

# **DIASPORA KNANAYA CATHOLIC CONGRESS (DKCC)**

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**CONSTITUTION AND BYLAWS**

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## CONSTITUTION AND BYLAWS

### Article: 1

#### Section -1. Name

The name of the association is: **Diaspora Knanaya Catholic Congress (DKCC)**

### Article 2. Mission Statement

#### Section 1.1.

The DKCC will collaborate with regional Associations of Knanaya Catholic Lay Organizations world wide and will work towards common goals for the betterment of Knanaya Catholic Community worldwide.

#### Section 1.2

The efforts of DKCC are directed to maintain the heritage and traditions of Knanaya Catholic Community.

### Article 3. Definition / Structure

#### Section 1.1

- a) DKCC is the federation of all Knanaya Catholic Regional Organizations, functioning outside the proper territory of the Arc-eparchy of Kottayam, who share common heritage and traditions of the Knanaya catholic community.
- b) The Patron of DKCC shall be the Archbishop of Kottayam Archdiocese.
- c) DKCC recognizes Knanaya Catholic Congress (KCC) as the parent organization and shall work in collaboration with the KCC.
- d) The parent organization (KCC) will be informed and invited to any activity organized by DKCC in the territory of the Archeparchy of kottayam

### Article 4. Objectives:

#### Section 1.1

- a) To facilitate the spiritual, cultural & social activities among the Knanaya Catholics around the world.
- b) To ensure and promote Knanaya **unity** and ethnicity among the Knanaya Children and develop interaction among Knanites around the world.
- c) To establish a database, with advanced technology and facilities, for Knanaya Catholic Youth from age 15-years till their marriage with periodic updating.

- d) To identify talented and deserving Knanaya Catholic Students and support them to pursue their higher studies for achieving highest levels in their Educational, Spiritual, Cultural and Social life.
- e) To co-ordinate the charity activities when appropriate, for the benefit of the Knanaya community and to ensure that it reaches the actual beneficiaries.
- f) To co-ordinate financial support to our community and its developmental activities, provided by different Regions .
- g) To facilitate the visits of our Arch Bishop & Bishop(s) as well as Office bearers of the Knanaya catholic Lay Organizations around the world.
- h) To foster co-operation among Knanites all over the world and share resources
- i) To work with the ecclesiastical authorities to extend the jurisdiction of the Archeparchy of Kottayam all over the world.

### **Article 5. Membership**

#### **Section 1.1**

- a) Membership is granted only to regional organizations as defined in article 8.
- b) Regions should have member associations that must follow the membership **criteria** "Knanaya Catholic is defined as a person who is born of both Knanaya Parents, follow catholic faith and if married, whose spouse is also born of both of Knanaya Parents "

### **Article 6. Duties of Member Regions.**

#### **Section 1.**

- a) Member Region shall support the objectives of DKCC , as outlined in art. 4
- b) Member Region shall comply with membership criteria set in the constitution.
- c) Member Region shall send voting delegates to the General Council.
- d) Member Region may keep the executive committee informed of any events or developments in their region which may have relevance to global Knanites.

### **Article 7. Rights of Member Region.**

#### **Section 1.**

- a) Member Region can participate in the affairs of DKCC through their delegates in accordance with the constitution.
- b) Member region can participate in policy development through their delegates by making suggestions to the General Council.
- c) Member Region may vote on all matters raised at the GC meeting of DKCC, including the election

### **Article 8 Regions and Regional Delegates**

- a) The following are regions under DKCC:
  1. North America (KCCNA) (USA, Canada)
  2. Europe (UKKCA, Italy, Switzerland, Germany, Austria, Republic of Ireland)

3. Middle East and Africa (KCCME) (UAE, Saudi Arabia, Kuwait, Qatar, Bahrain, Oman.)
  4. Oceania (Australia, New Zealand, Singapore, Far East)
  5. India (Associations in India that are outside the territory of the Archeparchy of Kottayam).
- b) All regions shall have representation and the proposed regional representation shall be:
1. Delegates from North America (KCCNA) (9 including president and secretary)
  2. Delegates from Europe. (9 including President and secretary)
  3. Delegates from Middle East (including Africa.) (7 including president and secretary)
  4. Delegates from Oceania. (5 including president and secretary)
  5. Members from India outside of Kottayam (TBD)
  6. Spiritual Director shall be the Chaplain of KCC appointed by the Archbishop of Kottayam.

*President and Secretary of each Region are Ex-Officio members to the General Council.*

### **Article 9. Executive Committee and General Council.**

#### Section 9.1. Governing body

- a) The governing body of DKCC shall be the General Council (GC) and its members shall be Knanaya Catholics over the age of 18 years representing a Regional Organizations.

#### Section 9.2. General Council:

- a) The total n of the number of GC shall be as specified in article 8 sec B
- b) The term for the General Council shall be 2 years starting from Aug 24, 2011.
- c) Nominations to the above Global Council from each region is to be decided by the respective region, and to be forwarded to the Secretary of DKCC, within one month of their election to the office.
- d) The General council should meet at least once in a year in their respective terms with 60 days notice.
- e) The Quorum of the GC shall be 30%, with representation from minimum three regions.
- f) General Council meeting may be conducted by Face to face, video conferencing, and tele-conferencing.

