



# Malayalam Samskarika Samathi (MASS)

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**The Cooperative Society of Keralites UK**

**BYLAW AND OPERATIONAL MANUAL**

**Established on: 12 June 2016**

**Founder: Mr. Sudhakaran Vettathu Sreedharan**

Registered Address:

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United Kingdom TA1 1NS

Updated Version – February 2026

Updated by: Mr. Baiju Sebastian  
Current President, MASS

# INDUCTION & ORIENTATION PAGE

## Malayala Samskarika Samathi (MASS)

Bylaw & Operational Manual – 2026 Edition

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### 1. Purpose of This Document

This Bylaw & Operational Manual serves as the official governing framework of **Malayala Samskarika Samathi (MASS)** in the United Kingdom.

It outlines:

- The identity and legal status of the Society
- Governance structure and leadership responsibilities
- Membership structure and admission process
- Rights, duties, and restrictions of members
- Event management policies
- Safeguarding and compliance standards
- UK legal obligations

This document ensures transparency, accountability, unity, and lawful operation of the Society.

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### 2. Who Must Read This Manual

This manual must be read and understood by:

- Primary Members
- Executive (Gold) Members
- Executive Committee Officers
- The Guardian
- Volunteers and event coordinators

Acceptance of membership implies full agreement with this manual.

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### **3. Structure of This Manual**

This Bylaw & Operational Manual is organised into the following chapters:

**Chapter 1 – Name, Identity & Legal Status — Page 3**

Defines the official name, establishment details, founder information, and legal character of MASS.

**Chapter 2 – History & Foundation — Page 6**

Explains how MASS was formed and the founding intentions and neutrality statement.

**Chapter 3 – Vision, Mission & Objectives — Page 7**

Outlines the purpose, cultural goals, and strategic direction of the Society.

**Chapter 4 – Principles of the Society — Page 8**

Establishes neutrality, democratic governance, financial transparency, and welfare-first values.

**Chapter 5 – Membership Policy & Admission Procedure — Page 8**

Covers: Expression of Interest (EOI), Observation Period, Nomination & Voting, Primary membership rights/restrictions, termination and resignation rules.

**Chapter 6 – Executive (Gold) Membership — Page 13**

Defines eligibility, contribution, voting rights, governance authority, removal conditions, and family entitlement provisions.

**Chapter 7 – Executive Committee & Governance Structure — Page 17**

Details officer roles, Guardian role, election procedures, voting rights, and tie-breaking procedure.

**Chapter 8 – Main Annual Celebrations & Event Regulations — Page 21**

Covers official celebrations, performance rules, programme approval, and code of conduct.

**Chapter 9 – Annual Holiday Policy — Page 25**

Defines eligibility, cost responsibility, liability limitations, and behaviour standards.

**Chapter 10 – DBS Requirement & UK Legal / Compliance References — Page 27**

Outlines DBS requirements for officers and lists UK legal/governance references.

## **4. Member Declaration (page 27)**

By accepting membership in Malayala Samskarika Samathi (MASS), each member confirms that they:

- Have read and understood this Manual
  - Agree to comply with all rules and policies
  - Accept the authority of the Executive Committee
  - Commit to lawful conduct under UK law
  - Uphold the cultural dignity and unity of MASS
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## **5. Commitment to Cultural Unity (page 31)**

Malayala Samskarika Samathi (MASS) is founded on:

- Cultural preservation
- Community harmony
- Inclusivity
- Welfare-centered fellowship
- Legal and ethical responsibility

All members share collective responsibility in protecting the reputation, integrity, and future of MASS.

## **6. ADOPTION & SIGNATURE (page 33)**

## **7. POLICY REVISION & LEGAL REFERENCES (page 36)**

# CHAPTER 1 – NAME, IDENTITY & LEGAL STATUS

## **Name of the Society:**

Malayala Samskarika Samathi (MASS)

- **Malayala** – Refers to the Malayalam language of Kerala, India.
- **Samskarika** – Cultural
- **Samathi** – Society/Association

**Established:** 22 July 2016

**Founder:** Sudhakaran Vettathu Sreedharan

**Nature:** Non-political, non-religious cultural cooperative society.

## **Legal Character:**

Malayala Samskarika Samathi (MASS) is a cooperative cultural organization formed for the promotion of Kerala cultural heritage and for the welfare of its members through lawful economic and cultural activities.

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# CHAPTER 2 – HISTORY & FOUNDATION

Malayala Samskarika Samathi (MASS) was officially formed on 22 July 2016 by Sudhakaran Vettathu Sreedharan with the intention of:

- Promoting Kerala's classical arts
- Celebrating traditional festivals

- Supporting Malayalam language study
- Encouraging cultural education
- Ensuring welfare and unity among members

The society was formed without any political or religious agenda. It strictly does not promote or support any political or religious ideology. However, traditional Kerala festivals may be celebrated strictly in their cultural context.

