

**KNANAYA CATHOLIC CONGRESS OF  
NORTH AMERICA  
(K.C.C.N.A)**

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**CONSTITUTION AND BYLAWS  
(As of **November 23**, 2024)**

**CONSTITUTION AND BY-LAWS OF THE  
KNANAYA CATHOLIC CONGRESS OF NORTH AMERICA (KCCNA)**

**PREAMBLE**

Christianity started in India with St. Thomas, the Apostle. In A.D.345, Thomas of Cana, a leading navigator, merchant and intrepid world traveler of Cana in the Middle East lead a bold band of his people consisting of 72 families to Cranganore in the Kerala coast with a view to strengthening the church established by St. Thomas. This group of Christian pilgrims won the respect of the local king and became recipients of several honors and social distinctions. The descendants of this group maintained their separate identity and traditions, although they co-operated in all spiritual activities of the Indian Catholic hierarchy of which they formed an integral part. Knanaya Christians are the descendants of these Jewish Christian immigrants in Kerala. They were also called Southists (Thekkumbhagar) because they lived on the south side of Kodungalloor. It is also stated that Knananites were called Southists because they came from the southern kingdom of Judah. Knanaya Christians are seen not only among the Catholics but also among the Orthodox Christians of Kerala, because when a group of Thomas Christians joined Jacobitism, among them there were Knanaya Christians too. They observe many rituals and traditions, which are very peculiar to their own community. Even today, the Knananites continue to be an endogamous community. In order to keep the purity of their race and ethnicity, they do not marry anyone outside their community. A Knanaya Catholic can marry a Knanaya Jacobite.

The Knanaya Catholics were originally disbursed among different Diocese in Kerala State. His Holiness Pope St. Pius X appointed Bishop Mathew Makil as bishop of the Diocese of Changanacherry. The appointment was not well received by the non-Knanaya Catholics of the diocese. Holy See was convinced that the only way to maintain peace among the Knanaya and non-Knanaya members of the diocese was creating a separate diocese for the Knanaya Community. The desire to keep their unique identity and heritage, led to a strong move for a separate Diocese for the Knanaya Catholics. Through the intercession and personal appeal of His Excellency, Bishop Mar Mathew Makil, His Holiness Pope St. Pius X, on August 29, 1911, by a special Decree (In Universi Christiani) instituted a new Vicariate Apostolic of Kottayam and appointed Bishop Mar Mathew Makil to the new Diocese by transfer from his former Diocese of Changanacherry. On December 21, 1923 the Vicariate Apostolic of Kottayam was elevated to an Eparchy by Pope Pius XI. The diocese of Kottayam is a multiritual diocese consisting of Syro Malabar and Malankara rites. The members of the Knanaya Catholic community in North America observe the Syro Malabar, Syro Malankara and Latin rites. Bishop Mar Mathew Makil was succeeded by His Excellency; Mar Alexander

Chulaparambil (July 16, 1914 – January 8, 1951), Mar Thomas Tharayil (January 8, 1951 – May 5, 1974) and Mar Kuriakose Kunnacherry (May 5, 1974 – January 14, 2006). During Mar Kuriakose Kunnacherry's tenure, on May 9, 2005 Eparchy of Kottayam was elevated to a Metropolitan See.

On June 3, 2005, the feast of the Most Sacred Heart of Jesus, Mar Kuriakose Kunnacherry was ordained and enthroned as the first Metropolitan Archbishop of Kottayam. Upon Mar Kunnacherry's retirement on January 14, 2006, Mar Mathew Moolakatt became the Metropolitan Archbishop of Kottayam. Mar Joseph Pandarasseril is the Auxiliary bishop of the Archdiocese of Kottayam.

With the softening of immigration rules and great need for hospital personnel in North America, thousands of Knanaya Catholics migrated to this part of the world and settled in different parts of USA and Canada. Members in different states organized themselves and formed associations. The members throughout North America joined and conducted a very successful and historic first North American Knanaya Catholic Convention in July 1986 under the chairmanship of Mr. Thomas Mulackal and hosted by the New York association. Following the tremendous success of the first convention, the members realized the need and importance of forming a National Association of the Knanaya Catholics in North America. Subsequently, a committee was formed consisting of the elected representatives of New York, Chicago and Houston where regional associations existed, and nominated representatives from other regions. Numerous meetings and discussions later, this committee decided to form a national organization called "Knanaya Catholic Congress of North America" (KCCNA). The first Executive Committee of KCCNA was formed in August 1988 with Dr. Abraham Niravathu as the President. KCCNA is a federation of the Knanaya Catholic Associations in North America. KCCNA has now twenty-one member associations in North America. KCCNA is a lay organization that strives to maintain and promote the Knanaya culture, traditions and heritage.

## **ARTICLE I**

### **Section 1 - Name:**

- (a)** The name of the association shall be Knanaya Catholic Congress of North America, hereinafter, referred to as "KCCNA".
- (b)** Definition of "to be Knanaya". To be Knanaya, as well as to remain Knanaya requires individuals to be born of (or born to) both Knanaya parents, and if married, both spouses must also be born of (or born to) both Knanaya parents. For further clarification, and, for the purpose of this constitution, "born of" and "born to" refers to having birth or biological parents.
- (c)** KCCNA shall be the Federation of Knanaya Catholic Associations in North America that are approved by the KCCNA National Council and are formed under the basic Knanaya principles. Under basic Knanaya principles, the Member Associations, subject to any membership requirements that they may require, shall provide voting membership to individuals, eighteen years of age and over, that are

born of both Knanaya Parents, and if married persons, both spouses are also born to Knanaya parents.

- (d) An individual shall only be a voting member of one KCCNA member association at a given time. An individual's membership is determined by his/her domicile or primary residence location.

### Section 3 - Territory:

The area of the KCCNA shall be the continent of North America, herein, after referred to 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 in and among all member associations.
- b) To defend and preserve the ethnicity of Knanaya Community in North America.
- c) To provide a forum for the community members residing in the territory to preserve and foster their moral, social, cultural, religious, educational, literary and artistic heritage and to preserve the endogenous nature of the Knanaya Community.
- d) To establish a forum for youth to maintain and invigorate cultural heritage handed down by their forefathers.
- e) To promote opportunities for young Knanaya Catholics in the territory to learn about the Knanaya community.
- f) To provide lay leadership so vital to the spiritual and temporal growth of the community in the territory.
- g) To raise, solicit and receive funds, charities and donations to carry out worthy humanitarian causes.
- h) To promote family unity, education and provide assistance wherever need exists.
- i) To organize debates, lectures, exhibitions, research works, outdoor entertainment, public meetings, conventions, seminars on matters of interest to community members.
- j) To award scholarships, medals, stipends, educational aids and loans to deserving candidates.
- k) To assist first and second-generation community members within the territory to assimilate with the North American social, cultural, civic, educational and economic structures and systems and to become responsible, law-abiding and respectful citizens.
- l) To conduct statistical and analytical studies and research to promote the development of Knanaya Catholic communities.
- m) To encourage the establishment of the regional Knanaya Catholic Association wherever need exists.
- n) To assist, encourage and guide in the establishment and nurturing of suborganizations like Knanaya Catholic Children's League (KCCL), Knanaya Catholic Junior League (KCJL), Knanaya Catholic Youth League (KCYL),

Knanaya Catholic Young Adults League (KCYAL), Knanaya Catholic Yuvajanavedhi of North America (Yuvajanavedhi) and Knanaya Catholic Women's Forum (KCWF) at local and national level.

