

KNANAYA CATHOLIC CONGRESS OF
OCEANIA
(K.C.C.O)

CONSTITUTION AND BYLAWS

CONSTITUTION AND BY-LAWS OF THE KNANAYA CATHOLIC CONGRESS OF OCEANIA

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 Christian 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 any one 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 Vicarite Apostolic of Kottayam was elevated to an Eparchy by Pope Pious XI. The diocese of Kottayam is a multi ritual diocese consisting of Syro Malabar and Malankara rites. Bishop Mar Mathew Makil was succeeded by His Excellencys; 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.

Migration of people from one place to another began in the very early stages of human existence. Many people migrated to India from very ancient times. Aryans, Jews, Parsees, Syrian Christians and Muslims came to India and made it their home. As a continuation of the migration of our forefathers from Edessa to Kodungalloor in AD 345, Knanaya families continued their migration from Kerala. The first migration from Central Travencore in Kerala in the early 1950s was to Malabar in search of better living in a much fertile land with prosperous agriculture. The twentieth century has brought about substantial migration of people from India to other countries for a better life. True to the legacy of our forefathers, many members of the Knanaya community have ventured out to the Middle East, Europe, Oceania and North America. Today Knanites are believed to be found in every continent and virtually in every country. The deep sense of solidarity and fraternal collaboration of the community members encouraged them to practice their faith and traditions wherever they went. As a result, Knanaya catholic associations came into being. These associations were formed with the same concept of Knanaya catholic congress (KCC) which is the officially recognized lay organization of the archeparchy of Kottayam.

Even though Knanaya families started arriving in Australia since 1969, until 2000 their numbers were limited to a handful of doctors, engineers, teachers, nurses and some other highly skilled professionals. Since 2000, a second wave of migrants comprising a large number of nurses and other medical professionals reached the golden shores of Australia and Pacific. Knanaya families from other European destinations also started arriving here due to favourable climatic and economic conditions. Above all a large number of Knanaya students who arrived here for higher education added flair and flavour to the social life of our community in Australia. Now there are Knanaya associations in all the capital cities of Australia. Knanaya catholic associations were formed to promote Knanaya traditions and catholic faith and to impart them to the younger generations. The formation of many and more Knanaya associations brought in unity among the members of Knanaya community and the relationship between Pravasi Knanaya associations and Kottayam archepirachy. The formation of Pravasi Knanaya associations also brought forth better Knanaya awareness and appreciation among the younger generation.

The members throughout Oceania joined and conducted a very successful and historic first Oceania Knanaya Convention in Sept 2011 hosted by Knanaya Association Melbourne, Australia. This first ever Oceania Knanaya convention and formation of Diaspora Knanaya Catholic Congress (DKCC) Oceania region was a great historic step towards bringing the individual Pravasi Knanaya associations in the region under a single umbrella. 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 Oceania. During the convention, a working committee was formed consisting of representatives from regional associations in Oceania under the leadership of Sri Saji Varakukalayil to form a national organization called "Knanaya Catholic Congress of Oceania" (KCCO). KCCO is a federation of the Knanaya Catholic Associations in Oceania. KCCO has now 9 member associations in Oceania. KCCO is a lay organization that strives to maintain and promote the knanaya culture, traditions and heritage.

ARTICLE I

Section 1 - Name

The name of the association shall be Knanaya Catholic Congress of Oceania, hereinafter, referred to as “KCCO”.

Section 2 - Structure

- (a): KCCO shall be the Federation of Knanaya Catholic Associations in Oceania that are approved by the KCCO National Council and are formed under the basic Knanaya principles. Under basic Knanaya principles, the Knanaya Catholic Associations provide voting membership to individuals, eighteen years of age and over, that are born of both Knanaya Parents, married individuals whose spouses are also born of both Knanaya parents. The current member associations with voting rights are Adelaide, Brisbane, Canberra, Melbourne, New Zealand, Perth, Singapore, Sydney, Townsville and Association- at- Large (Newcastle).
- (b): An individual shall only be a voting member of one KCCO 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 KCCO shall be the Region of Oceania, herein, after referred to as “territory.” At present, Australia, New Zealand & Singapore are the countries in this ‘territory’ which have active Knanaya Associations. In future, if Knanaya Catholic Associations are formed in other countries in this territory, they will come under KCCO.

