



Constitution and by-laws of the

KNANAYA CATHOLIC YOUTH LEAGUE OF NORTH AMERICA

Revised 1/18/03

ARTICLE 1

General Provisions

Section 1 – The Name

The name of the association shall be KNANAYA CATHOLIC YOUTH LEAGUE OF NORTH AMERICA, herein after referred to as “K.C.Y.L.N.A.”.

Section 2 – The Stucture

- A) K.C.Y.L.N.A. shall be the Federation of local K.C.Y.L. Units or other Knanaya Catholic Youth Oorganizations approved by the K.C.Y.L.N.A. National Councill in North America which are formed for Knanaya Catholic youth born of both KNANAYA PARENTS who are practicing Catholics.
- B) K.C.Y.L.N.A. shall be the youth wing of Knanaya Catholic congress of North America (K.C.C.N.A.)

Section 3 – The Region

- A) The area of K.C.Y.L.N.A. shall be the continent of North America, herein after referred to as the “Region”.

Section 4 – The Office

- A) The office of K.C.Y.L.N.A. shall be located at the address of the incumbent president or at premises to be decided by the National Executive committee periodically.

ARTICLE 2

Aims and Objectives

Section 1

- A) To maintain unity of all member K.C.Y.L. Units.
- B) To organize gatherings of Knanaya Catholic Youth in the territory so as to enhance their social and economical life and to encourage spiritual and educational life as well as Knanaya traditions.

- C) To maintain good communication among the members of K.C.Y.L. units or regions and with members of other units all over the world.
 - D) To encourage the organization of local KCYL units where ever needed.
- ARTICLE 3

Membership

Section 1

- A) Local K.C.Y.L. Units or other Knanaya Catholic Youth Organizations of North America approved by the KCYLNA National Council shall be members of the K.C.Y.L.N.A.

Section 2

- A) The eligibility to become a member of a local K.C.Y.L. Unit or Knanaya Catholic Youth Organization shall be:
 - 1) Minimum ninth grade and maximum 25 years of age.
 - 2) Unmarried
 - 3) Born of both Knanaya Catholic parents who practice Catholic faith.
 - 4) Approved K.C.Y.L.N.A. National Council

ARTICLE 4

Regional Chaplain

Section 1

- A) The Knanaya Catholic Bishop of Kottayam shall be the patron of K.C.Y.L.N.A.
- B) Regional Chaplain, who must be a Knanaya priest appointed by the Knanaya Catholic Bishop of Kottayam, shall provide guidance for K.C.Y.L.N.A.

Section 2

Regional Directors

- A) Regional Chaplain can nominate no more than two people to act as Regional Directors, one shall be male and one shall be female.
- B) Regional Directors working periods shall be no more than two consecutive terms.
- C) The Regional Directors shall be at least 25 years of age, married or unmarried, preferably who had worked with a local KCYL unit.

- D) The Regional Directors shall represent KCYLNA at the KCCNA national council with no voting rights.

Section 3

Advisory Board

- A) There shall be an Advisory Board for K.C.Y.L.N.A.
- B) The Advisory Board consists of: Regional Chaplain, regional Directors, the existing President and General Secretary of Knanaya Catholic Congress of North America. (K.C.C.N.A.).
- C) In the absence of the Regional Chaplain, or another available chaplain of a K.C.Y.L. Unit, one of the Regional Directors of K.C.Y.L.N.A. will act in the position of the Regional Chaplain.

ARTICLE 5

The National Council

Section 1

- A) The National Council shall consist of the following members:
 - 1) Current Executive Committee (maximum five) of local K.C.Y.L. Units.
 - 2) The Advisory Board members of K.C.Y.L.N.A.
 - 3) Unit Chaplains and Unit Directors of local K.C.Y.L. Units.
 - 4) The outgoing K.C.Y.L.N.A. President and General Secretary for the next term.
 - 5) The Regional Chaplain, in consultation with K.C.Y.L.N.A. Executive Committee, may nominate one youth representative from regions where there is no K.C.Y.L. Unit.
- B) The term of the National Council shall be two years.
- C) The National Council shall be the Legislative body of K.C.Y.L.N.A.
- D) The quorum of the National Council shall be twenty (20%) percent of the total membership of the council, provided that there are representatives from at least fifty percent of the total K.C.Y.L. Units.

Section 2 – National Council Meetings

- A) The National Council shall meet at least once a year, at a time and place decided by the Executive Committee.
- B) The General Secretary shall send out, to every member of the Council, notices regarding a proposed meeting and agenda at least forty five (45) days prior to the meeting.
- C) The President shall preside over the meetings of the Council.

- D) Extra meetings may be called either by the Executive Committee or at the written request of at least two thirds of the National Council members. Notice for such meetings shall be at least one month.
- E) The National Council at its annual meetings shall transact the following business:
 - 1) Confirm the minutes of any previous meeting during the year.
 - 2) Consider and adopt the annual report and financial statements presented by the Executive Committee.
 - 3) Consider By-Law Amendments
 - 4) Elect members of the Executive Committee if due for an election.
 - 5) Any other matter proposed by any member of the National Council and approved by the presiding authority.
 - 6) Recapitulation of the chief points, arguments, discussion, and decision brought forth during the said meeting prior to adjournment.

