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Bylaws of the Malayalee Muslims of Greater Houston (MMGH)

Article I: Name and Purpose

1. **Name:** The organization shall be known as the Malayalee Muslims of Greater Houston (MMGH).
2. **Purpose:**
 - To foster unity and fellowship among Malayalee Muslim families in Houston and surrounding areas.
 - To preserve and promote the cultural, religious, and educational heritage of Islam and the Malayalee Muslim community, while fostering values of respect, compassion, and unity among both the Malayalee Muslim community and other communities.
 - To organize and participate in social, cultural, educational, and religious events that benefit members and the wider community.
 - To support charitable activities and provide assistance to those in need within and outside the community.

Article II: Membership

1. **Eligibility:**
 - Open to all Malayalee Muslims residing in or around Houston, Texas.
 - Members must adhere to Islamic principles and values and comply with MMGH's bylaws. In case of any disputes EC committee will have the final say.
2. **Types of Membership:**
 - **Regular Membership:** For Malayalee Muslims and their families who actively participate in MMGH activities.
 - **Honorary Membership:** Awarded by the Executive Committee to individuals who have significantly contributed to MMGH or the wider community.
 - Leadership with EC will have the authority to review and make amendments to the membership fee, time to time.
3. **Duties of Members:**
 - Members are expected to actively participate in MMGH activities and uphold MMGH values in all dealings.
 - Members are expected to conduct themselves in a respectful and positive manner, actively supporting the mission and goals of MMGH.
4. **Member benefits:**
 - Vote in general body meetings
 - Participate in MMGH events
 - Run for executive positions
 - Access member-only benefits and programs

Article III: Code of Conduct



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1. **General Behavior:**
 - All members must demonstrate respect, kindness, and understanding toward one another, reflecting Islamic values and fostering a welcoming community.
 - Harassment, discrimination, or any form of disrespectful conduct will not be tolerated and may result in disciplinary action.
2. **Commitment to MMGH Values:**
 - Members are expected to support MMGH's mission and adhere to the principles outlined in these bylaws.
 - Personal differences should be managed respectfully and privately, without disrupting the organization's activities or events.
3. **Social Media and Public Representation:**
 - When representing MMGH publicly or on social media, members are expected to maintain professionalism and portray the organization in a positive manner.
 - Members should refrain from posting negative or harmful comments that could damage MMGH's reputation or the community's unity.
4. **Official Communication Methods:** Email will be official communication methods to the MMGH members.
5. **Expulsion of Members:** EC committee will meet and decide on this. We will be able to elect another member for the rest of the term.

Article IV: Governance

1. **Executive Committee (EC):**
 - The governing body of MMGH shall be the Executive Committee (EC).
 - The EC shall consist of the President, Vice President, Secretary, Joint Secretary, Treasurer, and additional committee members as deemed necessary.
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2. **Duties of the Executive Committee:**
 - **President:** Leads MMGH, represents the organization in all affairs, presides over meetings, and provides direction.
 - **Vice President:** Assists the President and acts on their behalf when necessary.
 - **Secretary:** Maintains meeting records, official documents, and ensures timely communication with members.
 - **Joint Secretary:** In the absence of secretary
 - **Treasurer:** Manages financial records, dues, donations, and presents financial reports as required.
3. **Sub-Committees:**
 - The EC may establish sub-committees for areas such as Events, Sports, Food, and Religious Affairs.
 - Each sub-committee shall have a chairperson and members who report back to the EC regularly.
 - Details for replacing EC member
 - Details for ousting/voluntary recusal from the committee.



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4. Elections:

- The EC members shall be elected by the general body of MMGH.
- Elections shall be held annually, with members eligible to nominate or run for EC positions.
- The election process shall be fair, transparent, and based on a majority vote. New Committee will start on the 1st of April.
- There will be a returning officer appointed by EC who will set the ground rules for electing the new EC.
- 30% of the EC committee should be not from the last committee.

5. We will minimum two positions reserved for women members amongst the executive committee.

Article V: Meetings

1. General Body Meetings:

- MMHG shall hold at least one General Body meetings per year to update members on organizational matters.
- All members are encouraged to attend and contribute to these meetings.

