

Houston Knanaya Catholic Society, Inc. (HKCS)

Membership Policies and Procedures (2005 Revised)

Purpose:

To establish written guidelines to keep the membership of Houston Knanaya Catholic Society, Inc. (HKCS) current.

Scope:

This policy shall govern all requirement of keeping the Society membership current. These policies and procedures must conform to the Society Constitution; in case of conflict between these policies and procedures and Constitution, the Constitution governs.

Procedure:

1. To obtain a membership of Society, the eligibility described in the constitution must be met and followed. It is the responsibility of a member to notify the Secretary of the Society of any changes in membership status, name, address, phone numbers etc.
2. Clarification for section 5, item (e) of the constitution: If either spouse is authorised to work in the United States, that person and their family are eligible for membership of the society.
3. It is the responsibility of the members to keep their membership status current.
4. To keep the membership status current, an annual fee is required to be paid to the Society as follows from year 2004:
 - \$250.00 for a family (family is defined as husband and/or wife, unmarried children, immigrant dependent parents, unmarried dependent of immediate relation).
 - 50% of the above fees if either spouse is over the age 65.
 - \$150 for family with no children.
 - \$100.00 for single or widowed members
 - All married children are to be considered as separate families.
 - Families with annual combined income of less than 20 K, the membership fee will be 50 % of the full fees. Approval from Society executives with tax return from the previous year should be produced for fee waiver.
 - Full time students with no immediate family in Houston should be waived of the membership fees. Proof of enrollment for the current semester should be forwarded to Society executives for membership fee waiver BUT will not be allowed to vote.
 - Current member of the Society should not be member of any other Knanaya Catholic Organization in North America/Canada.
 - From the membership fees of \$250.00 and \$100 collected, \$175 and \$70 should be made available to the Bulding Governing Board of the Society to cover the expenses of the building. (Replace: 70 % of the membership fee will be made available to the Bulding Governing Board of the Society to cover the expenses of the building.)
5. The annual fee shall be paid in full by August 15th of the current year. A late fee of \$25.00 shall be charged after this date. Any member whose status has been non-current will remain the same until the annual fee is paid in full.
6. Only the Society members whose membership status is current are eligible to attend and participate in any Society functions and events.
7. A past due may not be enforced for members who have not attended or participated in any of the Society events or functions for the previous calendar year.
8. Membership dues are waived for the first calendar year of the membership.
9. Voters Age: The Society member must be 18 years of age or over on November 1 of that calendar year to be eligible to vote.

History:

1. Original Policy: Passed on 07/13/2003; Proposed: Zenith Ellankil; Seconded: Jimmy Kunnacherry; Recorded: Jomon Kannala . Secretary, HKCS
2. Revised Policy: Passed on 11/12/2005; Proposed: Francis Illikattil; Seconded: Jose Vattadikunnel; Recorded: Ajith Antony Kulathil Karote, Chairperson, Liaison Board