

General Policies and Procedures (Passed on 11/12/2005)

Purpose

To provide guidelines, clarification and interpretation of the constitution for the day to day operations of HKCS

Scope

This policy and procedure shall govern all requirements of keeping the Society Constitution current, meeting current needs of the Society, and adding clarification of the Constitution. These policies and procedures must conform to the Society Constitution; in case of conflict between these Policies & Procedures and Constitution, the Constitution governs.

1. General Body:

In addition to the annual general body as per the constitution, Houston Knanaya Catholic Society (HKCS) executives shall conduct a Mid- Term (Semi Annual) General Body during the second quarter of the calendar year at the Community Center.

2. KCCNA

- a. Election of KCCNA NC Members: Liaison Board shall follow the current KCCNA Constitution, bylaws and applicable policies and procedures regarding KCCNA elections. Liaison Board shall follow the current policies and procedures of the Society for conducting the election.
- b. Communications: KCCNA official messages from KCCNA executive committee shall be communicated to all members and displayed at community center bulletin board by Society executives.
- c. Approval of additional KCCNA NC member: The Society Secretary with the consent from Liaison Chairperson should forward a letter (hard copy or electronic) to KCCNA General. Secretary for formal approval with the proof of eligibility requirements (current members list).

3. Constitutional, Policy and Procedure Changes

Review: The Society Constitution, Policies, Procedures, By-Laws, General-Body (GB) notes and related documents regarding the Society shall be reviewed once in 5 years by the Liaison Board Members, General Secretaries of the current and past 2 terms and past 2 Liaison Board Chairpersons. The recommendations will be forwarded to the General Body for final consideration for implementation

Procedures: Any constitutional changes from the General Body will be co-signed by the Liaison Board Chairperson and Society Executives (President or Secretary) and will be forwarded to the Texas Secretary of State, Austin, Texas (<http://www.sos.state.tx.us/>) for being in effect. Hard copy of the signed document will be at the file of Liaison Board Chairperson and Society Executives.

4. The current policies and procedures pertaining to the Society are as follows:-

- a. Election Policies and Procedures
- b. Membership Policies
- c. Building Policies & Procedures
- d. General Policies and Procedures

History

1. Original Policy: Passed on 11/12/2005; Proposed: Simon Ellankil; Seconded: Abraham Nellipally; Recorded: Ajith Antony Kulathil Karote, Chairperson, Liaison Board