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## **CHAPTER 3 – VISION, MISSION & OBJECTIVES**

### **3.1 Vision**

To build a united cultural community that preserves and promotes Kerala's classical heritage while ensuring the welfare and development of its members.

### **3.2 Mission**

- Promote Kerala classical arts
- Preserve Malayalam language
- Organize cultural festivals
- Develop welfare initiatives
- Establish sustainable business ventures for member benefit

### **3.3 Core Objectives**

1. Promote traditional Kerala art forms such as:
    - Kathakali
    - Mohiniyattam
    - Chenda Melam
  2. Celebrate Kerala festivals:
    - Onam
    - Vishu
    - Eid Ul Fithar (Eid ul-Fitr)
    - Christmas & New Year
  3. Promote Malayalam language study programs
  4. Conduct cultural workshops and seminars
  5. Provide welfare support for members
  6. Establish and operate business ventures for sustainability
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# CHAPTER 4 – PRINCIPLES OF THE SOCIETY

1. Non-political neutrality
2. Non-religious neutrality
3. Democratic governance
4. Transparency in finance
5. Equal opportunity to all members
6. Welfare-first policy

The society shall not:

- Endorse political parties
- Promote religious doctrines
- Engage in unlawful activities

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# CHAPTER 5 – MEMBERSHIP POLICY & ADMISSION PROCEDURE

## 5.1 Nature of Membership

Membership in Malayala Samskarika Samathi (MASS) is restricted and selective. Membership is not open to the general public.

Admission shall be based on observation, evaluation, nomination, and Executive Committee approval.

## 5.2 Stage 1 – Expression of Interest (EOI)

1. Any person wishing to join MASS must:
  - Submit a written letter or email to the Association Secretary.
  - Clearly express interest in becoming part of MASS.
  - Agree to follow MASS constitution and code of conduct.
2. The Secretary may:
  - Permit the applicant to attend MASS functions by invitation only.
  - Add the applicant to a provisional guest list.
3. The applicant at this stage shall be referred to as: **“Prospective Participant”**

Prospective Participants are:

- Not members
- Not entitled to rights
- Allowed entry only through invitation

## **5.3 Stage 2 – Observation Period (Minimum 1 Year)**

The Prospective Participant must:

- Attend MASS events for minimum one (1) continuous year
- Demonstrate active and voluntary participation
- Show genuine interest in cultural and welfare objectives

### **Evaluation Criteria:**

During the one-year observation period, the Executive Committee and existing members shall assess:

#### **A. Participation & Conduct**

- Punctuality in attending functions
- Willingness to volunteer
- Assistance in hall and stage arrangements
- Participation in cultural programs
- Helping other members
- Respectful interaction with members and families
- Initiative to introduce themselves and build unity

#### **B. Commitment & Loyalty**

- Attendance consistency
- Readiness to support MASS programs
- Priority given to MASS over other associations
- Avoidance of collaboration with competing cultural groups

#### **C. Personal Integrity & Legal Compliance (UK Context)**

The candidate must:

- Be legally permitted to stay, work, or conduct business in the UK
- Follow UK laws and regulations
- Not engage in unlawful activities
- Not misuse substances
- Maintain respectable social behaviour

#### **D. Social Media & Public Conduct Review**

Assessment may include:

- Social media posts

- Online behaviour
- Public opinions
- Any hate speech
- Political or extremist expressions
- Activities damaging to social harmony

#### **E. Family Conduct**

- Family integration with MASS values
- Respectful behaviour in events
- Healthy social interaction

### **5.4 Stage 3 – Nomination**

After completion of one year:

1. Any Executive Committee Member may nominate the candidate.
2. Nomination must be formally submitted in writing.
3. The Secretary shall circulate nomination to all Executive Members.

### **5.5 Voting Procedure**

1. Voting shall be conducted among Executive Members only.
2. Voting period: Fixed deadline (e.g., 7–14 days).
3. If any Executive Member fails to submit vote before deadline:
  - The vote shall automatically be counted as Positive (Yes).
4. Candidate must receive more than 80% approval to qualify.

If approved: The candidate becomes a Primary Member.

If rejected: Candidate may reapply after 1 year.

### **5.6 Primary Membership**

**Membership Fee:** £250 (non-refundable unless otherwise decided by Executive Committee)

### **5.7 Rights of Primary Member**

Primary Members shall have the following rights:

1. Added to MASS Primary Group
2. Receive official newsletters and communications
3. Participate in all MASS functions without invitation
4. Participate in:

- Cultural performances
  - Stage programs
  - MASS holidays
  - Annual General Meeting (AGM)
5. Family Membership Inclusion:
- Spouse automatically included
  - Children automatically included

Primary Members' family may attend MASS events under the same membership.

