



**United Kingdom
Knanaya Catholic Association
www.ukkca.com**

CONSTITUTION

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ARTICLE - I

SECTION A: Name of the Association

The name of the association shall be The United Kingdom Knanaya Catholic Association, herein after referred as "UKKCA."

SECTION B: Established

UKKCA was established by the General Meeting held on 10th November 2001 at Parsons Green, London, U.K.

SECTION C: Structure

UKKCA shall be the Association of all Knanaya Catholic Community in the United Kingdom formed under the basic Knanaya principles approved by the UKKCA National Council.

SECTION D: Office

The office of the UKKCA shall be located at the address of the incumbent President or the address to be decided by the National Council from time to time.

SECTION E: Territory

The area of the UKKCA shall comprise of the whole U.K herein, after referred as "territory."

SECTION F: Administration

Subject to the matters set out below the Association and the Property shall be administered and managed in accordance with this constitution by the members of the National Council constituted by Article VI, Section A of this constitution (the National Council)

ARTICLE - II

SECTION A: Aims and Objectives

- 1) To unite all Knanaya Catholics who are now living in the United Kingdom.
- 2) To create a common platform for gathering of all its members.
- 3) To organize Knanaya Catholic Conventions at Unit, National and International levels.
- 4) To promote Knanaya Catholic Community in the Unit, national and international level.

- 5) To establish and maintain a directory of all UKKCA members.
- 6) To work for the social, cultural and communal developments of Knanaya Catholic Community.
- 7) To work for the establishment of Knanaya Catholic Ministries served by Knanaya Catholic priests, recommended by the Knanaya Catholic Arch Bishop of Kottayam for the spiritual needs of Knanaya Catholic members and the UKKCA and Knanaya Catholic missions shall have separate entity. Any priests from this mission shall be the honoree members of UKKCA. Our Priests are the spiritual advisors for the members of the UKKCA.
- 8) To promote family unity, education and provide assistance wherever need exists.
- 9) To work closely and liaison between the Catholic Hierarchies in the U.K and abroad.
- 10) To become an institution to meet the social and welfare needs irrespective of place, race and community.
- 11) To develop Knanaya Values accepted by the Arch Diocese of Kottayam, especially among young children by conducting personality development seminars, orientation and work camps, pre-marriage courses etc.

Section B: Incorporations

- 1) UKKCA shall incorporate under the charity commission of the U.K and Perform as a non-profitable organization to achieve organizational objects.
- 2) The official language of the UKKCA shall be English and Malayalam.

ARTICLE – III

SECTION A: Membership

- 1) UKKCA is formed under the basic Knanaya Catholic principles of Kottayam Arch Diocese and endogamy. Members of Kottayam Arch Diocese following endogamy shall be the members of UKKCA.
- 2) The National Council may by unanimous vote and for good reason to terminate the membership of any individual provided that the individual Concerned shall have the right to be heard by the National Council before a final decision is made.
- 3) Members of the UKKCA shall inform the Unit Secretary if any changes in address and other details. If the member resigns or being terminated from or otherwise leaves the association he or she shall forthwith cease to be the representative of the association.

ARTICLE - IV

Section A – Unit of UKKCA

A Unit under the UKKCA can be formed with a minimum of 10 Knanaya Catholic Families (with at least 20 voting members) and not less than 25 miles away from the next nearest unit. A Unit can be formed by the approval of the UKKCA National Council with the prior recommendation from the central committee. The unit can be registered with the local authority in their own name but in any OFFICIAL Communication it should be clearly mentioned as a UNIT of UKKCA. The official logo of the UKKCA should be used in any form of publication.

Section B – Unit Functions

- 1) Shall perform unit functions as vested in the UKKCA Constitution
- 2) Shall hold regular meetings with in the units
- 3) Shall maintain unit directory
- 4) Shall coordinate the activities with the central committee of the UKKCA
- 5) Promote the Knanaya Values accepted by the Arch Diocese of Kottayam among young children within the UNIT
- 6) Every unit must forward a copy of the annual report to the General Secretary of UKKCA Central Committee.

Section C - Unit Committee

- 1) The Unit Committee consists of the following members
 - a) A President
 - b) A Vice President
 - c) A Secretary
 - d) A Joint Secretary
 - e) A Treasurer
 - f) A Joint Treasurer
 - g) An Advisory Member
 - h) A National Council member
- 2) Every unit shall elect one National Council member
- 3) National council members shall be elected as per the following ratio:

Up to 50 Families – One National Council Member
51 families to 100 Families – Two National Council Members
101 Families to 150 Families – Three National Council Members
151 Families to 200 Families – Four National Council Members
201 and above - Five National Council Members

- 4) The unit election shall be completed before 31st of December 2009 and subsequently every two years before the UKKCA Central committee election