ARTICLE 6

The Executive Committee

Section 1

- A) The Executive Committee shall be elected by the National Council by secret ballot if needed.
- B) The members of the Executive Committee shall be members of a local K.C.Y.L. Unit for a minimum of two years.
- C) Regional Chaplain along with the Directors shall conduct election procedures. They will announce the election procedures and the date in the election notice.
- D) The Executive Committee shall hold office for two years.
- E) No individual shall be elected to the same office for more than two consecutive terms.
- F) The management of the affairs of the K.C.Y.L.N.A. shall be vested with the Executive Committee and Advisory Board subject to the direction of the Constitution.
- G) The Executive Committee shall have the power to appoint sub-committees for special purposes as and when required.
- H) Any vacancy of the Executive Committee shall be filled as early as possible by Executive Committee and The Advisory Board, to be ratified by the next National Council Meeting.
- I) Regional Chaplain has the right to take disciplinary action on members of the Executive committee who act against the Constitution or are involved in any acts of violence, crime, theft or immoral behavior.

- J) If a member of the Executive Committee wishes to resign from his/her position, the resignation should be sent to the Regional Chaplain/Director and the President.
- K) The Executive Committee shall consist of the following 9 members:
 - 1) A President
 - 2) An Executive Vice President
 - 3) Four (4) Vice Presidents
 - 4) A General Secretary
 - 5) A Joint Secretary
 - 6) A Treasurer
- L) The president of the K.C.Y.L.N.A. will automatically become the Vice-President (youth) of the K.C.C.N.A.
- M) The Executive Vice President and General Secretary of the K.C.Y.L.N.A. shall be the youth representatives in the K.C.C.N.A. National Council.
- N) The Advisory Board shall be a part of the decision making process with the Executive committee, However they shall not have any voting rights.
- O) The address list of the Executive Committee shall be sent to the KCCNA within one week after the election through the Regional Chaplain with his written approval.
- P) Any member of the Executive Committee shall retain his/her position in the K.C.Y.L.N.A. until the end of the term regardless of his/her position in the local K.C.Y.L. Unit or Organizations.
- Q) The regional Chaplain and Directors will automatically become members of the KCCNA national council.
- R) The Chaplain will delegate one of the Directors to represent KCYLNA at each of the KCCNA national council meetings.
- S) Local KCYL units will conduct their election within three (3) months prior to the KCYLNA Executive Committee election (see article 6, section 1, part C)

Section 2 -

Duties of the Executive Committee

THE PRESIDENT

- A) Shall be at least 18 years of age.
- B) The President shall be the Executive Officer of the K.C.Y.L.N.A.
- C) Presides over the Executive Committee, National Council and all other general meetings of the K.C.Y.L.N.A.
- D) Directs General Secretary to call the Executive Committee and National Council. He/She shall have the right of casting vote, in case of equality of voters at any time. (tie-breakers)

- E) Shall maintain effective communication with all members and local K.C.Y.L. Units.
- F) Shall give directions to the members.

THE EXECUTIVE VICE PRESIDENT

- A) Shall perform all the duties of the President in his/her absence.

THE FOUR VICE-PRESIDENTS

- A) Shall be given special responsibilities for certain regions.
- B) Shall be assigned responsibilities by the President and the Executive Committee as and when required.

THE GENERAL SECRETARY

- A) The General Secretary is the recorder and corresponding officer of the K.C.Y.L.N.A.
- B) Keeps minutes of meetings and proceedings.
- C) Does all correspondence and publicity.
- D) Presents reports at Executive and National Council Meetings, as well as maintains records for up-to-date membership and attendance of the Executive and National Council meetings.
- E) Sends out the minutes of national council meetings to all the National Council members.

THE JOINT SECRETARY

- A) In the absence of the General Secretary, shall assume all the duties of the General Secretary.
- B) Assists the Secretary with the duties and functions.
- C) Prepares inventories of equipment and properties of the K.C.Y.L.N.A.

THE TREASURER

- A) Makes available the financial reports to all appropriate auditors and present the audited reports in the appropriate meetings.
- B) Maintains accounts.
- C) He/She can keep a maximum of \$250.00 on hand for Petty Cash. Any amount in excess should be deposited in the bank account jointly held by the Treasurer, Regional Chaplain and the President. The signatures of the Regional Chaplain and any one of the two above mentioned are necessary for the withdrawal of money.

Section 3 – Executive Committee Meetings

- A) The Executive Committee shall hold meetings once every six months, however more meetings may be called as required.
- B) Notice of the Executive Committee meetings shall be sent to every member of the committee at least one month prior to the proposed meeting.
- C) The quorum of the Executive Committee shall be five (5).