- o) To help member association in the establishment of their own Knanaya Catholic Community Center.
- p) To establish and maintain different means of communication such as periodicals, video, audiotapes for the betterment of the community.
- q) To establish and maintain a directory of all Knanaya Catholics in the territory, develop and maintain contacts and relationship with other Knanaya communities all over the world.
- r) To organize Knanaya Catholic gatherings at regional, territorial, and international levels.
- s) To guide, advise, recommend or lead the community members (individuals) residing within the territory or member associations in all matters related to organized activities through associations or any entities on matters that are of interest and concern to the community.
- t) To be the mediator and or moderator on matters of conflicts or disputes within or among the member associations upon request from concerned members.
- u) To foster relationship with Knanaya Jacobite community residing within the territory through increased joint activities at a local and national level.
- v) To provide encouragement, support and incentive for the continued practices of the Knanaya Catholic family life in India characterized by traditional liturgical services and family prayer.
- w) To help member association for establishment of Knanaya Catholic Ministries in accordance with Article I, section 1 (b) of this constitution, and served by Knanaya Catholic priest recommended by the Knanaya Catholic Bishop of Kottayam.
- x) To work closely and liaison with the Catholic Hierarchies in North America and abroad and the Knanaya Catholic and Syro Malabar Hierarchies to preserve, foster and maintain the centuries old traditions and customs of the Knanaya community, and in accordance with Article I, section 1 (b) of this constitution.
- y) Strive to ensure that parishes, missions or organizations established as Knanaya Catholic Parishes, Missions or organizations have their membership in accordance with Knanaya customs and traditions. It is further clarified that membership in Knanaya catholic Parishes and missions is the exclusive right of persons who are born to both Knanaya parents, and if married, both spouses shall also be born to both Knanaya parents, and conforms with provisions of Article 1, Section 1(b) of this constitution.

## Section 2 - Incorporations:

KCCNA is a nonprofit organization incorporated under the laws of the State of New York. Official written communication shall be in English. The official language of KCCNA shall be English and Malayalam

### **ARTICLE III Membership:**

- a) Knanaya Catholic Associations formed under the basic Knanaya Catholic principles and approved by the KCCNA national council can be members of the KCCNA. Following the approval of the KCCNA national council, new associations with at least 25 individual voting members (18 years of age and over) shall be considered as a Member Association and shall have voting membership in KCCNA. The Voting Member Associations of KCCNA are listed in the Bylaws. Areas that do not have at least 25 voting members (18 years of age and over) and KCCNA member associations, shall be considered as associations at large. Members residing beyond 150 miles of an existing association with voting status may choose to be considered members of associations at large. KCCNA shall not approve a New Member Association if it is within the 150 miles radius of an existing Member Association
- b) Knanaya Catholic Youth League of North America (KCYLNA) shall be the youth wing of KCCNA.
- c) Knanaya Catholic Women's Forum of North America (KCWFNA) shall be the women's wing of KCCNA.
- d) Yuvajanvedhi, formed under local Member Associations of KCCNA, is a sub organization of KCCNA representing first generation young adults and is formed to protect and preserve Knanaya tradition; to accommodate, enhance, and offer opportunities and networks for individuals, especially unmarried young Knanaya Catholic adults who have migrated to the United States of America & Canada.
- e) Notwithstanding any other provisions of this constitution, Knanaya Catholic Associations who are member associations of KCCNA shall have their membership limited to Knanaya Catholics, who are born of (or born to) both Knanaya parents, and if married, both spouses must also be born of (or born to) both Knanaya parents. For further clarification, and, for the purpose of this constitution, "born of" and "born to" refers to having birth or biological parents. Any member association who has its membership (currently, or in the future) not in accordance with this provision shall cease to become a member of KCCNA with immediate effect.
  - 1) Procedure for stripping KCCNA membership : Upon review of the member association's constitution and by-laws, if it is determined by the Executive Committee that the member association's constitution and by-laws are not in conformity with the requirements as stipulated in Article 1, Section 1 (b) and Article III (d) above, the Executive Committee shall request the affected member association, providing specific time period of 6 (six) months within which, to revise its constitution so as to conform to KCCNA constitutional requirements; failing which, the Executive Committee shall recommend to the National Council to expel the affected member association with immediate effect.
- f) Each member unit is required to submit a fee of \$100 per NC member per term by March 1st of the election year.

### **ARTICLE IV**

#### **Section 1 - National Council:**

- a) i) The National Council shall consist of the following members:
- A) Member associations with individual members (18 years of age and over) between 25 to 50 shall delegate the current President and Secretary to the KCCNA National Council as Ex-Officio National Council members. Member associations that have more than 50 members (18 years of age and over) shall delegate one additional national council member for each additional 100 members (18 years of age and over) to a maximum of 12 national council members (including President and Secretary as Ex-Officio National Council members). For example, One (1) National Council member will represent 51 to 150 individual members; Two (2) National Council members will represent 151 to 250 individual members and so on till 951 and above individual members, which would be represented by a maximum of Ten (10) National Council members.
- During the term of the National Council, the General Secretary shall publish the name of each Member Associations and their respective number of National Council members in the By-laws. There shall be no changes in the number of National Council members of existing Member Associations during the term of a National Council”.
- i) All the local unit elections must be completed by December 31st and the local executive must submit an approved National Council members list, based on the respective local unit constitution, to the KCCNA General Secretary by January 15th of the election year. Failure to comply by this deadline will result in local unit forfeiting their eligibility to vote in the upcoming KCCNA election. Any change of status to this list or impending decision to that effect, through any means, including legal, will not cause KCCNA to either reschedule its election process for the year, as laid down in the constitution or would not change results of an already completed election, in any manner.
- B) Verification and Modification of allotted National Council members for member associations: The Executive Committee of each Member Association shall submit the most recently updated members (18 years of age and over) list to the KCCNA executive committee by March 31st of the second year of the term of the current National Council. The KCCNA executive committee shall review and verify the list and determine the number of National Council members for each member association, for the upcoming (next) National Council. The change could be to increase or decrease the number of National Council members. At no time, the number of National Council members for a current Member Association shall be reduced by more than one (1). If there is a change in the number of National Council members, KCCNA Executive Committee shall inform in writing, each member association their respective number of allotted National Council members by September 30th. In the event the Executive Committee of a Member Association(s) does not provide their list of members 18 years of age and over, the KCCNA Executive Committee shall have the authority to use the best available source of information to verify the number of members (18 years of age and over) of such Member Association(s). Any change in the number of National Council members for any Member Association shall be recommended to the National

Council for approval or ratification. If the Member Association(s) elects additional member(s) without the approval /ratification of the National Council, such members shall be disqualified, unless the National Council approve/ratify the additional member(s).

- i) President, Executive Vice President, Vice President, General Secretary, Joint Secretary, Treasurer and Joint Treasurer are hereinafter referred as “Officers of KCCNA
- ii) The KCCNA National Spiritual Director must be a Knanaya Catholic priest, recommended by the Knanaya Catholic Bishop of Kottayam and confirmed by the National Council. The National Spiritual Director and the Spiritual Directors of Member Associations shall be members of the National Council without voting rights.
- iii) The outgoing KCCNA President and General Secretary shall be Ex-Officio members of the national council for the next term with full voting rights. They will not be allowed to hold any executive office to avoid dual roles and conflict of interest, unless they are elected as KCCNA National Council members by their respective member associations.
- iv) Member associations with four or more national council members (Excluding the President and Secretary) shall elect at least one woman to the national council. If the member association fails to elect a woman, the executive committee of the member association shall nominate the woman who received the highest vote among the losing candidates to that position, with full voting rights. In the event no woman was willing to run for the election, the executive committee of the member association shall nominate any woman from the member association to that position, with full voting rights.
- v) Member associations with five or more national council members (Excluding the President and Secretary) shall elect or delegate at least one youth to the national council. The youth shall be between the ages of 23 to 35 as of March 1st of the year, the term of the new National Council begins. If the member association fails to elect a youth, the executive committee of the member association shall nominate the youth who received the highest vote among the losing candidates to that position with full voting right. In the event no youth was willing to run for the election, the executive committee of the member association shall nominate any youth from the member association to that position, with full voting right.
- vi) KCYLNA’s President, Executive Vice President, and General Secretary shall be members of the National Council of KCCNA. KCYLNA Executives to National Council are considered to be Ex-Officio members of the National Council with voting rights. KCYLNA President will be part of the KCCNA EC as the Youth representative. The Executive Vice President and General Secretary of KCYLNA shall not be able to hold any position in the KCCNA EC.
- vii) KCWFNA’s President, Executive Vice President, and General Secretary shall be members of the National Council of KCCNA. KCWFNA Executives to National Council are considered to be Ex-Officio members of the National Council with voting rights. KCWFNA President will be part of the KCCNA EC as the women’s

representative. The Executive Vice President and General Secretary of KCWFNA shall not be able to hold any position in the KCCNA EC.