ARTICLE - V

Section A: Central Committee

- 1) The Central Committee shall consist of the following members
 - 1) A President
 - 2) A Vice-President
 - 3) A General Secretary
 - 4) A Joint Secretary
 - 5) A Treasurer
 - 6) A Joint Treasurer
 - 7) 2 Advisory Members
- 2) The National Council shall elect the Central Committee by secret ballot.
- 3) All Central Committee members shall be elected only from the Elected National Council Members from the UKKCA UNITS.
- 4) The term of the Central Committee shall be two years.
- 5) No Central Committee Members shall be elected for the same post for next consecutive term but may be re-elected after one term.
- 6) The management affairs of the UKKCA shall be vested with Central Committee provided by the approval of the National Council and subject to the directive of the constitution.
- 7) The Central Committee shall have the power to appoint sub-committees for special purposes when required.
- 8) The Central Committee shall present annual reports and audited Statements of accounts at the National Council meetings.
- 9) The Central Committee shall hold at least three meeting every year

Section B: Duties of the Central Committee

- 1) The President
 - a) Shall lead the Central Committee and the UKKCA to achieve the Objects.
 - b) Shall responsible for all decisions and activities of the Central Committee and shall accountable to the National Council.
 - c) Shall direct the General Secretary to call the National Council and Central Committee Meetings and shall preside over such meetings.
 - d) Shall have the right to caste a second or special vote in case of equality of votes.
 - e) Shall officially communicate with organizations, agencies, international associations and other people on behalf of UKKCA to obtain organizational objects.
 - f) Shall maintain effective communications within the members of UKKCA.

g) Shall give directions to the members of the Central committee to perform their duties.

2) The Vice-President

- a) The Vice-President shall perform the duties of the president in his/her absence.
- b) Shall assist the President on his or her duties and functions

3) The General Secretary

- a) Shall perform correspondence for UKKCA
- b) Shall keep the minutes of meetings and proceedings.
- c) Shall perform the duties of public relation.
- d) Shall keep and maintain records.
- e) Shall present reports at National Council and Annual General Meetings.
- f) Shall maintain up-to-date registry of membership.
- g) Convenes National Council and Central Committee meetings and inform them well in advance.
- h) Collect all details from unit secretaries.

4) The Joint Secretary

- a) Shall perform all duties of the General Secretary in his or her absence.
- b) Shall assist General Secretary on his or her duties and functions.

5) The Treasurer

- a) Shall keep records of accounts and financial matters.
- b) Shall maintain bank accounts of UKKCA.
- c) Shall collect and keep funds.
- d) Makes available the financial reports to all appropriate auditors, and present the audited reports to the appropriate meetings.
- e) Shall maintain the inventories of UKKCA properties.

6) The Joint Treasurer

- a) The Joint Treasurer shall perform all duties of the Treasurer in his or her absence.
- b) Shall assist the treasurer on his or her duties and functions

ARTICLE - VI

Section A: National Council

1) The National Council shall consist of the following members:

- i) The Central Committee Members including

ii) The President and Secretary from the UKKCA Units
iii) Elected National Council Member from the UKKCA Units
iv) The Website Administrator who is a member of the UKKCA shall automatically become a national council Member

- 2) The term of the National Council shall be two years.
- 3) National Council shall be the legislative body of the UKKCA.
- 4) The quorum of the National Council shall be twenty percent of the total membership of the National Council,
- 5) All the members of the National Council shall retire from office together at the end of the second year annual general meeting next after the date on which they came into office. They may be re-elected or re-appointed but not more than two terms consecutively.
- 6) The Proceedings of the National Council shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
- 7) Nobody shall be appointed as a member of the National Council who is aged less than 18 years.
- 8) No person shall be entitled to act as a member of the National Council whether on a first or on any subsequent entry into office until after signing in the minute book of the National Council a declaration of acceptance and of willingness to act in the trust of the association.

Section B: Determination of the National Council members

A member of the National Council shall cease to hold office if he or she:

- 1) Is disqualified as acting as a member of the National Council by virtue of section 72 of charities act 1993 (or any statutory re-enactment or modification of that provision)
- 2) Becomes incapable by reason of mental disorder, illness or injury of managing or administering his or her affairs.
- 3) Is absent without the permission of the National Council from their entire meeting held within a period of one year and the National Council resolve that his or her office be vacated.
- 4) Notifies to the National Council a wish to resign (but only if at least three members of the national Council will remain in office when the notice of resignation is to take effect.

Section C: Motivation of the National Council members

No member of the national council shall acquire any interest in property belonging to the association or receive remuneration or be interested in any contract entered into by National Council.