## **5.8 Restrictions of Primary Member**

Primary Members shall NOT have:

1. Voting rights
2. Right to stand in elections
3. Right to hold committee position
4. Right to participate in Executive Committee meetings (except AGM)
5. Right to bring guests to MASS events
6. Right to holiday pay entitlement
7. Right to Saturday Club entry
8. Right to invest in MASS business
9. Right to participate in business operations
10. Right to collaborate with other associations under cultural capacity

Primary Members must dedicate their cultural participation exclusively to MASS activities.

## **5.9 Conduct Obligation**

Primary Members must:

- Attend MASS celebrations regularly
- Notify Secretary in writing if unable to attend
- Follow UK law
- Maintain cultural dignity
- Avoid political or religious propaganda
- Maintain respectful social media presence
- Avoid substance misuse
- Maintain family discipline during events

By accepting membership, the Primary Member agrees to all bylaws and conduct standards.

## **5.10 Inactivity Policy**

If the Committee determines that:

- The member is inactive
- Not participating genuinely
- Showing lack of interest

The Committee shall:

1. Issue written notification.
2. Provide opportunity for explanation.
3. If no satisfactory response — membership shall be removed.

## **5.11 Termination of Membership**

The Executive Committee may remove a Primary Member:

- For misconduct
- For violation of bylaws
- For legal violations
- For damaging reputation of MASS
- For inactivity

Decision of Committee shall be final.

## **5.12 Voluntary Resignation**

Primary Members may:

- Leave anytime
- Submit resignation in writing
- No further obligations required

Membership fee shall not be refunded unless special resolution is passed.

## **5.13 Monitoring Tool (Internal)**

The Executive Committee may maintain:

- Attendance records
- Volunteer performance notes
- Behaviour review log
- Social media review observations
- Compliance checklist

All monitoring shall respect UK data protection law and privacy standards.

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# **CHAPTER 6 – EXECUTIVE (GOLD) MEMBERSHIP**

## **6.1 Nature of Executive Membership**

Executive Membership is the highest level of authority within Malayala Samskarika Samathi (MASS).

Executive Members:

- Form the governing authority of the Society
- Hold full voting and decision-making rights
- Control policy, finance, and business direction
- Act as custodians of MASS assets and reputation

Executive Membership is selective and merit-based.

## **6.2 Eligibility Criteria**

Executive Membership does not strictly require:

- Completion of one-year Primary Membership; OR
- Prior Primary Membership status (in exceptional cases).

An individual may qualify for Executive Membership if:

1. They demonstrate exceptional contribution potential; OR
2. They are capable of initiating or significantly expanding a business venture under the name of MASS; OR
3. They possess specialized skills, capital, or expertise that can create measurable business growth for MASS; OR
4. They have already made substantial financial or strategic contribution to MASS.

However, the candidate must satisfy all ethical, legal, and conduct standards outlined below.

## 6.3 Business-Based Eligibility Pathway

An individual may be directly considered for Executive Membership if they:

- Propose to establish a new business under MASS name; OR
- Bring a viable commercial venture benefiting MASS; OR
- Offer strategic professional skills (finance, legal, management, technology, etc.); OR
- Introduce scalable revenue opportunities.

All proposals must include:

- Written business plan
- Financial forecast
- Risk assessment
- Compliance review under UK law

Approval of business proposal does not automatically guarantee Executive Membership, but may qualify the candidate for consideration.

## 6.4 Character & Conduct Requirements

Regardless of pathway, the candidate must demonstrate:

### A. Leadership & Commitment

- Strong organisational ability
- Willingness to take responsibility
- Strategic thinking capacity

### B. Legal Compliance (UK Context)

- Legal right to reside/work/do business in the UK
- No serious criminal convictions
- Compliance with UK business and cooperative regulations

### C. Ethical & Social Conduct

- No hate speech
- No extremist or political misuse
- No religious propaganda under MASS platform
- Respectful social media presence
- No substance misuse

### D. Loyalty & Exclusivity

- Prioritisation of MASS interests
- No active conflicting leadership in competing cultural bodies

## 6.5 Nomination Procedure

1. Any Executive Member may nominate the candidate; OR
2. Candidate may submit formal Executive Application; OR
3. Business proposal submission may initiate review.

Nomination must be submitted in writing to the Secretary.

## 6.6 Voting Process

1. Voting restricted to current Executive Members.
2. Voting deadline must be formally announced.
3. Any Executive Member failing to vote within the deadline:
  - Automatically counted as Positive (Yes).
4. Candidate must secure more than 80% approval.

If approved → Candidate becomes Executive Member.

If rejected → May reapply after 12 months unless otherwise decided.

## 6.7 Executive Membership Fee

Executive Membership requires: **£10,000 One-Time Non-Refundable Contribution**

This amount shall:

- Strengthen capital base
- Fund business expansion
- Support welfare projects
- Build financial reserves

In exceptional cases, where candidate contributes significantly more through business creation or capital investment, the Committee may:

- Adjust financial structure through resolution; OR
- Offset contribution against business investment.