- viii) Yuvarjanvedhi's President, Executive Vice President, and General Secretary shall be members of the National Council of KCCNA. Yuvarjanvedhi Executives to National Council are considered to be Ex-Officio members of the National Council with voting rights. Yuvarjanvedhi President will be part of the KCCNA EC as the representative of the young adults. The Executive Vice President and General Secretary of Yuvarjanvedhi shall not be able to hold any position in the KCCNA EC
- a) The term of the National Council shall be two years commencing from March 1st of the year they are sworn in.
  - b) National Council members (including the Ex-Officio National Council members) shall be the legislative body of KCCNA.
  - c) The quorum of the National Council shall be thirty percent of the voting membership of the National Council, representing at least five Regions of KCCNA, to pass any deliberations with a simple majority. If the required quorum is not met, the National Council meeting shall proceed, if at least twenty five percent of voting eligible National Council members representing at least five Regions is present. However, the deliberations in such a meeting where twenty-five percent quorum is met, shall be passed with 3/4th majority of the National Council members present.
  - d) The maximum number of KCCNA National Council members from a Member Association will be twelve (12), effective January 1, 2003.
  - e) One of the KCYLNA directors shall be a member of the National Council with no voting rights.
  - f) KCCNA EC shall invite any Knanaya community member(s) to National Council meetings as nonvoting participant(s) to address or present particular issues or items.
  - g) National Council members shall have unencumbered travel mobility status between Canada and the USA.

## Section 2 - National Council Meetings:

- a) The National Council shall meet at least once in six (6) months, at a time and place decided by the Executive Committee. Meetings of the National Council or Extra Ordinary Meetings of the National Council in the time of pandemic, national emergencies or other exigent circumstances that limits or restricts travel or impose quarantine requirements following such travel by National Council members shall be held by any online platform. The decision to hold meetings in such situations as described above through online platform shall be that of the Executive Committee. If circumstances warrant, the Executive Committee may also decide to hold such meetings entirely by way of online platforms or a combination of online and in person meeting. The Executive Committee shall also decide how each Member Association may participate in such online, or online and in person combination meetings. Nevertheless, online platform meetings shall not be made use of for amending Constitution; however, it may be resorted to hold



elections (Article VI) in exceptional circumstances as decided by the Executive Committee

- b) The General Secretary shall send out to every member of the council notice regarding a proposed meeting at least two months prior to the meeting.
- c) The president shall preside over the meeting of the council.
- d) Extra ordinary meeting 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 four weeks.
- e) The National Council at its meeting shall transact the following business:
  - i) Confirm the minutes of any previous meeting during the year.
  - ii) Consider and adopt the annual report and audited financial statement presented by the Executive committee.
  - iii) Consider amendments to Constitution and By-laws as defined in Article X.
  - iv) Consider By-law modifications by passing resolutions as defined in Article X.
  - v) Elect members of the Executive committee if due for election.
  - vi) Transact such other business as may be brought forward by the Executive Committee.
  - vii) Any other matter proposed by any members of the National Council and approved by the presiding authority.
  - viii) Any matter presented by the executive committee of regional member association.
  - ix) Subject to the provisions of this constitution the National Council shall be the final authority in all matters regarding KCCNA.
  - x) ~~For every National Council member who misses two consecutive National Council meeting, the respective unit will submit a fine of \$100 per person to KCCNA. KCCNA General Secretary must inform the attendance to all local association executives within a week after every NC meeting. Unit must pay this fine amount to KCCNA within 30 days of notification. The unit will not be eligible for voting in the upcoming KCCNA election with a pending due amount to KCCNA.~~
  - xi) All matters related to the By-laws and Constitution that need further clarification.

## **ARTICLE V**

### **Section 1 – Executive Committee:**

- a) The National Council members with voting rights shall elect the following positions (one each), President, Executive Vice President, General Secretary, Joint Secretary and Treasurer. After taking office, the Executive Committee shall nominate a woman and a youth<sup>1</sup> from the National Council to the Executive Committee as Officers and to the positions of Vice President and Joint Treasurer. The Regional Vice Presidents shall be elected by the National Council members

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<sup>1</sup> The youth representative shall be a Knanaya Catholic youth under the age of 35, and a member of one of the Member Associations.

- with voting rights of the respective regions. In case of an election, the National Council members shall elect the Executive Committee by secret ballot.
- b) All National Council members with voting rights and whose term in the National Council does not expire before the term of the new National Council are eligible to file nomination for one position in the Executive Committee; except to the positions of Vice President and Joint Treasurer, who shall be nominated by the Executive Committee upon taking office. To enable maximum attention and focus on the responsibilities of the Executive Committee and to avoid dual roles and conflict of interest all Ex-Officio National Council members such as KCYLNA President, KCYLNA Executive Vice President, KCYLNA General Secretary, the President, Executive Vice President and General Secretary of KCWFNA, the President, Executive Vice President, and General Secretary of Yuvajanavedhi, Presidents and Secretaries from Member Associations that have additional National Council members and past KCCNA President and General Secretary shall not be eligible for any Executive Committee positions. However, the past KCCNA President and General Secretary shall be eligible to file nomination, if they get elected as National Council members from their respective Member Associations.
- c) The Executive Committee shall consist of the following members:
1. President.
  2. Executive Vice President.
  3. Vice President
  4. General Secretary
  5. Joint Secretary
  6. Treasurer
  7. Joint Treasurer
  8. KCYLNA President representing the Youth.
  9. KCWFNA President representing Women.
  10. Yuvajanavedhi President representing the first generation young adults.
  11. Regional Vice Presidents (RVPs) from each region. (Currently 10 RVPs)
  12. Spiritual Director (non-voting)
- d) The Executive Committee shall hold office for the term of the National Council. The term of the Executive Committee shall be two years commencing in March of the year they are sworn in, but ends when a new Executive Committee is sworn in. Beginning from March 1st, following the expiration of the term of the National Council, until the new Executive Committee is elected and has taken oath, the current Executive Committee shall function in a care-taker capacity and shall be responsible for facilitating the election of the new Executive Committee.
- 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 directive of the Constitution.
- g) The Executive Committee shall have the power to appoint sub-committee for special purposes when required.

- h) The Executive Committee shall present annual reports and audited statements of accounts at the 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 a National Council and Executive Meetings and shall preside over such meetings. He/she shall have the right of casting a vote, in case of inequality 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 directions to the members of the executive committee.
- b) The Executive Vice President:  
Shall perform all the duties of the President on his/her absence.
- c) The Vice President:  
The Vice President shall perform all duties assigned by the Executive Committee including:
  - i) Managing the information technology for KCCNA
  - ii) Managing the marketing and other advertisement needs of KCCNA
- d) The General Secretary:
  - i) General Secretary is the recording and corresponding officer of KCCNA.
  - ii) Keep minutes of meeting and proceedings.
  - iii) Does all correspondence and publicity. The mode of communication can be electronic or US/Canadian mail for all official purpose. Any member who wishes to receive communication only by US/Canadian mail shall inform the General Secretary in writing.
  - iv) Maintain records.
  - v) Presents reports at executive and national council meetings.
  - vi) Maintain up-to-date registry of membership.
  - vii) Convenes National Council and Executive Committee meetings.
- e) The Joint Secretary:
  - i) In the absence of the General Secretary shall assume all the duties of the General Secretary.
  - ii) Assist the General Secretary with his/her duties and functions.
  - iii) Prepare inventories of equipment and properties of KCCNA and shall be responsible for their safekeeping.
- f) Treasurer:
  - i) Maintain day-to-day accounts of KCCNA bank accounts.