2. Executive Committee Meetings:

- The EC shall meet monthly or as needed to review activities, finances, and upcoming events.
- Meeting minutes shall be shared with the general membership.

3. Quorum:

- For General Body meetings, a quorum shall consist of at least 50% of regular members.
- For EC meetings, a quorum shall consist of at least president/vice president and secretary/joint secretary and 2/3rd of EC members which includes the above listed folks.

Article VI: Financial Management

1. Sources of Income:

- Membership dues, donations, sponsorships, and funds raised through MMGH activities.

2. Financial Procedures:

- **Budgeting:** The EC shall create an annual budget based on anticipated income and expenses, reviewed quarterly to ensure alignment with financial goals.
- **Expenditure Approval:** All expenses / budget for a particular expense should be approved by the treasurer. This will help budget control and mitigate any aggregation risk.
- **Recordkeeping:** All financial transactions shall be recorded, with receipts and documentation maintained for audit purposes.
- **Annual Financial Report:** The Treasurer shall present an annual financial report at the General Body meeting, providing transparency and accountability.

3. Financial Oversight:

- The Treasurer shall maintain transparent financial records.
- Annual financial audits shall be conducted as needed, with results shared with members.

Article VII: Event Planning Guidelines



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1. **Event Approval:**
 - All events must align with MMGH's mission and values and be approved by the EC.
 - Event proposals, including budgets and objectives, shall be submitted to the EC at least one month in advance for review.
2. **Event Committees:**
 - For major events, the EC may establish event-specific committees with designated responsibilities (e.g., logistics, promotion, programming).
 - Event committee leads shall report progress to the EC regularly and provide a post-event summary.
3. **Event Conduct:**
 - All participants and organizers are expected to adhere to the Code of Conduct during events, promoting a respectful and welcoming environment.
 - Event organizers shall take necessary steps to ensure safety, inclusivity, and cultural sensitivity.
4. **Financial Accountability for Events:**
 - A detailed financial report for each event shall be prepared by the Treasurer or designated committee member, with all expenditures recorded and submitted for review.

Article VIII: Conflict Resolution

1. **Dispute Resolution:**
 - Disputes among members or with the EC shall be addressed through mediation within the EC.
 - If necessary, a neutral mediator from the membership may be appointed to resolve conflicts.
2. **Disciplinary Actions:**
 - The EC reserves the right to take disciplinary actions, including suspension or revocation of membership, for violations of MMGH bylaws.
 - A fair hearing shall be conducted before any disciplinary action is finalized.

Article IX: Amendments

1. **Proposing Amendments:**
 - **Eligibility to Propose:** Any member in good standing may propose an amendment to the bylaws.
 - **Submission Process:** Proposed amendments must be submitted in writing to the Secretary at least 60 days before the next General Body meeting.
 - **Executive Committee Review:** Upon receiving a proposed amendment, the Executive Committee shall review it to ensure it aligns with the mission and values of MMGH.
2. **Notification of Proposed Amendments:**
 - Members shall be notified of any proposed amendments at least 30 days in advance of the meeting where the amendment will be discussed and voted on.



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- The notification shall include the proposed amendment's text, the rationale for the change, and any recommendations from the Executive Committee.

3. **Voting on Amendments:**

- A 2/3 majority vote of the General Body members present at the meeting is required to pass an amendment.
- Voting shall be conducted by secret ballot to ensure transparency, and results will be shared promptly with all members.

4. **Effective Date of Amendments:**

- Unless otherwise specified in the amendment text, all amendments shall take effect immediately after approval.

Article X: EC Dissolution

1. **Procedure for Dissolution:**

- **Initiation:** Dissolution of EC may be initiated by either the Executive Committee or by a written request signed by at least 70% or more of the General Body members.
- **Special Meeting:** Upon initiation, an emergency General Body meeting shall be called exclusively for the discussion and vote on dissolution. Members must be given at least 90 days' notice before this meeting.
- **Quorum and Voting Requirement:** A quorum of 75% of all regular members is required for the dissolution vote. A 2/3 majority of those present and voting is necessary to approve dissolution.

Article XI: By Law Amendments

- **Initiation:** Dissolution of EC may be initiated by either the Executive Committee or by a written request signed by at least 70% or more of the General Body members.