Section 4 - Office

The office of the KCCO 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 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.
- c) To establish a forum for youth to maintain and invigorate cultural heritage handed down by their forefathers.

- d) To promote facilities for young Knanaya Catholics in the territory to learn about the Knanaya community and the history of survival as community in the past through endogamy
- e) To provide lay leadership so vital to the spiritual and temporal growth of the community in the territory.
- f) To raise, solicit and receive funds, charities and donations to carry out worthy humanitarian causes.
- g) To promote family unity, education and provide assistance wherever need exists.
- h) To organize debates, lectures, exhibitions, research works, outdoor entertainment, public meetings, conventions, seminars on matters of interest to community members.
- i) To award scholarships, medals, stipends, educational aids and loans to deserving candidates.
- j) To assist first and second generation community members within the territory to assimilate with the Oceania social, cultural, civic, educational and economic structures and systems and to become responsible, law-abiding and respectful citizens.
- k) To conduct statistical and analytical studies and research to promote the development of Knanaya Catholic communities.
- l) To encourage the establishment of the regional Knanaya Catholic Association wherever need exists.
- m) To assist, encourage and guide in the establishment and nurturing of sub-organizations like Kids Club, KCYL, Youth groups, Women's Forum, etc at local and national level.
- n) To help member association for the establishment of Knanaya Catholic Center.
- o) To establish and maintain different means of communication such as periodicals, video, audiotapes for the betterment of the community.
- p) 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.
- q) To organize Knanaya Catholic gatherings at regional, territorial, and international levels.
- r) 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.

- s) To be the mediator and or moderator on matters of conflicts or disputes within or among the member associations upon request from concerned members.
- t) To foster relationship with Knanaya Jacobite community residing within the territory through increased joint activities at a local and national level.
- u) 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
- v) To help member association for establishment of Knanaya Catholic Ministries served by Knanaya Catholic priest, recommended by the Knanaya Catholic Bishop of Kottayam.
- w) To work closely and in liaison with the Christian and Catholic Hierarchies in Oceania and abroad and the Knanaya Catholic, Knanaya Jacobite and Syro Malabar Hierarchies to preserve, foster and maintain the centuries old traditions and customs of the knanaya community.

Section 2 - Incorporations

- KCCO is a nonprofit organization incorporated under the laws of Australia.
- Official written communication shall be in English.
- The official language of KCCO shall be English and Malayalam

ARTICLE III

Membership

- a) Knanaya Catholic Associations formed under the basic Knanaya Catholic principles and approved by the KCCO national council can be members of the KCCO. Following the approval of the KCCO national council, new associations with at least 25 individual voting members (18 years of age and over) shall have voting membership. The current voting member associations are Adelaide, Brisbane, Canberra, Melbourne, New Zealand, Perth, Singapore, Sydney, Townsville and Association-at-Large(Newcastle). Areas that do not have at least 25 voting members (18 years of age and over) and KCCO member associations shall be considered as associations at large. Members residing beyond 250Kms of an existing association with voting status may choose to be considered members of associations at large. No new association shall be approved, if it is within the 250Km radius of an existing association (250 Km radius from the CBD of the Capital. For eg: Victoria -250Km radius from Melbourne CBD, Christchurch -250 Km radius from Christchurch CBD).

- b) Knanaya Catholic Youth League of Oceania (KCYLO) shall be the youth wing of KCCO.
- c) Knanaya Catholic Women's Forum of Oceania (KCWFO) shall be the women's wing of KCCO.