All financial arrangements must be documented.

## 6.8 Rights of Executive Members

Executive Members have full rights including:

1. Voting rights
2. Eligibility to contest elections
3. Eligibility to hold office
4. Participation in business governance
5. Investment participation (if approved)
6. Policy-making authority
7. Amendment proposal rights
8. Guest privileges under regulations
9. Full access to all MASS programs

## **6.9 Responsibilities**

Executive Members must:

- Act in fiduciary capacity
- Protect MASS assets
- Avoid conflicts of interest
- Maintain confidentiality
- Ensure financial transparency
- Uphold non-political, non-religious neutrality

Executive Members are accountable to the Society.

## **6.10 Removal, Family Entitlement & Children's Rights**

(Your original items 7.8 / 7.2 / 7.3 are kept here but renumbered correctly under Chapter 6 to match the induction.)

### **6.10.1 Removal Condition (Strict Limitation)**

Gold Membership may only be removed if:

- The Member commits a serious criminal offence; AND
- The offence is proven in a court of law; AND
- The Member is sentenced to imprisonment.

Only upon final court conviction and custodial sentence may Executive authority be terminated.

No other internal disagreement, conflict, or policy dispute shall be grounds for removal.

### **6.10.2 Family Entitlement Under Gold Membership**

Upon approval of an individual as a Gold Member:

1. The Gold Member’s spouse shall automatically receive the same level of membership benefits as the primary Gold Member.
2. All children of the Gold Member shall be included under the Gold Membership structure as follows:

### **6.10.3 Executive Rights of Children**

#### **A. Children Aged 16 Years and Above**

Any child of a Gold Member who is 16 years of age or older shall automatically:

- Be recognised as an Executive Member.
- Hold full Executive rights.
- Possess full voting power.
- Be eligible to participate in Executive meetings.
- Be eligible to hold office within MASS.
- Be entitled to all governance and business participation rights.

No additional application, nomination, or voting shall be required.

#### **B. Children Below 16 Years of Age**

Children under the age of 16 shall:

- Be recognised as Junior Gold Family Members.
- Be entitled to all cultural and participation benefits.
- Not exercise Executive voting power until reaching 16 years of age.

Upon reaching the age of 16:

- Executive Membership status shall be automatically activated.
- Full Executive rights shall be granted without further approval.

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## **CHAPTER 7 – EXECUTIVE COMMITTEE & GOVERNANCE STRUCTURE**

(Everything you listed under “Executive Committee / Guardian / Elections / Duties” is placed here.)

### **7.1 Composition of the Executive Committee**

The Executive Committee of the Mass Cooperative Society consists of five elected members:

- President
- Secretary
- Safeguarding Lead
- Treasurer
- Programme Coordinator

These positions are filled through an election conducted among the executive members. The term of office for the elected Executive Committee is two (2) years.

## **7.2 The Guardian**

In addition to the elected Executive Committee members, there is one permanent committee member known as the Guardian.

- The Guardian is not elected.
- This is a permanent position filled by selection.
- The Guardian oversees and supervises the election process.

At present, Sudhakaran Vettathu Sreedharan serves as the Guardian of the Mass Cooperative Society.

## **7.3 Election Procedure**

The Guardian is responsible for:

- Conducting the election
- Announcing the election date
- Acting as the Presiding Officer

Elections are usually held in the month of November, during the Kerala Piravi celebration period.

Any eligible executive member may stand for election.

A candidate:

- May contest for only one position per election.
- Is permitted to campaign accordingly.

## **7.4 Voting Rights**

Only executive members aged 16 years and above are eligible:

- To vote
- To stand for election

Each eligible member is entitled to one vote per post.  
All votes carry equal value.

## **7.5 Voting Method**

Voting may be conducted in any suitable manner, including:

- Written (text/message) vote
- Telephone call to the Guardian's official number

As the Presiding Officer, the Guardian oversees and records the votes.

## **7.6 Tie-Breaking Procedure**

In the event of a tie, the Guardian has the authority to:

- Order a re-vote, or
- Cast an additional deciding vote, or
- Conduct a toss to determine the winner.

The final decision rests with the Guardian.

## **7.7 Duties and Responsibilities – Executive Committee**

### **7.7.1 President**

Role: Head of the Executive Committee

Responsibilities:

- Provide overall leadership and direction
- Chair Executive Committee meetings
- Ensure decisions are implemented properly
- Represent the Society at official functions
- Maintain unity and discipline within the committee
- Oversee the overall functioning of the Society

### **7.7.2 Secretary**

Role: Administrative Head

Responsibilities:

- Prepare meeting agendas with the President
- Record and maintain minutes of meetings
- Handle official correspondence
- Maintain membership records
- Issue notices for meetings and elections
- Work closely with the Programme Coordinator to organise cultural programmes
- Assist in booking PA systems, LED screens, and other technical requirements for events

### **7.7.3 Treasurer**

Role: Financial Officer

Responsibilities:

- Manage all financial transactions
- Maintain accurate financial records
- Prepare and present financial reports
- Monitor income and expenses
- Prepare budgets for programmes and events
- Ensure proper handling and safekeeping of funds

### **7.7.4 Safeguarding Lead**

Role: Welfare and Venue & Safety Officer

Responsibilities:

- Ensure the safety and well-being of all members
- Address safeguarding concerns confidentially
- Promote a safe and respectful environment during all activities
- Book venues and event locations in advance
- Ensure the venue is properly prepared and ready before the event
- Collect the keys of the hall or venue before the event
- Supervise access and use of the venue during the programme
- Ensure the hall is secured, cleaned (if required), and left in good condition after the event
- Return the keys to the venue authority on time
- Confirm that all safety requirements are met at the venue
- Act as a first aider when an emergency

### **7.7.5 Programme Coordinator**

Role: Events and Cultural Programme Manager

Responsibilities:

- Plan and organise events and celebrations
- Develop cultural programmes in coordination with the Secretary

- Arrange performers and programme schedules
- Coordinate booking of PA systems, LED screens, and other equipment (with the Secretary)
- Ensure smooth execution of all programmes
- Report programme updates to the Executive Committee

### **7.7.6 Guardian**

Current Guardian: Sudhakaran Vettathu Sreedharan

Role: Permanent Supervisory Authority

Responsibilities:

- Conduct and supervise elections
- Announce election dates
- Act as Presiding Officer during elections
- Ensure fairness and transparency
- Resolve disputes
- Act as tie-breaker when necessary
- Provide guidance and oversight to the Executive Committee

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# **CHAPTER 8 – ANNUAL CELEBRATIONS & EVENT REGULATIONS**

(Your original “CHAPTER 8” stays here.)

## **8.1 Official Annual Celebrations**

Malayala Samskarika Samathi (MASS) shall officially conduct the following annual main celebrations:

### **Christmas & New Year Celebration**

A cultural and community celebration including:

- Stage programs
- Live music
- Carol singing
- Dance performances
- Family entertainment

## **Easter Celebration / Vishu Celebration / Eid ul-Fitr Celebration**

Conducted in cultural harmony and community spirit with:

- Musical programs
- Children's performances
- Cultural programmes
- Vishu cultural programs
- Traditional performances
- Community gathering
- Cultural performances
- Musical events
- Family participation programs

## **Onam Celebration**

Includes:

- Pookalam
- Thiruvathira dance
- Cultural programs
- Traditional music
- Community feast (if arranged)

## **Keralapiravi Celebration (Dedicated for Children)**

Celebrating the formation of Kerala state with:

- Malayalam language programs
- Cultural performances
- Heritage presentations

## **8.2 Nature of Celebrations**

All official MASS main celebrations shall be:

- Free of cost
- Open to all MASS Members
- Open to invited guests
- Community-oriented
- Non-political
- Non-religious in promotion (celebrated culturally only)

No entry fee shall be charged for these official events unless otherwise resolved for special circumstances.

## **8.3 Program Content**

Main celebrations may include:

- Cultural programmes
- Live performances
- Musical concerts
- Karaoke
- Children's programmes
- Drama
- Dance
- Stage competitions
- Award ceremonies

All performances must align with MASS cultural values.

## **8.4 Performance Regulations**

### **8.4.1 Non-Members**

- Non-members must obtain prior written approval from the Executive Committee before performing on stage.
- Approval must be secured before program scheduling.
- Committee may accept or reject performance requests at its discretion.

### **8.4.2 Primary Members**

Primary Members:

- Do NOT require prior permission to perform individually.
- May freely participate in cultural performances.

However, if a Primary Member performs as part of a group AND that group includes non-members:

- Prior approval from the Executive Committee is mandatory.
- Programme details must be submitted in advance.
- Committee reserves right to approve, modify, or reject the performance.

### **8.4.3 Executive / Gold Members**

Executive and Gold Members may:

- Participate in stage performances without prior restriction.
- Organize program segments subject to event coordination.

- Propose event structure to the committee.

## **8.5 Program Approval Authority**

The programme coordinator of the society shall finalize the programme. If the programme director doubts about any programme, she/he may discuss with the executive to give approval of the programme.

- Finalize program schedule
- Approve performers
- Ensure event discipline
- Maintain quality standards
- Prevent political or religious misuse

The Committee decision on stage programming shall be final.

## **8.6 Code of Conduct During Events**

All participants must:

- Maintain respectful behaviour
- Avoid political messaging
- Avoid religious preaching
- Avoid hate speech
- Follow UK law and venue regulations
- Respect family environment standards

Violation may result in suspension of performance privileges.

## **8.7 Declaration**

The official annual celebrations of Malayala Samskarika Samathi (MASS) represent:

- Cultural unity
- Community harmony
- Inclusivity
- Welfare-centered fellowship

All events shall be conducted with dignity, transparency, and discipline.