- ii) Make disbursements of money with the Presidents written approval up to one thousand dollars. Any amount over \$1,000 requires written approval of any two of the President, General Secretary and Treasurer. Any amount of over two thousand dollars for a particular transaction should have the approval of the executive committee.
  - iii) Makes available the financial reports to all appropriate auditors and present the audited reports to the appropriate meetings.
- g) Joint Treasurer
 

The Joint Treasurer shall perform all duties assigned by the Executive Committee including:
- i) Assisting the Treasurer in preparing income and expense reports; financial statements; tax returns; and issuing tax exemption receipts.
- h) KCYLNA President:
  - i) Shall be chiefly responsible for the youth activities conducted by KCCNA.
  - ii) Shall be assigned responsibilities by the President or Executive Committee as and when required.
- i) KCWFNA President:
  - i) Shall be chiefly responsible for the women's activities conducted by KCCNA.
  - ii) Shall be assigned responsibilities by the President or Executive committee as and when required.
- j) Yuvanajavedhi President:
 

Shall be chiefly responsible for activities conducted by KCCNA for young adults. Shall be assigned responsibilities by the President or Executive committee as and when required
- k) The Regional Vice President:
  - i) Shall be given special responsibilities for certain regions.
  - ii) Shall be assigned responsibilities by the President and Executive Committee as and when required.
- i) The Spiritual Director:
 

In consultation with the Archbishop of Kottayam, a Knanaya catholic priest residing in the territory shall be confirmed by the National Council as the Spiritual Director for the term of the National Council. The Executive Committee and National Council may seek advice on moral issues, spiritual matters and regarding the traditions as well as the customs of the Knanaya Catholic Community. The Spiritual Director shall also be the enabler and promoter of unity and harmony among the community members. The Spiritual Director shall also be the facilitator to find solutions whenever disputes and conflicts arise. The Spiritual Director shall not involve in activities, directly or indirectly, that may promote a candidate for election at the Member Association or National level.

### Section 3 - Executive Committee Meetings:

- a) The Executive Committee shall hold meetings at least every three months and as often as required. Face to face, teleconference or video conference is permissible for executive committee meetings.
- 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. For meetings other than the once every three months and in case of emergency the time frame for notice could be reduced by the Executive Committee.
- c) The Executive Committee may invite anyone 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 seven.
- e) Executive Committee members who miss two consecutive Executive Committee meetings without valid explanation shall be recommended by the Executive Committee to the National Council for replacement.

### Section 4 - Removals:

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

- i) Loses eligibility as a member of the KCCNA or the Member Association he/she represents.
- ii) Unable to function in the position.
- iii) Act against the Constitution and By-laws of KCCNA, approved National Council resolutions or against the religious standards of the Knanaya Catholics.
- iv) Is convicted of criminal acts.
- v) Vacant elected officer Positions
  - a In the event that the office of the President becomes vacant, the Vice-President will become the President and must assume all duties and responsibilities of the President including ex-officio title. If General Secretary position becomes vacant, Joint Secretary will become the General Secretary and must assume all duties and responsibilities of the General Secretary including ex-officio title. If Vice President and/or Joint Secretary and/or Treasurer positions are vacant, EC will inform NC of the vacancy and seek for nomination to the vacant positions within 15 days of vacancy notification. EC should fill the vacancy from nominations received and NC can ratify the EC's selection.

### Section 5 – Special Committees and Sub-Committees

- a) The National Council shall have the power to appoint Special committees and Sub 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. The Special Committees and Sub Committees shall have the same term of office as the current National Council

- b) The Executive Committee shall have the power to appoint Special committees and Sub committees for special purpose and that committee shall work under the supervision and guidelines of the Executive Committee and shall report to the Executive Committee. The Special committees and Sub committees shall have the same term of office as the current National Council
- c) **ADVISORY BOARD:** The Executive Committee must appoint an Advisory Board to develop policies and advise on community development issues within 30 days of taking office. The Advisory Board shall consist of five (5) members out of which one (1) member from the immediate past Executive Committee; two (2) members from any of the previous Executive Committees of KCCNA and the remaining two (2) members from the community. The Advisory Board shall elect a chairman from the five members. The Advisory Board shall report to the Executive Committee and National Council and shall have the same term of office as the current National Council.
- d) **AUDITORS:** The National Council shall appoint two qualified individuals as auditors from the National Council. Qualified individuals shall be CPA's or persons with accounting degree and experience in the accounting field. In the event the national council members do not meet the qualification requirement, National Council can appoint qualified individuals who belong to KCCNA Member Associations. Auditors outside the National Council shall not have voting rights in the National Council. The auditors shall work with the Treasurer to help the Treasurer present the final audited financial report to the National Council before the end of the term of the National Council.
- e) **LEGAL ADVISORS:** The National Council shall appoint two qualified individuals as Legal Advisors from the National Council. Qualified individuals shall have the academic qualifications and work experience and be licensed to practice law in the United States and / or Canada. In the event the National Council members do not meet the qualification requirement, National Council can appoint qualified individuals who belong to KCCNA Member Associations. Legal Advisors outside of the National Council shall not have voting rights in the National Council. The Legal advisors shall work with the Executive Committee and shall have the same term of office as the current National Council.

## **ARTICLE VI**

### **ELECTION & PROCEDURES:**

1. An Election Committee consisting of immediate past three Presidents of KCCNA shall conduct the elections. The senior-most past KCCNA President shall be designated as the Chairperson of the committee. Senior-most is defined as the Past President whose service term precedes the rest of the members in the committee. In an event any of the Past three KCCNA Presidents are not available; the Executive Committee shall nominate any Past KCCNA President(s) to the committee.
2. The Election Committee shall be the final authority on matters concerning the elections.

3. Except in case of extraordinary circumstances, the KCCNA election shall be conducted in the month of March, at a place and time arranged by the Executive Committee.
4. The Election Committee shall inform the incoming National Council members all open KCCNA Executive Committee positions, the requirements to be eligible for nomination, nomination and withdrawal dates and process along with election procedures at least 30 days before the election date.
5. The nomination deadline should be at least fourteen days before the election date. The Election Committee shall publish the names of all candidates and the office for which they are running after the closing of the withdrawal of nominations, and on the election date where the elections are held. If requested by a candidate in writing, at any time after the closing of the withdrawal of the nomination, the Election Committee shall disclose a copy of the nomination documents of the opposing candidates in person or by electronic means.
6. The Election Committee members will not be eligible for any Executive Committee positions. However, if they are elected National Council members for the new term, they could be eligible for the positions, if they inform the Executive Committee of their desire and request to be removed from the Election Committee.
7. The Election Committee shall conduct the election based on the current Constitution, which shall be provided to them by the KCCNA Executive Committee.
8. The Election Committee shall approve the nominations after verifying the eligibility, accuracy and requirements of the nominations.
9. In an event there is more than one nomination for an open position the election shall be held by secret ballot.
10. National Council members shall be called for voting in the alphabetical order of their last name and their ID shall be verified.
11. Each candidate can delegate a National Council member as an agent to ensure elections are conducted in a fair manner and to witness distribution and counting of ballots.
12. In an event the Election Committee needs clarification regarding the By-laws and Constitution pertaining to any matters concerning the election process, the Election Committee shall request the Executive Committee to advice on such matters.
13. Election Committee members shall be neutral, fair and impartial in all matters concerning the election process. Executive Committee could remove any member from the Election Committee for conduct that is detrimental to the neutral, fair and impartial image of the Election Committee. 75% majority approval of the Executive Committee is required for such removal. Executive committee shall replace the removed member by any one of the Past KCCNA Presidents.
14. Election procedures – Diaspora Knanaya Catholic Congress (“DKCC”) delegates

KCCNA delegates to DKCC are to be elected as follows:

1. KCCNA President shall be a delegate as ex-officio
2. One individual voting member from each region shall be elected as delegate by the respective NC members of that region. Regions other than Canada, Chicago and NY shall have the delegate elected on a rotational basis, determined by the NC.