Section 4 – Removals

- A) The President, Executive Vice President, Vice Presidents, General Secretary, Joint Secretary and the Treasurer shall be removed from their position by the National Council meeting by a simple majority vote. Reasons for Dismissal are as follow:
 - 1) Loses eligibility as a member of K.C.Y.L.N.A.
 - 2) Unable to function in the position.
 - 3) Acts against the constitution.
 - 4) Is convicted of criminal Acts
- B) To remove an Executive Committee member from their position, the matter should be included in the agenda of the national Council meeting with the pre-approval of the Regional Chaplain.

ARTICLE 7

PROCEDURES

Section 1- General

- A) The National Council shall have the power to appoint special committees for special purposes. These committees shall work under the direction of the Executive Committee.
- B) If there is any dispute that is difficult to settle at a regional level (regarding Knanaya traditions and policy matters) it may be referred to the Patron. His decision on such matters will be final.
- C) Conventions for the youth shall be held at least once every two years. National Council shall have the power to appoint special Convention Committees for this purpose.
- D) Local K.C.Y.L. Units or K.C.Y.L. Organizations shall remit any affiliation fee, determined by the National Council from time to time, to the Treasurer of K.C.Y.L.N.A. before the end of each calendar year.

- E) Local K.C.Y.L. Units shall provide a copy of their by-laws and updated membership list to the General Secretary of K.C.Y.L.N.A. on an annual basis.

Section 2 – Reimbursement

- A) Objective – To systemize distribution of available funds to those members who have incurred expenses for K.C.Y.L.N.A.
- B) Areas of Reimbursement

1.Secretarial Expenses

The K.C.Y.L.N.A. secretary will be reimbursed for expenses incurred in the normal operations of the organization (i.e.. stamps, photocopying expenses, etc.)

2) Convention Expenses

Convention related expenses will be reimbursed upon approval from the Treasurer and either the Chaplain or Director.

3) Airfares

- A) The current Executive Committee will be reimbursed for airfare incurred in order to attend one National Council Meeting per year.
- B) One Executive Board member from each formalized local K.C.Y.L. unit, who are not represented in the National Executive Committee members will be reimbursed for airfare incurred in order to attend one National Council Meeting per year.

C) Procedures for Reimbursement

- 1) All expenses to be reviewed for reimbursement must be submitted to the National Treasurer within six months of being incurred.
- 2) All potential reimbursements must have proper documentation/receipts in order to be considered for reimbursements.
- 3) All expensees to be reviewed, must be submitted to the Treasurer in an organized manner proceeded by a detailed and total summary sheet.
- 4) All potential reimbursements must be approved by both the Treasurer and either the Chaplain or a Director.

- 5) Available reimbursement funds will be distributed on a first-come, first-served basis.
- 6) All secretarial and convention expenses take priority and will be reimbursed before airfares are reimbursed.
- 7) If funds are not available for secretarial and/or convention expenses, they will be reimbursed in the future when funds become available.
- 8) If funds are not available for airfare reimbursements at the time these reimbursements are requested, they will not be reimbursed in the future when funds become available.
- 9) A maximum of \$150.00 per person towards Airfare.

Section 3 – Annual K.C.Y.L. Unit Membership Dues

A) Amounts

1-50 members \$50/ Calendar Year

51-100 members \$75/ Calendar Year

101+ members \$100/ Calendar Year

B) Collection Time

Dues will be collected during the first National Council meeting of each year.

Section 4 – Ratification of New K.C.Y.L. Units

A) Eligibility of potential K.C.Y.L. Units

- 1) A potential K.C.Y.L. unit must have at least 12 members, including Office bearers.
- 2) A potential K.C.Y.L. unit must at least have a President, Secretary, Treasurer and two adult advisors.
- 3) A potential K.C.Y.L. unit must have a constitution that contains all the basic elements of the K.C.Y.L.N.A. constitution.
- 4) The newly formed KCYL unit will forward a letter of intent along with a copy of the constitution and lists of Executive Officers and members, to the Regional Chaplain with copies to the General Secretary and Directors at least 45 days prior to the national council meeting.
- 5) The constitution must be approved by the National Council prior to ratification. If any section of the local unit constitution conflicts with K.C.Y.L.N.A. constitution, approval may be denied.

ARTICLE 8

Amendments

Section 1

- A) All proposals to changes in the constitution and by-laws are communicated to the Executive Committee in writing at least two (2) months prior to the National Council meeting.
- B) Amendments of the Constitution and by-laws shall be adopted by a two-thirds majority vote of the total members present at the National Council meeting.

ARTICLE 9

Oath of Office

Section 1

- A) The oath of office shall be given by the Chaplain.

Section 2 – The Oath of Office

“I, ... (name in full) ... do hereby solemnly swear that I will carry out the responsibilities and duties of my office ...(name of office) ... to the best of my ability and uphold the constitution of the Knanaya Catholic Youth League of North America. So help me God, my Lord, Jesus Christ.

On this day of Saturday Jan, 18, 2003, the KCYLNA national council meeting held in New York reviewed and amended the constitution as presented above. The National council unanimously agreed on the content of this constitution and pledged to abide by the by-laws there in.

Signed By:

Chaplain: Rev. Fr. Abraham Kalarickal

Director: George Nellamattam

Director: Lucy Mattathiparambil

President: Asha Kunnacherry

General Secretary: Sheena Arackal