ARTICLE IV

Section 1 - National Council

- a) The National Council shall consist of the following members:
 - i) (A) KCCO's member associations with individual members (18 years of age and over) between 25 to 50 shall delegate the current President to the KCCO National Council as national council member. 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 11 national council members (including President). For example 51-150 members = 1 NC member; 151-250 members = 2 NC member and so on till 951 and above = 10 additional NC members. The current National Council constitutes as follows: Adelaide-2, Brisbane-2, Canberra-2, Melbourne-5, New Zealand-2, Perth-2, Singapore-2, Sydney-2, Townsville-1, Newcastle-1 and KCCO Ex-Officio (President and Secretary from the last term)-2. There shall be no change in the number of National Council members during the term of the National Council. KCCO executive committee shall maintain a register of the member associations and number of national council members for each association.
 - (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 KCCO executive committee by May 31st of the second year of the term of the current National Council. The KCCO 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 below one (1). If there is a change in the number of National Council members, KCCO executive committee shall inform in writing, each member association their respective number of allotted national council members by June 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 KCCO 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 association(s). Any change in the number of National Council members for any 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) prior to the election.

- ii) Member associations should notify in writing to KCCO, the list of their elected NC members prior to 30th Nov.
 - iii) The KCCO national spiritual advisor must be a Knanaya Catholic priest, recommended by the Knanaya Catholic Arch Bishop of Kottayam and confirmed by the National Council. The national spiritual advisor shall be members of the National Council with voting rights. In case no recommendation is communicated by Kottayam Arch Diocese that who will be the national spiritual advisor, such position will be vacant till a communication receives from Kottayam Arch Diocese.
 - iv) The outgoing KCCO 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 KCCO National Council members by their respective member associations.
 - v) Member associations which have more than 2 NC members(President+ NC member) shall elect at least one woman to the national council. 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 right.
 - vi) KCYLO's President, Executive Vice President, and General Secretary shall be members of the National Council of KCCO as soon as that organization is formed in Oceania. KCYLO executives to national council are considered to be national council members with voting rights. KCYLO President will be part of the KCCO EC as a youth representative. The Executive Vice President and General Secretary of KCYLO shall not be able to hold any position in the KCCO EC.
 - vii) KCWFO's President, Executive Vice President, and General Secretary shall be members of the National Council of KCCO as soon as that organization is formed in Oceania. KCWFO executives to national Council are considered to be members of the national Council with voting rights. KCWFO President will be part of the KCCO EC as the women's representative. The Executive Vice President and General Secretary of KCWFO shall not be able to hold any position in the KCCO EC.
- b) The term of the National Council shall be two years commencing from Feb 1st.

- c) National Council members (including the Ex-Officio National council members) shall be the legislative body of KCCO.
- d) The quorum of the National Council shall be thirty percent of the voting membership of the council, if there are representatives from at least five member associations of KCCO.
- e) KCCO EC shall invite laity or KCCO sub-committee members to NC meetings as non voting members to address or present particular issues or items.

Section 2 - National Council Meetings

- a) The National Council shall hold a teleconference meeting at least once in six (6) months, at a time decided by the Executive Committee.
- b) The National Council shall meet at least once in twelve (12) months, at a time and place decided by the Executive Committee.
- c) The General Secretary shall send out to every members of the council notice regarding a proposed meeting at least two months prior to the meeting.
- d) The president shall preside over the meeting of the council.
- e) 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 issued at least four weeks.
- f) The National Council at its annual 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 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 members of the National Council and approved by the presiding authority.
 - vii) Any matter presented by the executive committee of regional member association.
 - viii) The National Council shall be the final authority in all matters regarding KCCO.

- ix) National Council members who miss two consecutive national council meetings including the teleconference without valid explanation within a calendar year shall be recommended by the Executive Committee to the respective regional member association for replacement.
- x) All matters related to the bylaws 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. 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. 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 KCYLO President, KCWFO Presidents and past KCCO President and Secretary shall not be eligible for any executive committee positions. However, the past KCCO president and 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. A President.
 - 2. An Executive Vice President.
 - 3. A General Secretary
 - 4. A Joint Secretary
 - 5. A Treasurer
 - 6. KCCO spiritual Advisor
 - 7. KCYLO President representing the youth.
 - 8. KCWFO President representing Women.
- d) The executive committee shall hold office for the term of the national council. Beginning from Jan 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 KCCO 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.
- i) KCYLO President shall be the Youth Vice President of the Executive Committee of KCCO.
- j) KCWFO President shall be Vice President of KCCO representing Women.

