



CONSTITUTION and BY-LAWS of the KNANAYA CATHOLIC CONGRESS OF NORTH AMERICA

ARTICLE I

Section 1-Name

The name of the association shall be **Knanaya Catholic Congress of North America**, herein after referred to as "**KCCNA**"

Section 2-Structure

KCCNA shall be the Federation of regional associations in North America formed under the basic Knanaya principles.*

Section 3-Territory

The area of the **KCCNA** shall be the continent of North America, herein, after referred as "**territory**".

Section 4-Office

The office of the **KCCNA** shall be located at the address of the incumbent president or at the premises to be decided by the National Council, from time to time.

ARTICLE II

Section 1 - Aims and objectives

- a) To maintain unity of all member associations.
- b) To encourage the organizations of regional Knanaya Catholic Associations wherever need exists.
- c) To organize Knanaya Catholic gatherings at regional, territorial, and international levels.
- d) To promote facilities for young Knanaya Catholics in the territory to learn about the Knanaya community.
- e) To establish and maintain a directory of all Knanaya Catholics in the territory.
- f) To establish and maintain different means of communications such as periodicals, video and audio tapes for the betterment of the community.
- g) To help regional Associations for Knanaya Ministries served by Knanaya Catholic priests, recommended by the Knanaya Catholic Bishop of Kottayam.
- h) To promote family unity, education and provide assistance wherever need exists.

* The Basic Knanaya Catholic principle is that membership in the Knanaya Catholic Community or Association is only for those born of both Knanaya parents and who practice endogamy and Catholic faith

Section 2-Incorporation

KCCNA shall be incorporated as a not-for-profit corporation under the applicable state and federal laws with the President and General Secretary as legal agents, with joint responsibility. The official language of **KCCNA** shall be English or Malayalam.

ARTICLE III

Membership and Participation

Regional Associations formed under the basic Knanaya Catholic principles can be members of **KCCNA**. In regions where there are not **KCCNA**-approved associations, individuals may become members in **KCCNA** with the approval of the Executive Committee. All Knanaya Catholics not practicing endogamy but their family members who are of Catholic faith can attend and participate in the religious, social and cultural functions of **KCCNA**.

ARTICLE IV

Section 1-National Council

- a) The National Council shall consist of the following members:
 - i) Current Presidents and Secretaries and one member for every 100 individual members of regional associations.
 - ii) Two persons nominated by the Youth conventions.
 - iii) The Director of **KCCNA** who must be a Knanaya priest appointed by the Knanaya Catholic Bishop of Kottayam will be a member of the National Council. The regional directors who are Knanaya Catholic priests recommended by the Knanaya Catholic Bishop of Kottayam or priests in the Knanaya Catholic ministries in the territory can also be members of the National Council.
 - iv) National Council may nominate representatives who believe and practice the basic Knanaya Catholic principles, from regions where there are no organizations or groups.
 - v) The outgoing **KCCNA** President and General Secretary shall be **ex-officio** members of the national council for the next term with full voting rights.
 - vi) At least three (3) members of the National Council shall be women. If three women representatives are not elected from the regional associations, the National Council shall nominate necessary number of women to the council.
- b) The term of the National Council shall be three (3) years.
- c) National Council shall be the Legislative body of **KCCNA**.
- 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 three regional Associations.

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 at least two months prior to the meeting.
- c) The President shall preside over the meetings of the Council.
- d) Extra ordinary 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 six weeks.

- e) The National Council at its annual meetings shall transact the following business:
 - i) Confirm the minutes of any previous meetings during the year.
 - ii) Consider and adopt the annual report and audited financial statements presented by the Executive Committee.
 - iii) Consider by-law amendments.
 - iv) Elect members of the Executive Committee if due for election.
 - v) Transact such other business as may be brought forward by the Executive Committee.
 - vi) Any other matter proposed by any member of the National Council and approved by the presiding authority.
 - vii) The National Council shall be the final authority in all matters regarding **KCCNA**.

ARTICLE V

Section 1-Executive Committee

- a) The executive Committee shall be elected by the National Council, either by secret ballot or by show of hands, as decided by the election committee.
- b) The President, Executive Vice President, General Secretary, and Treasurer of **KCCNA** should be elected representatives of regional Associations.
- c) The executive Committee shall consist of the following 11 members:
 1. A President
 2. An Executive Vice President
 3. A Vice President representing youth
 4. Four (4) Vice Presidents
 5. A General Secretary
 6. A Joint Secretary
 7. A Treasurer
 8. A Director
- d) The Executive Committee shall hold office for three 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 **KCCNA** shall be vested with executive committee, subject to the directives of the constitution.
- g) The executive committee shall have the power to appoint sub-committees for special purposes as and when required.
- h) The executive committee shall present annual reports and audited statements of accounts at the annual National Council meetings.