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# **CHAPTER 9 – ANNUAL HOLIDAY POLICY**

(Your original “CHAPTER 10” is renumbered to Chapter 9 to match the induction.)

## **9.1 Purpose of Annual Holiday**

Malayala Samskarika Samathi (MASS) may organise an Annual Holiday Trip for its members to:

- Strengthen unity among members
- Promote cultural bonding
- Encourage family participation
- Enhance fellowship and goodwill

The Annual Holiday is a social and recreational activity of the Society.

## **9.2 Eligibility**

Participation in the Annual Holiday shall be open to:

- Gold Members
- Primary Members
- Eligible family members
- Approved participants (if permitted by the Committee)

Participation is voluntary.

## **9.3 Cost Responsibility**

1. MASS shall not bear any financial cost for the Annual Holiday.
2. All expenses shall be borne entirely by the participating individuals.
3. Costs may include:
  - Travel
  - Accommodation
  - Food
  - Activity fees
  - Insurance
  - Any other related expense
4. Each participant shall:
  - Pay their share directly; OR
  - Contribute to a pooled fund managed solely for that specific holiday trip.

## **9.4 Financial Liability**

- MASS shall not be financially liable for any personal expense.
- MASS shall not be responsible for personal losses, damages, or medical costs.
- Participants are encouraged to arrange personal travel insurance.

## **9.5 Organisational Role of MASS**

MASS may:

- Coordinate planning
- Suggest destinations
- Assist with group booking arrangements
- Provide administrative support

However: MASS shall not subsidize, sponsor, or fund the Annual Holiday from Society funds.

## **9.6 Discipline During Holiday**

Participants must:

- Maintain respectful behaviour
- Follow UK and local laws (if abroad)
- Protect the reputation of MASS
- Avoid political or religious campaigning

Misconduct during the holiday may result in disciplinary review under membership rules.

## **9.7 No Holiday Pay Entitlement**

Primary Members shall not be entitled to any holiday pay or financial benefit from MASS in connection with the Annual Holiday.

Gold Members may only receive financial advantage if specifically resolved by Executive decision and funded independently of general Society funds.

## **9.8 Declaration**

The Annual Holiday of Malayala Samskarika Samathi (MASS) is:

- A voluntary social programme
- Self-funded by participants
- Organised for unity and fellowship
- Conducted without financial burden to the Society

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# CHAPTER 10 – SAFEGUARDING, DBS REQUIREMENTS & UK LEGAL COMPLIANCE

(To match the induction: DBS = Chapter 9, UK law = Chapter 10. Since you asked to keep *everything*, I keep DBS text first, then UK law list.)

## 10.1 DBS Requirement for All Officers

All officers of the Mass Cooperative Society must hold a valid Enhanced DBS (Disclosure and Barring Service) certificate.

### Requirements:

- The DBS certificate must be Enhanced level.
- It must be valid and up to date.
- Officers must provide proof of their DBS status before taking up their role.
- If required, officers must renew their DBS in line with UK safeguarding guidelines.

### This requirement applies to:

- President
- Secretary
- Treasurer
- Safeguarding Lead
- Programme Coordinator
- Guardian

The purpose of this requirement is to ensure the safety, protection, and well-being of all members, especially young and vulnerable individuals.

## 10.2 UK Legal Compliance Framework (Reference List)

MASS confirms compliance with relevant UK obligations, including:

- Equality Act 2010
- Data Protection Act 2018 (UK GDPR)
- Safeguarding Vulnerable Groups Act 2006
- Health and Safety at Work etc. Act 1974

- Relevant UK governance and safeguarding laws
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## **4. MEMBER DECLARATION & LIABILITY ACKNOWLEDGEMENT**

By accepting membership in **Malayala Samskarika Samathi (MASS)** and/or by attending any MASS event, programme, meeting, or activity, each member and guest acknowledges and agrees to the following:

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### **4.1 Acceptance of Constitution and Authority**

Each member confirms that they:

- Have read and understood this Bylaw & Operational Manual
- Agree to comply with all policies, rules, procedures, and codes of conduct
- Accept the authority of the Executive Committee and the Guardian
- Agree to abide by lawful decisions made in the interest of MASS
- Commit to conduct themselves in accordance with UK law at all times
- Undertake to uphold the dignity, unity, and cultural integrity of MASS

Membership constitutes formal acceptance of these terms.

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### **4.2 Photography, Video Recording & Media Publication**

MASS events may be photographed and/or video recorded for:

- Cultural documentation

- Archival purposes
- Community communication
- Social media publication
- Official website use
- Promotional materials

By attending any MASS event, members and guests acknowledge that images and recordings may be captured in group or public settings.

If any individual does **not** wish to appear in photographs or videos, they must:

- Notify the Executive Committee **in writing** (email/message/letter) prior to the event or as soon as reasonably possible during the event.