## **ARTICLE VII**

### **CONVENTIONS:**

- i) Conventions shall be held for the North American Knanaya Catholics once every two years, in the month of July, at a place and time determined by the National Council. Convention may also be held in August, under unavoidable circumstances, subject to 50% of the total current National Council member's approval. The National Council shall have the power to appoint special Convention Committee for this purpose. ii) Current KCCNA Treasurer shall be the Finance Committee Chairperson of the Convention. If the Treasurer is not from the hosting association, with the approval of the KCCNA executive committee, the treasurer may delegate such duties as necessary, to a co-chairperson from the hosting association. If the constitution of the hosting association mandates, approval of the general body of the hosting association shall also be obtained. iii) Convention Chairperson shall be elected from the hosting Member Association by a joint council of the local Executive Committee, the KCCNA National Council members of the hosting Member Association and their regional KCCNA Vice President. The council shall be presided by the President of the hosting Member Association. The Convention Chairperson should be member of the hosting Member Association. The election of Convention Chairperson shall be conducted strictly according to these rules. The convention chairperson shall abide by the rules set by the Convention Committee and NC. To be eligible to host the convention, the host association shall agree that the rules herewith supersedes any parallel, contradicting or other rules contained in the host association's constitution and by-laws. KCCNA President, General Secretary or Treasurer shall not be eligible to be the Convention Chairperson. In an event a member from the hosting Member Association cannot or would not elect a Chairperson from the hosting Member Association, KCCNA Executive Committee will recommend the names of three individuals to the National Council to elect or select the Convention Chairperson. The elected Convention Chairperson shall Chair the Convention committee meetings. The Chairperson shall report to the Convention Committee and shall be accountable to the KCCNA Executive Committee and the National Council.
- iv) KCCNA Executive Committee, Convention Chairperson and the hosting Member Association Executive Committee would constitute the Convention Committee.
- v) KCCNA President, Vice President, General Secretary, Joint Secretary, Treasurer, Convention Chairperson, and hosting Member Association President will constitute the Steering Committee. KCCNA President shall preside over the Steering Committee.



- vi) The hosting Member Association shall be eligible / responsible for 15% of the profit/loss of the convention account. Distribution shall be only made after all convention related expenses are reimbursed and claims are settled. All claims are to be made within 90 days after the convention for consideration for reimbursement. The Treasurer shall make all reimbursements within 30 days after receiving such claims, except in cases where there is a dispute. There shall be no distribution of any remaining amount to any other Member Associations.
- vii)
  - (a) Eligibility to register for convention or other gatherings organized by KCCNA:
    - 1. Unmarried individuals, eighteen years of age or over, who are born of both Knanaya parents are eligible.
    - 2. Individuals, born of both Knanaya parents, who are married to individuals who are also born of both Knanaya parents, are eligible.
    - 3. Unmarried children, under eighteen years of age, born of both Knanaya parents are eligible.
    - 4. “Born of” in 1, 2 and 3 above refers to “having birth or biological parents”.
    - 5. All those who are eligible to register for convention as stated in (a) above shall have their registration verified by the member association in their area of primary residence as per the above four eligibility criteria.
    - 6. Proper verification of Knanaya Jacobite’s from their parish priests shall be done by KCCNA Officers. Proper verification of foreign registrants shall be done by KCCNA Officers through appropriate means.
  - (b) Dignitaries, support staff or special guests may be invited by the NC for only specific purpose(s) or tasks. However, notwithstanding any other provisions of this constitution, the NC shall not use this provision to circumvent provisions and eligibility requirements of vii (a) above. It is further clarified that persons admitted under this provision are not registrants as specified in vii (a) above.

## **ARTICLE VIII**

### **Section 1 – Subscription:**

- a) Member Association 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 require for specific expenses of KCCNA.

### **Section 2 – Member Association Formation; Constitution & By-law and Membership List:**

- (a) Member Associations shall be validly incorporated entities pursuant to local State laws, and in good standing, with a Constitution compatible with KCCNA’s Constitution. In the event a Member Association’s Constitution conflicts with KCCNA’s Constitution; then KCCNA’s Constitution shall prevail to the extent of

the conflict. Every two years, Member Associations shall provide a copy of their Constitution and By-laws to the General Secretary of KCCNA, along with their membership list.

- (b) Membership in Knanaya associations. All KCCNA member associations or entities constituted as “Knanaya”, shall have their membership exclusively to persons defined in Article 1, Section 1 (b) of this constitution.

#### Section 3: Mediation and Arbitration:

- 1) All disputes and conflict regarding KCCNA matters shall be resolved through the following process and order to prevent potential wastage of KCCNA funds due to disputes rather than using it to pursue the goals and objectives of the organization: Members should notify KCCNA Executive Committee of any dispute or conflicts in writing within 3 months from the time of the occurrence of the dispute or conflict.
- 2) If the executive committee is unable to resolve the dispute, it shall appoint a Mediation Committee selected from members of past and present Executive Committee members of KCCNA and Spiritual Director.
- 3) If the Mediation Committee is unable to resolve the dispute in a timely manner, to the satisfaction of all parties, it shall request KCCNA National Council to refer the dispute to an Arbitration Process. Unless the parties mutually agree otherwise, arbitration shall be in accordance with the Arbitration Rules of the American Arbitration Association ("AAA") currently in effect.
- 4) Arbitration decision shall be accepted by KCCNA members on all KCCNA related matters.

#### Section 5- Diaspora Knanaya Catholic Congress (“DKCC”)

- a) DKCC is the umbrella organization that represents Knanaya catholic associations worldwide. KCCNA remains a member of DKCC as long as the provisions of DKCC constitution are in conformity with KCCNA aims and objectives, and do not contradict with any provisions of KCCNA constitution.
- b) KCCNA delegates to DKCC are elected to represent the views of KCCNA National Council, and are accountable to the KCCNA National Council and Executive Committee.
- c) Election of DKCC delegates shall be conducted in accordance with the provisions of Article VI, section 14.

Any KCCNA member who does not follow these procedures will be automatically expelled from KCCNA National Council and will forfeit the right to be a National Council Member in the future.

### **ARTICLE IX**

Patron:

Knanaya Catholic Bishop of Kottayam is the patron of KCCNA.

## **ARTICLE X**

Amendments:

- a) All proposals to change the constitution and by-law are to be communicated to the Executive Committee in writing at least three months prior to the meeting of the National Council and to all National Council members at least two months prior to the National Council meeting.
- b) The necessary quorum for deciding on additions, deletions, or modifications to the Constitution of KCCNA shall be met when fifty percent (50%) of the national council members are present. If the necessary quorum is not present at the convened meeting, then a follow-up meeting could be called after at least one month of the first meeting. For the follow up meeting, the quorum shall be met when 30% of the national council members from the same term are present.
- c) Additions, deletions or modifications to the Constitution of the KCCNA shall be approved by two-thirds majority of the National Council members with the necessary quorum. In a follow-up discussion called due to lack of quorum in the first meeting, if less than 50% of the National Council members are present but at least 30 % are present, then an approval by three-quarters majority is needed to approve the additions, deletions and modifications.
- d) The By-laws of KCCNA shall be adopted by way of resolutions of National Council when such resolutions are approved by two-third majority of National Council members present and voting. An existing By-law may be amended or deleted by way of resolution of the National Council with the approval of three quarters majority of the National Council members present and voting.
- e) The Constitution and By-laws shall be reviewed at least once every five years.

## **ARTICLE XI**

Section 1 – Separate Entries:

The Association and Ministries shall be two separate entities of our community. Though separate, they are expected to work together for the well-being of the community.

Section 2 – Repeal

Section 3 – Repeal

## **ARTICLE XII**

### **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 Congress of North America. So, help me God, my Lord, Jesus Christ.

