and annual reports of the financial activity of the corporation shall be kept at the registered office or principal office of the corporation in the state the corporation is registered for a period consistent with the IRS requirements or any other laws and shall be available to members for inspection by appointment.

Section 4. Audit and Books: Audit of books and records shall be the responsibilities of the Board Officers

Section 5. Audit Committee: The annual General Body shall appoint an auditor from the members present in the General body to inspect and review the books of GHNSS for the forthcoming fiscal year. Such auditor appointed shall not be the member of the current Board of Directors. The auditor shall examine all the books and reports and submit the audited accounts to the Board of Directors at least three weeks before the General Body meeting. The Board of Directors shall review and approve the audited

ARTICLE XII

CONTRACTS, CHECKS, DEPOSITS, BOOKS & RECORDS

Section 1. Contracts: The Board of Directors may authorize any agent or agents of the corporation so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of GHNSS. Such authority shall be specific in nature.

Section 2. Checks and Drafts: All checks, drafts or others for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation shall be signed by the Treasurer and president or secretary of GHNSS and in such manner as shall from time to time are decided by resolution of the Board of Directors. In the absence of such decision by the Board of Directors, such instruments shall be signed by the Treasurer and countersigned by the President or the designee by the board of directors. Any spending shall be approved by the board of directors, and be documented in the minutes of the meeting.

Section 3. Deposits: All funds of the corporation shall be deposited within two weeks of the receipt to the credit of GHNSS in its name and account number in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 4. Gifts: The Board of Directors may accept on behalf of the corporation, any contribution, gift, bequest, or device for the general purpose or for any special purpose of GHNSS.

Section 5. Official Records and Seal: The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the corporation may be inspected by any member or his/her attorney for any purpose at a mutually acceptable time and place. The corporation may charge for reasonable expenses incurred for such inspection(s).

Section 6. Fiscal Year: The fiscal year of the corporation shall begin on the first day of January and end on the last day in December in each year.

Section 2. Voters List: Election Committee Chairman shall announce the final list of the candidates through electronic media to all members in good standing. The Secretary shall provide the final voters list before one (1) month of the election to the Election Committee Chairman. Election Committee Chairman shall make the voters list available for candidates, if requested in writing.

Section 3. Election Process: In the event of more than one candidate running for one position, the election shall be held by secret ballot at the Annual General Body meeting. No proxy vote shall be allowed or counted for the election. If there is a tie for any position, the winner shall be announced by drawing a lot.

Section 4. Election Expense: All reasonable expenses incurred for conducting the election shall be reimbursed to the Election Committee by the Board of Directors.

ARTICLE XV GENERAL PROVISIONS

Section 1. Amendments to the Bylaws: Members in good standing shall propose amendments in writing and submit to the Secretary. Secretary shall present the proposed changes in the next Board of Directors meeting.

These bylaws may be amended by the General Body at any meeting provided a notice of the proposed amendment has been mailed to all members no later than forty-five days prior to such meeting.

The amendments must first be discussed in the Board of Directors before sending the notice to the General Body. No such amendment shall be contrary to the provision set forth in Section 501 (c) (3) of the Internal Revenue Service Code of 1954.

An affirmative vote of a two-thirds majority of the members in good standing shall constitute an acceptance of the proposed amendment. For bylaw amendments the voting can be done in person or by postal ballot.

The approved amendment shall be implemented immediately unless a specified date of implementation is voted upon, before the vote is taken to approve the amendment.

Section 2. Remuneration: An officer or Director shall receive no remuneration for his/her service but shall be entitled to reimbursement of reasonable expenses, incurred by him/her in connection with the organization business. All transportation and food expenses to attend the meetings shall be considered voluntary and shall not be reimbursed

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report before the Treasurer presents the annual financial report to the General body. All findings of auditor shall be noted for improvement by the Board of Directors.

Section 6. Audit by Certified Public Accountant: GHNSS shall audit the books by an independent certified public accountant or equivalent appointed by the Board of Directors and the audit shall be completed before the first of March of every fiscal year. The Board of Directors shall assume the responsibility to file the necessary paperwork with state and Federal authorities.

Section 7. Assets: Any movable/immovable properties procured or transacted should be done on behalf of and for the GHNSS. The signatories for transactions are to be President, Treasurer, and the Secretary for GHNSS.

ARTICLE XIV

Section 1. Election Committee: The Board of Directors shall appoint an Election Committee consisting of three people before two months of the actual election date for conducting the Annual election of GHNSS. The Election Committee thus nominated shall consist of the Immediate past President and two members from the membership at large. In the first meeting of the committee, the three members shall appoint a chairman to coordinate the process.

- 1. Election Committee Chairman shall invite nominations in the prescribed form approved by the Election Committee within 10 days of his appointment. In the event of not having eligible nominations, the Election Commissioner shall call for nominations from the floor or from active volunteers at the general body meeting.
- 2. Any member of the GHNSS general body shall be eligible to submit the nomination for the Board of Director position provided he/she has been a member of GHNSS for three (3) months prior to the election date.
- 3. All completed nomination forms shall be received by the Election Committee Chairman, two (2) weeks prior to the election date. Nominations received after the due date shall not be considered for the election. Candidates shall withdraw their name from the race before three (3) days of the final election through a written request.

on individual basis except those incurred in carrying out special assignments with prior understanding and approval of the Board.

Section 3. Rules of Order: The rules of procedure contained in "Robert's Rules or Revised' shall be used in the conduct. Order Revised' shall be used in the conduct of business of the organization in all cases which are not covered by these bylaws, or other special rules adopted by the organization

Section 4. Dissolution: Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization under Section 501 (C) (3) of the Internal Revenue Code of 1954 as the majority of the members in good standing shall determine. Any such assets not disposed of shall be disposed of by the Court of common Pleas of the County in which the principal office of the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated for such purposes.

ARTICLE XVI **JURISDICTION**

Section 1. Courts in Texas shall have exclusive jurisdiction on all matters pertaining to this organization.

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Greater Houston Main Service Society

PO BOX 431, STAFFORD, TEXAS 77497-0431 www.ghnss.org

GHNSS 2012 Camp Out Party!

Fri, Oct 19th (5pm) to Sun, Oct 21st(12.30pm)

Venue:

Lake View Methodist Conference Center 400 Private Road 6036 Palestine, Texas 75801. Phone: 903-538-2711

http://www.lakeviewmcc.org

Name:			
No of participants:			
Phone No:	 		
Payment Mode :			

NB: Seats are limited and is on a first come first serve basis. To reserve your place please fill in the application along with a nonrefundable deposit of \$25.00, which will subsequently be deducted from the picnic cost. The form along with the deposit c be given to any board member. There are only 80 seats & the faster you confirm the better.. Payment can be made at any karyogam meet or latest by onam-2012. All check payments should be in favor of GHNSS.

President: Ponnu Pillai Secretary: Sanjai Nair Treasurer: Reghu Kurup 281-261-4950 281-617-7862 713-623-1340

president@ghnss.org secretary@ghnss.org treasurer@ghnss.org



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