#### Section 9.3 Executive Committee:

- a) The Executive Committee (EC) shall consist of the President, Executive Vice President, General Secretary, Joint Secretary, Treasurer, and One Regional Representative (Regional Vice President) from each region. DKCC Spiritual director shall be member of the EC with voting rights.
- b) The members of the General Council with voting rights shall elect the following positions (one each), President, Executive Vice President, General Secretary, Joint Secretary and Treasurer. The regional vice President is appointed by the regional association, from the general council representing that region. The election of the officers shall be conducted by secret ballot.
- c) The term of office for elected members of the executive committee will be a 2-year period from one general meeting to the next. The candidates will be eligible only for one further term for the same position.
- d) Each region shall notify the EC, any change (due to election, resignation or removal) within one month of such change of their regional representative(s).

- e) An elected member of the Executive Committee shall continue through the term of the current General Council regardless of a change in his/her regional representation. General Council members could be rotational based on what the regional organization decides.

#### **Article 10. Rights and Duties of the Executive Committee (EC).**

##### Section 1.

- a) The EC shall administer the finances and business of DKCC.
- b) The EC shall assess applications and recommend membership.
- c) The EC shall carry out the decisions of the General Council of DKCC.
- d) The EC shall appoint committees, sub-committees and working committees as necessary.
- e) The EC shall organize activities to meet the objectives of DKCC.

#### **Article 11. Executive Committee Meetings**

##### Section 1.

- a) Executive committee meetings shall be held at least once every four months. The place, date and time to be decided by the executive committee and to be notified to all members 30 Days in advance. Electronic communication may be used for attending meeting.
- b) Where possible, the executive committee meeting will be held in conjunction with a national and or regional conference. Additional executive committee meetings may be called by the President at the request of a third of the executive committee.
- c) To transact business at an executive committee meeting the quorum shall be at least a majority of the executive committee.
- d) Notice of meetings shall be given at least 30 days in advance and the agenda circulated 15 days prior to the executive committee meeting by the General Secretary. The meeting shall be chaired by the President who shall regulate the proceedings and procedure including adjournment of business. In the absence of the President, the Executive Vice-President shall chair the meeting. The EC must approve any guests invited or wishing to attend the meeting.
- e) Minutes of the meeting shall be taken and distributed by General Secretary to the members of the GC.
- f) Each Executive Committee Member shall have one vote.
- g) An Executive Member need to be present at an executive meeting to cast a vote on any motion
- h) Motions will be passed by a simple majority.
- i) Executive Committee meeting may be conducted by Face to face, video conferencing, and tele-conferencing.

## **Article 12. Finance**

### **Section 1.0**

- a) Funds for conducting the affairs of the DKCC may be supported by member associations. An annual fee may be decided at the beginning of the Executive Committee's term based on the budget.
- b) A financial report will be distributed by the treasurer annually to the member Organizations.
- c) The audited financial report, together with copies of accounts and reports and such other information shall be submitted to all member Regions.
- d) The GC will decide the budget for the next / following financial years.

## **Article 13. Official Language**

### **Section 1.**

- a) The official language of the Federation will be English.  
All documentation required shall be submitted in the official language of the DKCC.

## **Article 14. Official Address**

### **Section 1.**

- a) The official address of DKCC will be the address of the President.

## **Article 15. Amendments to the Constitution**

### **Section 1.**

- a) The constitution of the DKCC may be amended at a General Council meeting with a 60% quorum of members attending the meeting, provided the members have been notified 6 (six) months in advance.
- b) A two-thirds majority of those attending is required to amend the constitution.
- c) Amendments may be considered once during the term of the GC.
- d) Any amendment should be approved by the ARCHBISHOP OF KOTTAYAM,

## **Article 16. DKCC Working committee:**

- a) An initial working committee was established to over see and facilitate the formation of the DKCC, to finalize the draft constitution and to verify that the Regional Organizations are consistent with the practice of traditions followed by the Arc-eparchy of Kottayam.
- b) The working committee consists of the following:
  - 1. George Nellamattam (Chairman) KCCNA
  - 2. Jose Kottor (KCCNA)
  - 3. Instain Valayil (Europe)
  - 4. Cyriac Kallada (Europe)
  - 5. Abraham Raju Oril (Middle East and Africa)
  - 6. Sajimon Varakukalayil (Oceania and Far East)
  - 7. Spiritual Director (The Chaplain of KCC, appointed by the Archbishop of Kottayam)

Revised 10/5/08

Revised 10/17/08

Revised 01/07/2010

Revised 28/03/2011

Revised 24/04/2011

Revised 01/05/2011

Final revision of the constitution made on Aug 24, 2011 at the General Council meeting at Chaithanya , Kottayam.

George Nellamattam (President)

Instain Valayil (Gen. Secretary)

Raju Oril (Ex. Vice President)

Binu Poothurayil (Treasurer)

Bijomon Chennatt (Jt. Secretary)

Reviewed and Approved by:



His Grace Mar Mathew Moolakkatt (Arch Bishop of Kottayam)

Date : Aug 24, 2011