## **ARTICLE XIII**

## **BY-LAWS OF KCCNA:**

### **Section 1**

- a) The current KCCNA Member Associations with voting rights are Arizona, Atlanta, Boston, Canada, Chicago, Dallas, Detroit, Houston, Las Vegas, Los Angeles, Miami, Minnesota, New York, Ohio, Philadelphia, San Jose, Tampa, Washington D.C., San Antonio, Association-at-Large, Sacramento, Calgary, Winnipeg, Edmonton, and Chatham.
- b) The current voting Member Associations are:
  - ARIZONA (KCAA) - Knanaya Catholic Association of Arizona.
  - ATLANTA (KCAG) - Knanaya Catholic Association of Georgia.
  - AT LARGE (KCAAL) - Knanaya Catholic Association at Large.
  - BOSTON (KCANE) - Knanaya Catholic Association of New England
  - CANADA (KCAC) - Knanaya Catholic Association of Canada.
  - CHICAGO (KCS) - Knanaya Catholic Society of Chicago.
  - DALLAS (KCADFW) - Knanaya Catholic Association of Dallas Fort Worth.
  - DETROIT (KCSDW) - Knanaya Catholic Society of Detroit and Winsor.
  - HOUSTON (HKCS) - Houston Knanaya Catholic Society.
  - LAS VEGAS (KCAN) - Knanaya Catholic Association of Nevada.
  - LOS ANGELES (KCCSC) - Knanaya Catholic Congress of south California.
  - MIAMI (KCASF) - Knanaya Catholic Association of South Florida.
  - MINNESOTA (KCCM) - Knanaya Catholic Congress of Minnesota.
  - NEW YORK (IKCC) - Indian Knanaya Catholic Community of Greater New York.
  - OHIO (KCCO) - Knanaya Catholic Congress of Ohio.
  - PHILADELPHIA (KCAGP) - Knanaya Catholic Association of Greater Philadelphia.
  - SAN ANTONIO (KCSSA) - Knanaya Catholic Society of San Antonio.
  - SAN JOSE (KCCNC) - Knanaya Catholic Congress of North California.
  - TAMPA (KCCCF) - Knanaya Catholic Congress of Central Florida.
  - WASHINGTON (KCCGWB) - Knanaya Catholic Community of Greater Washington & Baltimore.
  - SACRAMENTO (SKCC) - Sacramento Knanaya Catholic Congress
  - CALGARY (KAC) – Knanaya Association of Calgary
  - Winnipeg (KCAM)- Knanaya Catholic Association of Manitoba
  - Edmonton(KCAE)- Knanaya Catholic Association of Edmonton
  - Chatham (KCCWO)-Knanaya Catholic Congress of Western Ontario
- c) The current National Council constitutes as follows: Chicago - 12; New York - 12; Houston - 12; San Jose- 11; Dallas - 11; Canada - 7; Tampa - 12; Miami - 5; Los Angeles - 5; Atlanta - 6; Detroit - 4; Philadelphia - 4; Minnesota - 3; Washington D.C - 3; Ohio - 2; Las Vegas -2; San Antonio-4; Association at Large - 3; Arizona - 2, Boston - 2, Sacramento - 4; Calgary - 3, Winnipeg - 3; Edmonton - 2; Chatham - 4; KCYLNA - 3; KCWFNA - 3, Yuvajanavedhi - 3 and KCCNA Ex-Officio (President and Secretary from the last term) - 2.
- d) Canada, Chicago, Tampa, New York, and Houston will be considered as separate Region for the election of the Regional Vice Presidents.

- e) Regions that elect one Regional Vice Presidents- Miami-Atlanta; Dallas-San Antonio; Las Vegas-Arizona-Sacramento-San Jose-Los Angeles; Philadelphia-Boston-Washington; Ohio-Detroit-Minnesota. National Council members with voting rights shall elect their respective Regional Vice Presidents. In the case of a region that consists of more than one Member Associations, the RVP position shall rotate between the member associations. The rotation of RVP's for the above five regions shall be as follows:

Atlanta (2011), Miami (2013)

San Antonio (2011), Dallas (2013)

Arizona (2009), San Jose (2011), Los Angeles (2013), Las Vegas (2015), Sacramento

Philadelphia (2009), Boston (2011), Washington (2013)

Ohio (2009), Detroit (2011), Minnesota (2013)

Upon completion of the above turn, the rotation will continue in the same manner. If any new unit is approved within a region, they will go to the tail end of the rotation. If the order of rotation is at the tail end, then the newly approved unit will wait for the next rotation cycle.

## Section 2

Audited financial statements. KCCNA's bi-annual (once every two years) Financial Statements shall be audited by a Certified Public Accountant (CPA) prior to submitting to the NC for its approval and adoption

## Section 3

Convention Awarding Procedure:

- a) The General Secretary shall send notifications to all units by January 15<sup>th</sup> of election year. Interested member associations shall submit their convention proposal through email to the current Executive Committee at least 15 days before the election date to elect a new KCCNA Executive Committee. Thereafter, the current Executive Committee must share this proposal with the newly elected NC members for review. The discussions and awarding of the convention will be decided after election by the newly elected KCCNA Executive Committee and New National Council.
- b) Member associations who are interested in bidding for the convention shall provide to the NC convened as per (a) above, details/choices of the venue or venues, a budget, and the proposed Registration fees.
- c) Even after NC determines the hosting member association, the EC after detailed deliberations determines that the venue or venues, budget and the proposed fees presented by the successful bidder are not financially feasible, EC will revisit and or renegotiate with the venue, budget and registration fees for the benefit of the community.
- d) If the Executive Committee, after detailed deliberations, determines that the successful bidder is not adhering to the directives of the Executive Committee or National Council; or, has made serious misrepresentation in whatever manner (as determined by the EC), a "show cause" notice shall be issued by the EC to the

successful bidder providing fifteen (15) calendar days to receive fully satisfactory explanation, and rectify the wrong doing(s).

- e) After the "show cause" period of fifteen (15) calendar days, as provided in (e), above, expires, and the Executive Committee is not fully satisfied with the explanation, the Executive Committee, in its discretion, may decide with a 2/3rd (two/third) majority of members present and voting, to award the convention, in priority, to the runner up, if any, then first runner up, then second runner up etc. Alternatively, the Executive Committee may, in its discretion, decide to organize the convention directly at a place and time determined by the Executive Committee as stipulated in Article VII, section (i).

#### Section 4

#### Convention Code of Conduct for Chairman & Sub-Committee Chairpersons

#### **Appendix A**

##### KCCNA CONVENTION Code of Conduct, roles, duties and responsibilities Convention Chairperson

- a) The role of the Convention Chairperson is that of coordinator of the Sub Committee Chairs to facilitate smooth organizing of the convention.
- b) Reports to KCCNA Executive Committee (EC), KCCNA Officers (Officers) and KCCNA Convention Committee (CC)
- c) Implements CC decisions (which can only over-ruled by the EC and the KCCNA National Council (NC))
- d) Liaisons between host association EC and KCCNA Officers/EC/CC
- e) Shall abide by the decisions of KCCNA Officers/EC/NC
- f) Convene and presides over meetings of sub-committee chairpersons
- g) Presides over KCCNA CC meetings
- h) Monitor progress of various committees and provide advice, if requested or warranted
- i) Submits progress reports and updates periodically to Officers, EC and CC as well as when requested by Officers, EC or CC
- j) Sub-Committee Chairpersons' committee decisions are conducted democratically, on the basis of "one chairperson, one vote". The Convention Chairperson does not have the authority to over-rule committee decisions.
- k) Financial matters are primarily the responsibility of the Finance Committee (FC). In order to ensure division of powers and checks and balances, as well, avoid conflict of interests, convention organization responsibilities and financial responsibilities will not be mixed, but kept separate. Convention Chair should ensure that all decisions involving financial commitments must have prior FC approval. FC can only be over-ruled by Officers or EC.