Section D: Meeting and proceedings of the National Council

- 1) The national Council shall hold at least two ordinary meetings each year at a time and place decided by the National Council. A special meeting may be called at anytime by the president of the Central Committee or by any four members of the Central Committee upon not less than a week notice being given to the other members of the National council of the matters to be discussed.
- 2) The President shall act as Chairman at meeting of the National Council. If the president is absent from any meeting the Vice-President will be acted as chairman / chairperson of the meeting
- 3) The General Secretary shall send out notices to every member of the National Council, regarding a proposed meeting at least one month prior to the meeting.
- 4) Every matter shall be determined by a majority of votes of the members of the national council present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
- 5) The National Council shall keep minutes, in books kept for the purpose of the proceedings at meetings of the National Council or any sub-committee.
- 6) The national Council may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
- 7) The National Council may appoint one or more sub-committees for the purpose of making any enquiry or supervising or performing any function or duty which in the opinion of the National Council would be more conveniently undertaken or carried out by a sub-committee provided that all acts and proceeding of any such sub-committees shall be fully and promptly reported to the National Council.
- 8) Approve the minutes of any previous meeting during the year.
- 9) Consider and adopt the annual report and audited financial statements presented by the Central Committee.
- 10) Elect members of the Central committee if due for election.
- 11) Transact such other business as may be brought forward by the Central Committee.
- 12) Any other matter proposed by any member of the National Council and approved by the presiding authority.
- 13) The National Council shall appoint two auditors for two years.
- 14) The National Council shall be the final authority in all matters regarding UKKCA

Section E: Powers of National Council

In furtherance of the objects but not otherwise the National Council may exercise the following powers

- 1) Power to raise funds and to invite and receive contributions provided that in raising funds the national Council shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law.
- 2) Power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use.

- 3) Power subject to any consent required by law to sell, lease or dispose of all or a part of the property of the association.
- 4) Power subject to any consent required by law to borrow money and to charge all or any part of the property of the association with repayment of the money so borrowed.
- 5) Power to employ such staff (who shall not be members of the National Council) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment.
- 6) Power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them.
- 7) Power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects.
- 8) Power to appoint and constitute such advisory committees as the National Council may think fit.
- 9) Power to do all such other lawful things as is necessary for the achievement of the objects.
- 10) Power to amend the Constitution.

ARTICLE - VII

Section A: Receipts and Expenditure

- 1) The funds of the association including all donations contributions and Bequests shall be paid into an account operated by the Central Committee in the name of the association at such bank as the National Council shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Central Committee.
- 2) The funds belonging to the association shall be applied only in furthering the objects.
- 3) All financial transactions must be supported by appropriate documents

Section B: Property

Subject to the provisions of sub-clause (2) of this section the Central Committee shall cause the title to:

- 1) All land held by or in trust for the association, which is not vested in the official custodian for charities.
- 2) All investments held by or on behalf of the association.

Section C: Accounts

The Central Committee shall comply with their obligations with regard to:

- 1) The keeping of accounting records for the association
- 2) The preparation of annual statement of accounts

- 3) The auditing and independent examination of the statements of account of the association.
- 4) The transmission of the account statements of the association to the commission.

ARTICLE – VIII

Section A: Annual report

The Central committee shall comply with their obligations under the charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the commission and to all members on annual general meeting.

Section B: Annual Return

The Central Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the commission.

Section C: Annual General Meeting

- 1) There shall be an annual general meeting of the association, which shall be held in every year.
- 2) Every annual general meeting shall be called by the Central Committee. The General Secretary shall give at least two month notice of the annual general meeting to all members of the association. All members of the association shall be entitled to attend the meeting.
- 3) The Central Committee shall present to each annual general meeting the report of the association for the preceding year.

Section D: Procedure at General Meeting

The General Secretary or other person specially appointed by the Central Committee shall keep a full record of proceedings at every general meeting of the association.

ARTICLE – IX

Section A: Notices

Any notice required to be served on any member of the association shall be in writing and shall be served by the General Secretary or the Central Committee on any member either personally or by sending it through the post addressed to such member at his or her last known address in the United Kingdom and any letter so

sent shall be deemed to have been received within 10 days of posting. A copy of the letter / letters should be kept in the file.

Section B: Alterations to the Constitution

Subject to the following provisions of this section the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a National council meeting. The notice of the National council meeting must include notice of the resolution setting out the terms of the alteration proposed. No amendments may be made to Article I, section A (the name of the association), Article II, section A (Aims and objectives), Article V, section C (Motivation of the National Council Members) and Article XI, section A (Dissolution) or this clause without the prior consent in writing of the commissioners. No amendment may be made which would have the effect of making the association cease to be a charity at law. The Central Committee should promptly send to the Commission a copy of any amendment made under this clause.

ARTICLE X

Section A – Publicity

In any sort of publication, every unit should clearly mention as a Unit of the UKKCA. The UKKCA logo should be used in the news headings.

ARTICLE - XI

Section A: Dissolution

If the National Council decides that it is necessary or advisable to dissolve the association it shall call a meeting of all members of the association, of which not less than one month notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the National Council shall have power to realize any assets held by or on behalf of the association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be equally shared for all members of the association or transferred to such other charitable institution or institutions having objects similar to the objects of the association as the members of the association may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts or account and statement, for the final accounting period of the association must be sent to the Commission.

Section B: Declaration

On behalf of the United Kingdom Knanaya Catholic Association (UKKCA) we the undersigned National Council Members certify that above constitution have been authorized by the review committee and passed by the National council Meeting held on 12th of April 2008 at Birmingham

Mr. Cyril Chacko Padapurackal
President – UKKCA

Mr. Aby Joseph Neduvampuzhayil
General Secretary - UKKCA

UKKCA