Section 2-Duties of the Executive Committee

- a) **The President**
 - i) The President is the executive officer of **KCCNA** and he/she shall direct the General Secretary to call the National Council and Executive Committee meetings, and shall preside over such meetings. He/she shall have the right of casting vote, in case of equality of voters at any time.
 - ii) Shall officially communicate with organizations, agencies and people other than **KCCNA** members.
 - iii) Shall maintain effective communications with all members.
 - iv) Shall give directives to the members of the executive committee.
 - v) May nominate two or three organizing secretaries from the National Council in consultation with the executive committee.

- b) **The Executive Vice President**
Shall perform all the duties of the President in his/her absence.
- c) **The Vice President representing Youth**
 - i) Shall be chiefly responsible for youth activities conducted by **KCCNA**.
 - ii) Shall be assigned responsibilities by the President or executive committee as and when required.
- d) **The Four Vice Presidents**
 - i) Shall be given special responsibilities for certain regions.
 - ii) Shall be assigned responsibilities by the President and executive committee as and when required.
- d) **The General Secretary**
 - i) General Secretary is the recording and corresponding officer of **KCCNA**.
 - ii) Keeps minutes of meetings and proceedings.
 - iii) Does all correspondence and publicity.
 - iv) Maintains records
 - v) Presents reports at executive and national council meetings
 - vi) Maintains up-to-date registry of membership.
 - vii) Convenes national council and executive committee meetings.
- f) **The Joint Secretary**
 - i) In the absence of the General Secretary shall assume all the duties of the General Secretary.
 - ii) Assists the General Secretary with his/her duties and functions.
 - iii) Prepares inventories of equipments and properties of **KCCNA** and shall be responsible for their safe keeping.
- g) **The Treasurer**
 - i) Maintains day to day accounts of **KCCNA** bank accounts.
 - ii) Makes disbursements of money with the President's written approval up to One Thousand (1,000.00) Dollars. Any amount over \$ 1,000.00 requires written approval of any two of the President, General Secretary and Treasurer. Any amount over Two Thousand (2,000.00) Dollars for a particular transaction should have the approval of the executive committee.
 - iii) Makes available the financial reports to all appropriate auditors, and presents the audited reports to the appropriate meetings.
- h) **The Director**
The director is the official representative of the Knanaya Catholic Bishop of Kottayam.

Section 3-Executive Committee Meetings

- a) The executive committee shall hold meetings at least every six months and as often 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 meetings.
- c) The executive committee may invite any one to participate in its deliberations. However, only members of the executive committee shall have the right to vote in its meetings.
- d) The quorum of the executive committee shall be six (6).

Section 4-Removals

The president, Executive Vice President, Vice Presidents, General Secretary, Joint Secretary, Treasurer and Auditors shall be removed from positions by the National Council, by a simple majority votes for the following reasons:

- i) Loses eligibility as a member of the **KCCNA** or the regional association he/she represents.
- ii) Unable to function in the position.

- iii) Acts against the constitution and by-laws of **KCCNA** or against the religious standards of Knanaya Catholics.
- iv) Is convicted of criminal acts.

Section 5-Special Committees and Sub-Committees

- a) The national council shall have the power to appoint special committees for special purposes and those committees shall report to the national council. These committees shall work under the direction of the national council and the executive committee.
- b) The executive committee shall have the power to appoint special committees for special purposes and those committees shall work under the supervision and guidelines of the executive committee, and shall report to the executive committee.
- c) Two auditors shall be appointed by the National Council for Three (3) Years.

ARTICLE VI

Elections

An election committee consisting of three (3) members appointed by the National Council shall conduct the elections. The election committee shall publish the procedures of elections in advance of the conduct of the elections. The election committee members shall not run for office.

ARTICLE VII

Conventions

Conventions shall be held for the North American Knanaya Catholics once every three years, in a place and at a time determined by the National Council. Conventions for the youth shall be held at least once in two years. National Council shall have the power to appoint special Convention Committees for this purpose.

ARTICLE VIII

Section-Subscription

- a) Regional associations and individual members shall remit an annual fee determined by the National Council from time to time, to the treasurer of **KCCNA**, before the end of each calendar year.
- b) The National Council may, from time to time assess from its constituent associations and members, funds required for specific expenses of **KCCNA**.

Section 2-By-laws and Membership List

Regional associations shall provide a copy of their by-laws to the General Secretary of **KCCNA**. They shall also submit to the General Secretary an annually updated list of their Knanaya Catholic family members.

ARTICLE IX

Patron

Knanaya Catholic Bishop of Kottayam is the patron of **KCCNA**.

ARTICLE X

Amendments

- a) All proposals to changes in the constitution and by-laws are to be communicated to the executive committee in writing at least two (2) months prior to the meeting of the National Council.
- b) After deliberations of the proposed amendments at the National Council meeting, the council may decide to invite all members of National Council to vote by mail, if any of the members are absent.
- c) Amendments of the constitution and by-laws shall be adopted by two thrid majority of National Council members, who vote within two months of intimation of the amendments.

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