- l)* Attends sub-committee functional committee meetings when requested or warranted
- m)* The EC or NC may amend this Code of Conduct, roles, duties and responsibilities as warranted

## **Appendix B**

### **KCCNA CONVENTION Code of Conduct, roles, duties and responsibilities Convention Sub-Committee Chairperson**

- a)* The role of the Sub-Committee Chairperson is that of coordinator of the Sub-Committee members to facilitate smooth organizing of the convention.
- b)* Reports to KCCNA Liaison (who is member of KCCNA EC), host association EC and Convention Chairperson. Host association EC and Convention Chairperson are accountable to KCCNA Executive Committee (EC), KCCNA Officers (Officers) and KCCNA Convention Committee (CC)
- c)* Implements CC decisions and directives, (which can be over-ruled or modified only by the EC and the KCCNA National Council (NC))
- d)* Liaisons between host association EC, sub-committee co-chairs/members and committee Liaison from KCCNA EC.
- e)* Shall abide by the decisions and directives of KCCNA Liaison, host association EC, (which would be subject to KCCNA Officers/EC/NC review and approval)
- f)* Convene and presides over meetings of sub-committee co-chairs/members
- g)* Monitor progress of sub-committee preparedness and take corrective actions, if warranted
- h)* Submits progress reports and updates periodically to host association EC, as well as Officers, EC or CC when requested
- i)* Represents sub-committee in the Chairpersons' meetings or convention related general meetings (or assign a co-chair or member to participate in such meetings in the absence of sub-committee chair)
- j)* Sub-Committee decisions are conducted democratically, on the basis of "one member, one vote". The Sub-Committee Chairperson does not have the authority to over-rule sub-committee decisions.
- k)* Financial matters are primarily the responsibility of the Finance Committee (FC). In order to ensure division of powers and checks and balances, as well, avoid conflict of interests, convention organization responsibilities and financial responsibilities will not be mixed, but kept separate. The Sub-Committee Chair should ensure that all decisions involving financial commitments must have prior FC approval. FC can only be over-ruled by Officers or EC.
- l)* Each sub-committee will have a "KCCNA EC Liaison". Sub-Committee chairperson shall provide reports periodically, or when requested, the EC Liaison. The sub-committee chairperson will provide a copy of such reports to the host association EC and Convention Chairperson.

- m) The EC & NC may amend this Code of Conduct, roles, duties and responsibilities as warranted

## Section 5

Finance Committee (Article VII (ii), Convention Committee (Article VII (iii) and Steering Committee (Article VII (iii) functions and responsibilities:

- a) Finance Committee: Responsible for all convention related financial matters, including, but not limited to, review of all of all major financial commitments in excess of \$4,999, and make recommendations to the EC; and in emergency situations, to the Steering Committee, based on its conclusions; refer unresolved matters to Steering Committee
- b) Convention Committee: Responsible for the organization of the convention, including sub-committee's co-ordination, periodic evaluation of convention preparedness; take prompt and appropriate actions to rectify organizational deficiency; refer unresolved matters to Steering Committee
- c) Steering Committee: Take organizational and financial decisions in emergency situations, as well as at times the EC is unable to convene and make decisions. The three committees specified above shall have distinct and separate duties, responsibilities and powers; and reports to KCCNA Officers and EC.

## Section 6

Clarification of Article IV, Section 1(ii), **"Officers of KCCNA"**. Officers of KCCNA are the administrative arm of KCCNA EC. Duties, responsibilities and powers of Officers of KCCNA are distinct as specified in Article V, section 2 (a) to (e)

These Constitution & Bylaws have been unanimously adopted along with the amendments listed herein as Schedule 1, List of Amendments, by the KCCNA National Council meeting held on March 02, 2013 at Chicago, Illinois

In witness whereof we have hereunto subscribed our names:

Certified by:

Dr. John Mathew (Shiens) Akasala MBA, President, KCCNA  
Sonny J. Poozhikala, MBA Chairman, KCCNA Constitution Committee

And by:

Siby Vazhappallil M.Sc. General Secretary, KCCNA  
Joji Manalel, Executive Vice President, KCCNA  
Nimi Thuruthuvelil, Treasurer, KCCNA  
Noel Charath, Joint Secretary, KCCNA

These Constitution and Bylaws have been further amended as specified and listed as



Schedule II, and unanimously adopted by the KCCNA National Council meeting, held on October 3<sup>rd</sup>, 2015 at Houston, Texas

Certified by

Sonny J. Poozhikala, President, KCCNA  
Pious Velupparambil, Secretary, KCCNA

And by:

Joseph Uppoottil, Executive Vice President, KCCNA  
Jose Kuruvilla Edattukunnel, Treasurer, KCCNA  
Zachariah Chelackal, Joint Secretary, KCCNA

These Constitution and Bylaws have been further amended as specified and listed as Schedule III, and unanimously adopted by the KCCNA National Council meeting, held on March 04, 2017 in Philadelphia, Pennsylvania.

Certified by

Sonny J. Poozhikala, President, KCCNA  
Pious Velupparambil, Secretary, KCCNA

And by:

Joseph Uppoottil, Executive Vice President, KCCNA  
Jose Kuruvilla Edattukunnel, Treasurer, KCCNA  
Zachariah Chelackal, Joint Secretary, KCCNA

These Constitution and Bylaws have been further amended as specified and listed as Schedule IV, and unanimously adopted by the KCCNA National Council meeting, held on November 10, 2018 in Los Angeles, California.

Certified by;

Baby Manakkunnel, President, KCCNA

And by;

Mayamma Peter Vettikattu, Vice president, KCCNA  
Rajan Padavathil, Joint Secretary, KCCNA  
Anil Thomas Mattappallikunnel, Treasurer, KCCNA

These Constitution and Bylaws have been further amended as specified and listed as Schedule V, and unanimously adopted by the KCCNA National Council meeting, held on June 15, 2019 in Las Vegas, Nevada.

Certified by

Alex Madathilthazhe, President, KCCNA  
Luke Thuruthuvelil, Secretary, KCCNA

And by:

Sunny Mundaplackil, Executive Vice President, KCCNA  
Shiju Appozhiyil, Treasurer, KCCNA  
Rogi Kaniamparambil, Joint Secretary, KCCNA

The following Constitution and Bylaws have been further amended as specified and listed as Schedule VI, and adopted by the KCCNA National Council meeting held on February 12, 2022 in Houston, TX.

Certified by:

Cyriac Koovakattil – President, KCCNA  
Lijo Matchanickal – Secretary, KCCNA  
John C Kusumalayam – Vice President, KCCNA  
Jitty Puthukkerill – Joint Secretary, KCCNA  
Jaimon Kattinacheril – Treasurer, KCCNA

The following Constitution and Bylaws have been further amended as specified and listed as Schedule VII, and adopted by the KCCNA National Council meeting held on February 03, 2024 in San Antonio

Certified by:

Shaji Edat – President, KCCNA  
Ajish Pothan Thamarathu – Secretary, KCCNA  
Gipson Purayampallil – Vice President, KCCNA  
Jobin Kakkattil – Joint Secretary, KCCNA  
Samon Pallattumadam – Treasurer, KCCNA

The following Constitution and Bylaws have been further amended as specified and listed as Schedule VIII, and adopted by the KCCNA National Council meeting held on November 23rd, 2024 in Detroit, MI

Certified by:

Shaji Edat – President, KCCNA  
Ajish Pothan Thamarathu – Secretary, KCCNA  
Gipson Purayampallil – Vice President, KCCNA  
Jobin Kakkattil – Joint Secretary, KCCNA  
Samon Pallattumadam – Treasurer, KCCNA

## **LISTING OF AMENDMENTS**

**1. The amendments are listed from 2004 and onwards. The constitution handed to the 2003 KCCNA executive committee was reviewed and modified by the National Council that met in Detroit on October 30 and 31, 2004.**

**2. Additions made to the following during the Detroit National Council meeting on October 30 and 31:**

Article I Section 2(a), 2(b);

Article II Section 1(a), (b), (c), (e), (f), (h), (i), (j), (m), (r), (s), (t), (u);

Article III (b);

Article IV Section 1(a)(i)(A), (a)(i)(B), (a)(ii), (a)(iii), (a)(iv), (a)(vi), Section 2 (e)(vii), (e)(ix), (e)(x);

Article V Section 1(a), (b), (k), Section 2(h), Section 3(a), (b), (e), Section 5(c), Section 6, Section 6(a);

Article VII (iii), (iv), (vi), (vii)(a), (vii)(b);

Article X (b), (c), (d)

**3. Additions made to the following during the Detroit National Council meeting on October 30 and 31:**

Article II Section 1(a);

Article III (title), (a);

Article IV Section 1(a)(iii), (d), Section 2(d);

Article V Section 1 (d), Section 2(h), Section 3(a), 3(b), Section 5(c);

Article VII (i), (iv), (vi); Article X (b), (c).