Section 2 - Duties of the Executive Committee

- a) **The President**
 - i) The President is the Executive officer of KCCO 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 equality of voters at any time.
 - ii) Shall officially communicate with organizations, agencies, and people other than KCCO 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 General Secretary**
 - i) General Secretary is the recording and corresponding officer of KCCO.
 - ii) Keep minutes of meeting and proceedings.
 - iii) Does all correspondence and publicity. The mode of communication can be electronic or postal for all official purpose. Any member who wishes to receive communication only by 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.
- viii) General Secretary shall be the PRO of KCCO and responsible for all media related matters.
- d) **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 equipments and properties of KCCO and shall be responsible for their safekeeping.
- e) **Treasurer**
 - i) Maintain day-to-day accounts of KCCO 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 presents the audited reports to the appropriate meetings.
 - iv) Treasurer shall be responsible for the proper upkeep of the inventory and stock of KCCO assets.
- f) **The Vice President representing Youth**
 - i) Shall be chiefly responsible for the youth activities conducted by KCCO.
 - ii) Shall be assigned responsibilities by the president or executive committee as and when required.
- g) **The Vice President representing Women**
 - i) Shall be chiefly responsible for the women's activities conducted by KCCO.
 - ii) Shall be assigned responsibilities by the president or executive committee as and when required.
- h) **The Spiritual Advisor**

In consultation with the Arch Bishop of Kottayam, a knanaya catholic priest residing in the territory shall be confirmed by the national council as the Spiritual Advisor 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 advisor shall also be the enabler and promoter of unity and harmony among the community members. The spiritual advisor shall also be the facilitator to find solutions whenever disputes and conflicts arise. The spiritual advisor shall not involve in activities, directly or indirectly, that may promote a candidate for election at the local association or national level. However, spiritual advisor can be in the election committee, if he is willing to do so.

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 five.
- 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, Regional Vice president, General Secretary, Joint Secretary, 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 KCCO or the regional association he/she represents.

- ii) Unable to function in the position.
- iii) Act against the constitution and by-laws of KCCO, approved National council resolutions or against the religious standards of the 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 committee for special purpose and that committee shall work under the supervision and guidelines of the executive committee, and shall report to the executive committee.
- c) The national council shall appoint one qualified individual as auditor from the National Council. Qualified individuals shall be 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 KCCO 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.

Section 6 - Extra Ordinary Committees

The National Council shall have the authority to form particular extraordinary committees, from time to time, with specific functions. To study a specific problem facing the community, propose a solution for the same, and if authorized by the National Council, to execute the proposed solutions. The committee will report to the Executive Committee and the national Council. National Council shall have the right to select and remove the members of that committee.

The total number of such a committee will be large enough to be functional but small enough to be efficient to be determined by the national council. There shall be no more than one member from each association. The term of such committees could be extended beyond the term of the current national council by the national council but not to exceed four years. National Council shall also appropriate the necessary budget for the functioning of the committee.

ARTICLE VI

ELECTION & PROCEDURES

1. An election committee consisting of immediate past three presidents of KCCO shall conduct the elections. The senior-most past KCCO 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 KCCO presidents are not available, the executive committee shall nominate any past KCCO president(s) or any person(s) from the Knanaya Community, it considers as eligible to the election committee eg: Spiritual advisor.
2. The Election Committee shall be the final authority on matters concerning the elections.
3. Except in case of extraordinary circumstances, the KCCO election shall be conducted in the month of December at a place and time arranged by the executive committee.
4. The election committee shall inform the incoming national council members all open KCCO executive 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.
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 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 KCCO 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 Surname/ Family 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 bylaws 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 KCCO presidents or a person executive committee considers as suitable for the job.