MASS will make reasonable efforts to respect such requests. However:

- MASS cannot guarantee complete exclusion from background images in public gatherings.
- No compensation or claim shall arise solely from lawful publication of event media.

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## 4.3 Food Safety, Allergies & Medical Responsibility

MASS events are **NOT guaranteed to be nut-free or allergen-free environments.**

Accordingly:

- MASS accepts **no liability** for allergic reactions, food-related illness, or medical complications arising from consumption of food or exposure to allergens at events.
- All members and guests are personally responsible for:
  - Managing their own allergies or medical conditions
  - Verifying ingredients before consumption
  - Taking appropriate medical precautions

Guests must inform the member who invited them of any allergies or medical conditions prior to attending. The inviting member should communicate relevant information to organisers where appropriate.

Parents/guardians are solely responsible for monitoring children's dietary intake and allergen exposure.

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## **4.4 Event Environment & Special Effects Acknowledgement**

MASS cultural events and celebrations may include:

- Bright and dynamic stage lighting
- LED screens and digital displays
- High-voltage PA systems and amplified sound
- DJ/music programmes
- Controlled fireworks (where lawfully arranged)
- Party smoke or fog effects
- Stage effects and performance equipment

By attending, participants acknowledge that such features may present sensory or environmental exposure risks (e.g., flashing lights, loud audio, smoke effects).

MASS shall not be liable for:

- Light sensitivity reactions
- Sound sensitivity or hearing discomfort
- Respiratory discomfort
- Medical conditions triggered by environmental effects
- Any discomfort where reasonable safety measures and venue regulations are followed

Attendees participate at their own discretion and risk.

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## **4.5 Personal Responsibility & Child Supervision**

All adults attending MASS events are responsible for:

- Their own safety and wellbeing
- Following venue safety rules
- Acting in a safe and responsible manner

Parents and guardians are fully and solely responsible for:

- Supervising their children at all times
- Ensuring children do not access restricted areas (stage, equipment zones, fireworks zones, DJ/sound systems, etc.)
- Preventing unsafe behaviour during performances and celebrations

MASS shall not assume parental or supervisory responsibility for children unless expressly arranged under a separate safeguarding structure.

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## **4.6 Limitation of Liability**

To the maximum extent permitted under UK law:

- MASS, its Executive Committee, officers, volunteers, and organisers shall not be liable for personal injury, loss, damage, or medical incidents arising from voluntary participation in events, except where caused by proven gross negligence or unlawful conduct.

Participation in MASS activities constitutes voluntary acceptance of this limitation.

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## **4.7 Collective Responsibility**

All members share responsibility to:

- Maintain a safe environment
- Respect cultural values
- Protect the reputation of MASS
- Support unity and community harmony

Membership reflects a commitment not only to rights, but to shared responsibility.

# 5. COMMITMENT TO CULTURAL UNITY

Malayala Samskarika Samathi (MASS) is founded upon the principles of cultural preservation, community harmony, inclusivity, and lawful governance within the United Kingdom.

All members, officers, and participants affirm the following commitments:

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## 5.1 Cultural Preservation

MASS exists to:

- Preserve and promote the cultural heritage of Kerala
- Encourage Malayalam language, arts, and traditions
- Celebrate festivals in their cultural and community context
- Promote inter-generational cultural continuity

Members shall actively support these objectives and refrain from actions that may dilute or misrepresent the cultural purpose of the Society.

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## 5.2 Unity & Harmony

MASS is a non-political and non-religious organisation. Therefore:

- No political campaigning shall be conducted under the MASS platform.
- No religious preaching or doctrinal promotion shall be conducted during MASS programmes.
- Cultural celebrations may include traditional elements but shall not be used to promote religious or political ideologies.

Members must promote unity, respect diversity, and avoid conduct that creates division within the community.

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## 5.3 Inclusivity & Equal Respect

MASS is committed to:

- Equal respect for all members regardless of background
- Fair and dignified treatment of all participants
- A welcoming environment for families and guests

Discrimination, harassment, hate speech, or behaviour that undermines inclusivity shall not be tolerated.

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## **5.4 Reputation & Representation**

Members represent MASS both during events and in public life.

Accordingly, members shall:

- Conduct themselves with dignity in public and online platforms
- Avoid statements or actions that damage the reputation of MASS
- Refrain from misusing the name, logo, or authority of MASS without approval

Protection of the Society's reputation is a shared responsibility.

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## **5.5 Collective Responsibility**

All members acknowledge that:

- MASS operates as a cooperative cultural body built on trust
- The strength of the Society depends on mutual respect and participation
- Unity requires cooperation, discipline, and shared accountability

Members agree to place the interests of the Society above personal conflicts and to resolve disagreements respectfully through proper governance channels.