**4. Modifications made to the following during the New Jersey National Council meeting on December 8, 2007:**

Preamble

Article I Section 2 (a), (b)

Article II Section 2

Article III a)

Article IV Section 1 a) i) (A), (B), a)(ii) repealed, a)(iii), a) iv), a) v), a) vi), a) vii), b), c), g) added, Section 2 a)

Article V Section 1 a), b), c), d), k), Section 2 c), Section 3 a), Section 4 iii), Section 5 c), Section 6 a)

Article VI

Article VII i), ii), v)

Article VII Section 3 added

**5. Modifications made to the following during the Dallas National Council meeting on May 31, 2008: Article IV, Section 1 i) (A), (B)**

An editorial error in Article V, Section 1, b) corrected by the executive committee on 2/2/2009.

**6. Additions and Modifications made to the following during the Detroit National Council meeting on April 24th 2010:**

Article III (c) added

Article IV Section 1 (a) (i) (A) amended

Article IV Section 1 (a) (i) (B) viii added, (b) and (k) amended, (c) 9 added Article V Section 1 new (j) added, old (j) and (k) amended to new (k) and (l) respectively.

Article V Section 2 new (g) added, old (g) and (h) amended to new (h) and (i) respectively.

**7. Additions and Modifications made to the following during the Las Vegas National Council meeting held on October 16th 2010:**

Article I Section 2 (a)

Article II Section 1 new (b) added, (e), (n), (o)

Article III (a)

Article IV Section 1 (i) (A), (B)

Article IV Section 1 (iii), (vii)

Article IV Section 1 (b), (d)

Article IV Section 2 (e) & (e) (iii) & new (e) (iv)

Article V Section 1 (i)

Article V Section 2 (f), (g) and (i)

Article V Section 5 new (d)

Article V Section 6 (a)

Article VI (5)

Article VIII Section 2

Article X (a), (b), (c) and new (d)

Article XII (Oath of Office)-New added

Article XIII (By-Laws of KCCNA)-New Added

**Schedule 1. List of Amendments (approved by the NC on March 2, 2013, at Chicago, IL):**

1. Preamble
2. Article I Section 1(b)
3. Article I Section 2(a)
4. Article II Section 1 (w)
5. Article II section 1 (w)
6. Article II Section 1 (x)
7. Article II Section (y)
8. Article III, Section (d)
9. Article III Section (d.1)
10. Article IV section 1 B (ii)
11. Article IV section 1 B (viii g)
12. Article IV section 1 B (viii h)

13. Article IV section 2 (ix)
14. Article V section 1 (d)
15. Article V Section 1 (c 9)
16. Article V 6 (a)
17. Article VI section 14
18. Article VII paragraph iii
19. Article VII paragraph v
20. Article VII paragraph vii (4)
21. Article VII paragraph vii (5)
22. Article VII (b)
23. Article VIII section 2 (b)
24. Article VIII section 5
25. Article XI section 1
26. Article XI section 2
27. Article XI section 3
28. Article XIII (By-Law) Section 1
29. Article XIII (By-Law) Section 2

**Schedule II – List of Amendments (Approved by NC meeting on October 03, 2015, at Houston, Texas)**

30. Article VII, I – Convention.
31. Article XIII Section 3, 4, 5 & 6.

**Schedule III – List of Amendment (Approved and adopted by NC meeting on March 04, 2017 in Philadelphia, Pennsylvania)**

32. Article VII, (a) 5 & 6

**Schedule IV – List of Amendment (Approved and adopted by NC meeting on November 10, 2018 in Los Angeles, California.)**

33. Article XIII Sect 1-b&c

**Schedule V – List of Amendments (Approved and adopted by NC meeting on June 15, 2019 in Las Vegas, Nevada.)**

34. Article III, Section (e) added
35. Article IV, Section 1 A (i) added
36. Article IV, Section 2 e (x) amended
37. Article V, Section 1 C (8) amended
38. Article V, Section 4 (v) added
39. Article V, Section 4 (v a) added
40. Article XIII (By-Law), Section 1 (d) amended
41. Article XIII (By-Law), Section 1 (e) amended
42. Article XIII (By-Law), Section 1 (f) added
43. Article XIII (By-Law), Section 3 (a) amended

44. Article XIII (By-Law), Section 3 (b) repealed
45. Article XIII (By-Law), Section 7 added

**Schedule VI – List of Amendments (Approved and adopted by NC meeting on February 12, 2022 in Houston, TX)**

46. Article II – Section 1, Subsection (n) – Add Yuvajanavedhi
47. Article III – Subsection (d) – add Yuvajanavedhi
48. Article IV – Section 1, Subsection B (i) – Officers of KCCNA
49. Article IV – Section 1, Subsection B (viii) – Yuvajanavedhi as NC members
50. Article IV – Section 2(a) – Virtual Meeting platform
51. Article V – Section 1 (a) – Executive Committee, in particular officers and Footnote 1 added
52. Article V – Section 1 (b) – Updates to positions
53. Article V – Section 1 (c) – Updates to positions
54. Article V – Section 1 (i) Removed Verbiage – KCYLNA President shall be the vice President of KCCNA representing Youth. KCWFNA President shall be Vice President of KCCNA representing Women.
55. Article V – Section 2(c) – Vice President Duties
56. Article V – Section 2(g) – Joint Treasurer Duties
57. Article V – Section 2(j) –Yuvajanavedhi President Duties
58. Article V – Section 4 – Removals – add Vice President and Joint Treasurer
59. Article V – Section 5 (a) – added verbiage – Special and sub committees and shall have same time as current NC
60. Article V – Section 5 (b) – added verbiage – Special and sub committees and shall have same time as current NC
61. Article V – Section 5 (c) – added verbiage about Advisory Board
62. Article V – Section 6 – Removed – Extraordinary Committees
63. Article V – Section 6 (a) – Removed – Strategic Planning Commission
64. Article X – Subsection (a) – Amended proposals to constitution to 3 months for EC and 2 months for NC
65. Article XIII – Section 1(c ) (d) (e) - Updated NC members for Units, New region (Tampa) and Rotation (remove Tampa from rotation)
66. Article XIII – Section 1(f) – Removed verbiage – “ a unit reaches 12 NC members, that unit should be considered as a separate region and be awarded an RVP without affecting the existing structure of Regions in KCCNA with Immediate effect”
67. Article XIII – Section 3 (a) – Amended Convention Awarding Procedure
68. Article XIII - Section 7 – Removed Functional Committee

**Schedule VII – List of Amendments (Approved and adopted by NC meeting on February 03, 2024 in San Antonio, TX)**

46. By-Laws, Section 1, a, b, c - Added Calgary as a unit & allotted 1 more NC member for San Antonio unit

**Schedule VII – List of Amendments (Approved and adopted by NC meeting on November 23, 2024 in Detroit, MI)**

46. By-laws, Section 1, a, b, c - Added Winnipeg, Edmonton & Chatha as new units of KCCNA and allocated NC members for each unit