ARTICLE VII

CONVENTIONS

- i) Conventions shall be held for the Oceania Knanaya Catholics once every two years, preferably during the month of Sept/ Oct of first year of the term of national council, at a place and time determined by the National Council. The National Council shall have the power to appoint special Convention Committee for this purpose.
- ii) Current KCCO Treasurer shall be the Finance Committee Chairperson of the Convention. If the Treasurer is not from the hosting association, with the approval of the KCCO 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 association by a joint council of the local executive committee, the KCCO national council members of the hosting association. The council shall be presided by the president of the local association. The convention chairperson should be member of the hosting association, preferably the President of the local association. The elected convention Chairperson shall chair the convention committee meetings. The chairperson shall report to the convention committee and shall be accountable to the KCCO Executive Committee and the National Council.
- iv) KCCO executive committee, convention chairperson and the hosting association executive committee would constitute the Convention Committee.
- v) KCCO President, Vice President, General Secretary, Joint Secretary, Treasurer, Convention Chairperson, and hosting association President(if he/she is not the Convention Chairperson) will constitute the steering committee.
- vi) The hosting association shall be eligible/responsible for 30% 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 re-imbusement. The treasurer shall make all re-imburements within 30 days after receiving such claims, except in cases where there is a dispute. Conventions should not be treated as profit making events for hosting associations. If there is profit, 85% of that needs to go in to a scholarship fund.
- vii) (a) Eligibility to register for convention or other gatherings organized by KCCO:

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. Any other individuals such as dignitaries, special guests or support staff that the National Council decides are eligible.
- (b) All those who are eligible to register for convention as stated in (a) shall register through the member association in their area of primary residence.”

ARTICLE VIII

Section 1 – Subscription

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

Section 2 – By-law and Membership List

Regional associations shall provide a copy of their by-law to the General Secretary of KCCO. They shall also submit to the General Secretary an annual updated list of their Knanaya Catholic family members.

Section 3: Mediation and Arbitration

All disputes and conflict regarding KCCO matters shall be resolved through the following process and order to prevent potential wastage of KCCO funds due to disputes rather than using it to pursue the goals and objectives of the organization:

- 1) Members should notify KCCO 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 KCCO and Spiritual Advisor.
- 3) If the Mediation Committee is unable to resolve the dispute in a timely manner, to the satisfaction of all parties, it shall request KCCO NC 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 Australian Arbitration Association ("AAA") currently in effect.

4) Arbitration decision shall be accepted by KCCO members on all KCCO related matters. Any KCCO member who does not follow these procedures will be automatically expelled from KCCO NC and will forfeit the right to be a National Council Member in the future.

ARTICLE IX

Patron

Knanaya Catholic Arch Bishop of Kottayam is the patron of KCCO.

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 two months prior to the meeting of the National Council and the executive committee should inform all the National council members about the review of the constitution at least one month prior to the National council meeting.
- b) Due to substantial distance between member organizations and considering the latest developments in technology, the written e-mail response to the executive committee is considered as a vote, if a national council member can't attend a meeting due to any reason. Therefore there will not be a quorum for deciding on additions, deletions, or modifications to the constitution and by-laws of KCCO.
- c) Additions, deletions or modifications to the constitution and bylaws of the KCCO shall be approved by two-thirds majority of the national council members.
- d) The bylaws and constitution shall be reviewed every fifth year.

ARTICLE XI

Section 1 – DKCC

KCCO will be a member organization of DKCC (Diaspora Knanaya Catholic Congress). KCCO will work with DKCC world-wide for the common goals and betterment of Knanaya Community world-wide.

Section 2 – Voting Delegates

KCCO shall send voting delegates to DKCC General Council. Currently the number of Regional Voting Delegates from Oceania to DKCC is 5 (five). This may change from time to time. 5 EC members of the of KCCO (President, VP, Secretary, Jt.Secretary & Treasurer) will be Oceania delegates to DKCC General Council.

Section 3 – Functions by DKCC

Any function likely to be organized by DKCC within the territory of KCCO, has to be organized only after the consent and approval of KCCO in writing.

ARTICLE XII

Section 1 – Separate Entities

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

Section 2 – Structure

Regional associations and Ministries can have separate Executive Committees. The regional community shall decide the structure of the Ministerial Council.

Section 3 – Finance

The Ministerial Council in accordance with the provisions of the local diocese shall enact the financial matters of the ministry.

LISTING OF AMENDMENTS

1. Revised : 1st of March 2014

Revision of the By-Law were made on 1st of March, 2014 at the National Council meeting.