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## **5.6 Legal and Ethical Responsibility**

MASS operates within the legal framework of the United Kingdom. All members commit to:

- Complying with UK laws and venue regulations
- Supporting safeguarding standards
- Respecting health and safety practices
- Acting ethically in all Society matters

Cultural unity must always exist within lawful and responsible boundaries.

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## **Declaration of Cultural Commitment**

By accepting membership, each individual affirms their commitment to:

- Cultural preservation
- Community harmony
- Inclusivity
- Welfare-centered fellowship
- Ethical and lawful conduct

This commitment forms the moral and operational foundation of Malayala Samskarika Samathi (MASS).

# **SECTION 6 – ADOPTION & SIGNATURE**

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## **6.1 Formal Adoption**

This Bylaw & Operational Manual – 2026 Edition – of **Malayala Samskarika Samathi (MASS)** has been formally reviewed and adopted by the governing authority of the Society.

This document shall serve as the official constitutional and operational framework of MASS from the date of adoption and shall remain in force unless amended in accordance with established governance procedures.

This 2026 edition reflects structural updates while preserving the founding principles established on 22 July 2016.

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## **6.2 Authority of the Document**

This Manual:

- Defines the governance structure of MASS
- Establishes membership rules and responsibilities
- Sets operational standards for events and activities
- Incorporates safeguarding and compliance obligations
- Aligns internal governance with UK legal and regulatory expectations

All members, officers, and representatives of MASS are bound by the provisions contained herein.

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## 6.3 Supersession of Prior Practices

This 2026 Bylaw & Operational Manual:

- Replaces prior informal operational practices where inconsistent
- Updates structural provisions from the 2020 Malayalam Bylaw
- Serves as the authoritative English governance document of the Society

Nothing in this document invalidates the founding cultural objectives established by the Founder; rather, it strengthens governance clarity and accountability.

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## 6.4 Effective Date

This Manual shall take effect from:

Date of Adoption: \_\_\_\_\_

Location of Adoption: \_\_\_\_\_

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## 6.5 Signatories

The undersigned confirm that this Bylaw & Operational Manual has been reviewed and adopted in good faith for the governance and welfare of Malayala Samskarika Samathi (MASS).

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**Founder & Guardian**

Name:  
Sudhakaran Vettathu Sreedharan

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **President (2026)**

Name:  
Baiju Sebastian

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **Secretary**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **Treasurer**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **Safeguarding Lead & First Aider**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### **Programme Coordinator**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **SECTION 7 – POLICY REVISION & LEGAL REFERENCES**

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### **7.1 Reference to 2020 Malayalam Bylaw**

This 2026 Bylaw & Operational Manual is prepared with formal reference to the original Malayalam Bylaw drafted and issued in 2020 by:

**Mr. Sudhakaran Vettathu Sreedharan**  
Founder of Malayala Samskarika Samathi (MASS)

The 2020 Malayalam version remains the foundational constitutional framework of the Society and reflects the governance structure originally established following the formation of MASS on 22 July 2016.

This 2026 edition restructures and clarifies the governing provisions in English while preserving the founding principles of the Society.

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## 7.2 Main Amendments Introduced in the 2026 Update

The following key amendments have been formally adopted in this edition:

### 7.2.1 Replacement of Vice President Position

The former position of:

- **Vice President**

Has been officially replaced with:

- **Safeguarding Lead & First Aider**

This amendment reflects:

- Strengthened safeguarding oversight
- Alignment with UK child protection and welfare standards
- Clear responsibility for venue safety management
- Enhanced event risk monitoring

The Safeguarding Lead now holds defined responsibilities relating to:

- Welfare supervision
- Child protection awareness
- Venue safety compliance
- First aid preparedness (where applicable)

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### 7.2.2 Change in Executive Committee Term Duration

The term of office for elected Executive Committee members has been revised:

- Previous term under the 2020 Malayalam Bylaw: **Three (3) years**
- Current term under the 2026 Update: **Two (2) years**

This change has been implemented to:

- Improve democratic accountability
- Encourage leadership renewal
- Increase governance responsiveness
- Promote wider participation among members

All future elections shall operate under the revised two-year structure unless formally amended through proper governance procedure.

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## **7.3 Continuity of Foundational Principles**

The following principles from the 2020 Malayalam Bylaw remain unchanged:

- Non-political neutrality
- Non-religious neutrality
- Cultural preservation mission
- Democratic election process
- Guardian oversight structure
- Membership observation and approval system

This 2026 edition preserves the intent and cultural purpose established by the Founder while strengthening governance clarity.

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## **7.4 UK Legal & Governance References**

Malayala Samskarika Samathi (MASS) operates within the legal framework of the United Kingdom and acknowledges compliance with relevant legislation and governance standards, including but not limited to:

### **Governance & Equality**

- Equality Act 2010
- Human Rights Act 1998
- General principles of UK association governance

### **Data Protection & Privacy**

- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

### **Safeguarding & Child Protection**

- Safeguarding Vulnerable Groups Act 2006
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children (Statutory Guidance)

