

## **The Houston Knanaya Catholic Society- Building Policy (Revised December 2005)**

### **I Name of the Building:**

The name of the building shall be Knanaya Catholic Community Center

### **II Purpose:**

The Community Center shall be used for the spiritual, educational, cultural and charitable activities of the Houston Knanaya Catholic Society.

### **III Building body:**

#### ***Eligibility:***

To be eligible for the building body membership, a person must meet:

- (1) All the requirements set forth by Section 5, 1a to 1e of the constitution of the Society and be a current member of the Society.
- (2) The family/person should have contributed a minimum of USD 3000.00 to the building fund of the Society .

#### ***Membership Rights:***

- (3) The society shall issue a certificate of contribution to the building body members.
- (4) The certificate of contribution shall not be inherited, sold, traded, mortgaged or pledged, under any circumstances and the heir has no claim to the contribution.
- (5) Families contributing \$5000 or more will have their names posted on a plaque inside the building along with other incentives.
- (6) Non-member Families or friends donating \$1000 or \$2000 or \$5000 shall be considered as sponsor or grand sponsor or mega sponsor respectively. However, they may not demand other incentives.
- (7) The building body shall meet at least once in six months

#### ***Right to vote:***

- (8) The husband, wife and unmarried children over the age of eighteen of a family, which is member of the building body, are eligible to vote.

### **IV Ownership:**

- (1) The ownership of the Knanaya Catholic Community Center shall be with The Houston Knanaya Catholic Society, Inc.
- (2) Any Title transfer of the Community Center shall be ratified by 3/4 majority of the Building Body and any policy changes shall be ratified by 2/3 majority of the Building Body.
- (3) All real and personal property, including all improvements located on the property and acquired by the Society, shall be owned by the Society. A member shall have no interest in specific property of the Society. Each member hereby waives the right to ownership of any part of the Community Center.

### **V Building Governing Board**

#### ***Membership***

- (1) The Building Governing Board (also referred to as BGB) shall consist of the Executive committee of the Society and two other members elected from the building body.
- (2) For Executive committee of the society to be eligible to be members of the BGB, they should be members of the Building Body.
- (3) The spiritual director of the Society shall be an ex-officio in the Building Governing Board, with no voting right.

### ***Election***

- (4) The Liaison Board of the Society shall conduct election to the BGB, following the Election policies and procedures of the Society during the annual election day of each year.
- (5) The BGB shall meet and elect a Secretary and a Treasurer, from among the two elected members of the building board, who shall report to the BGB and the Building Body.
- (6) The term of this Board shall be for one calendar year.(same as society's executive committee)

### ***Responsibilities***

- (7) Building Governing Board shall be responsible for the day-to-day running and maintenance of the building.
- (8) There shall be a separate account set up for the sole purpose of the building and its maintenance. All checks shall be signed by at least two among the Chairperson, Secretary or Treasurer of the Building Governing Board.
- (9) The Building Governing Board shall meet at least quarterly.
- (10) The Chairperson and Secretary of BGB, and the Spiritual Director shall keep the key of the building.
- (11) The BGB is responsible for the day to day running of matters regarding the building. Chairperson of the B.G.B has over all responsibility.

### **Duties of the Chairperson.**

- a. The president of the society is the Chairperson of the B.G.B
- b. The building body meeting and BGB meetings will be presided over by the Chairperson of the BGB.
- c. Over all responsibilities of the Building Board.

### **Duties of the Secretary**

- a. Keeps minutes of BGB and Building Body meeting.
- b. Keeps the all records regarding the building.
- c. Keeps the updated list of contribution to the building fund.

### **Duties of the Treasurer**

- a. Maintains the bank accounts of the building.
- b. Make disbursement of the money with BGB Chairperson/Secretary
- c. Present the financial statements at annual Building Body meeting
- d. Makes available all financial reports regarding the building to the BGB quarterly.
- e. Makes available audited financial reports regarding the building to the Building Body semi-annually.

### ***Removal of any members of BGB***

- (12) In the event any member of the BGB violates the building policy, unable to function in their position, convicted of crimes, act against the constitution of the society and its by-laws, 2/3<sup>rd</sup> of the BGB shall recommend to the Liaison Board of the Society to remove the person from the position. The Liaison Board shall call a meeting of the building body and follow the Article III, Section 6 of the constitution of the Society.

## **VI Leasing:**

- (1) Members of the building body who have contributed minimum of \$3000.00 shall have the right to lease the building for own use at a subsidized rate determined by the Building Body. However these members cannot use this privilege for their relatives or friends. Building Board shall charge a penalty for violating this policy.
- (2) A member of the building body, who has contributed over \$3,000, shall have one free rental of the facility for personal use, for every additional \$1,000 contributed to the building fund. However, the

person should pay for the cleaning and any additional expenses determined by the Building Governing Board.

- (3) The Building will be made available for the religious activities (if needed) of the Knanaya Catholic Mission-Houston, subject to proper lease agreement and advance scheduling with the Spiritual Director and Trustees of the Mission. A fair share shall be calculated by considering the mortgage, maintenance cost, utility insurance etc.
- (4) Building Board has the authority to lease the building for raising revenue to meet expenses with proper lease agreement. Bookings shall be made in advance and served on first come first served basis. Amount of lease shall be determined by the building body periodically or as necessary.
- (5) In the event of death of a Knanaya Catholic in Houston or his/her immediate Knanaya Catholic family member, the building shall be used subject to availability. A reasonable fee, determined by the BGB, shall be collected to cover the utilities.

#### ***Damages to the building***

- (6) In the event of any damage to the building or any property associated with the building, during a community event, the individual or the parents (in the case of minor) of the individual shall be responsible for the financial liability. If the damage occurs during a private lease, the individual, who leased the building shall be responsible for the financial liability.

#### ***Improvements and Additions***

- (7) The Building Governing Board should approve any additions and improvements to the building and placing of new equipments inside the building.

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Proposed by: \_\_\_\_\_ Signed \_\_\_\_\_ 12/11/2005. Seconded by: \_\_\_\_\_ signed \_\_\_\_\_ 12/11/2005  
Jose Vattadikunnel Baby Kaithamattathil

Unanimously approved, recorded by: \_\_\_\_\_ signed \_\_\_\_\_ 12/11/2005  
James Kunnacherry (BGB Secretary)

#### **History:**

5/6/2000 – Ratified by HKCS general body

11/17/2001 – Revised and ratified by HKCS general body. Changed name of the building, changed #3 to \$3000, changed #4 to \$3000, revised #18 by adding “other incentives”.

07/11/2003 Major Changes ratified by general body of the Society on 07/13/2003. Above noted item numbers changed from previous version.

11/28/2004 : revised and ratified by Building Body

12/11/2005: revised and ratified by Building Body