



THE DIRECTORATE OF KNANAYA CATHOLICS IN CANADA

(A registered charity under the Income Tax Act)

1. Introduction:

It is our responsibility to do due diligence before joining the charity board, so our actions can be accounted for the benefit of charity programs and its governance. We are accountable for all our actions to both Canada Revenue agency (CRA) and to all donors of this charity. Do some research before agreeing to join the board. This application package will provide you a limited view of various aspects of charity which will help you in your decision. It may make you decide not to join the board, if the expectations are not matching with your style or vision. Alternatively, if you want to join the board you will be better prepared. You may wish to review the articles of incorporation, by-laws, most recent financial statements, most recent T3010 Registered Charity Information Return, the organization's website, and the list of current board members. Get yourself clear about the programs and make a decision. You might want to ask some questions including:

- What are the objects and the mission of the organization?
- How effective is the current management?
- Are there any existing claims or liabilities against the charity?
- Is there directors and officers indemnity/liability insurance?
- Who is providing professional advice to the organization?
- What is the organization expecting of you?
- Do your skills and your passions align with the needs of the charity and gaps in the current board?
- Do you have potential conflicts of interest with the organization that will make it difficult to be on the board?

Too often, individuals are asked to join boards for the wrong reasons – they are wealthy so will obviously contribute large amounts to the organization, they are 'connected' so will have their friends and colleagues contribute to the organization, they have a legal background so all legal issues will magically be dealt with for free. Unless the 'fit is right', you are not doing yourself or the organization any favours by joining the board. It is important to keep in mind that there can be other important roles within the organization that may be more appropriate, fulfilling and enjoyable than joining the board.

2. Non - profit, charity corporation and what it means.

Registered charities and non-profit organizations (NPOs) both operate on a non-profit basis, however they are not the same.



Registered charities : Registered charities are charitable organizations, public foundations, or private foundations that are created and reside in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories, where the 3rd category, “ advancement of religion“ is our core core purpose for the charity.

1. the relief of poverty
2. the advancement of education
3. the advancement of religion
4. other purposes that benefit the community

Non-profit organizations : Non-profit organizations are associations, clubs, or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

According to CRA following are the the differences between a registered charity and a non-profit organization

Topic	Registered charity	NPO
Purposes	must be established and operate exclusively for charitable purposes	can operate for social welfare, civic improvement, pleasure, sport, recreation, or any other purpose except profit
		cannot operate exclusively for charitable purposes
Registration	must apply to the CRA and be approved for registration as a charity	does not have to go through a registration process for income tax purposes
Charitable registration number	is issued a charitable registration number once approved by the CRA	is not issued a charitable registration number
Tax receipts	can issue official donation receipts for income tax purposes	cannot issue official donation receipts for income tax purposes
Spending requirement (disbursement quota)	must spend a minimum amount on its own charitable activities or as gifts to qualified donees	does not have a spending requirement
Designation	is designated by the CRA as a charitable organization, a public foundation, or a private foundation	does not receive a designation



Returns	must file an annual information return (Form T3010) within six months of its fiscal year-end	may have to file a T2 return (if incorporated) or an information return (Form T1044) or both within six months of its fiscal year-end
Personal benefits to members	cannot use its income to personally benefit its members	cannot use its income to personally benefit its members
Tax exempt status	is exempt from paying income tax	is generally exempt from paying income tax
		may have to pay tax on property income or on capital gains
GST/HST	generally, must pay GST/HST on purchases	must pay GST/HST on purchases
	may claim a partial rebate of GST/HST paid on eligible purchases	may claim a partial rebate of GST/HST paid on eligible purchases only if it receives significant government funding
	most supplies made by charities are exempt	few supplies made by NPOs are exempt
	calculates net tax using the net tax calculation for charities	calculates net tax the regular way

3. The Directorate of Knanaya Catholics in Canada: a brief outline.

Corporate Identity : The Directorate of Knanaya Catholics in (“the Directorate”) was incorporated under the Canada Not-for-Profit Corporations Act by a Certificate of Incorporation issued on November 17, 2020. Later the corporation applied to be tax-exempt as a registered charity under the Income Tax Act and the status was granted by the Director General, Charities Directorate effective registration date as February 4, 2021

Charitable Purposes :The charitable purposes of the Directorate are:

- a) To advance and manifest the Catholic faith according to the doctrines, observances and practices of Knanaya Catholics by operating and maintaining places of worship.
- b) To advance and manifest the Catholic faith according to the doctrines, observances and practices of Knanaya Catholics by educating about the culture, language and traditions associated with Knanaya Catholics.

Charitable Activities : The Directorate is undertaking the following activities in furtherance of its charitable purposes. All activities, apart from those requiring a priest, are run by volunteers.



a. Establishing and Maintaining Houses of Worship

- Holy Qurbana (Mass) is held every Sunday in the two missions and parish. The Sacred Heart Knanaya Mission in London serves about 50 families, the Holy Family Knanaya Catholic Mission in Ajax has about 33 families and St. Mary's parish has about 200 families.
- The sacraments of Baptism, Confirmation, Reconciliation, Weddings and Funerals are conducted at the two missions and parish.
- There is pastoral ministry for youth, the elderly, the sick, and the bereaved.
- There are special annual summits or gatherings for adults and youth.
- There are monthly prayer groups.
- There is ministry to new immigrants helping them settle, find accommodation and jobs.
- There are religious education programs for children, youth and adults. The Directorate uses catechetical materials from the Syro-Malabar Catechetical Centre, which has programs from Grade 1 to 12. Please see the following link for more detail <http://www.smsmartcatechism.org/home/classes/1>
- Various youth gatherings are held through associations, such as the Knanaya Catholic Youth League.
- There are various pious associations for different age groups: JK&SK – Jesus Kids, Grade 1-4 – Holy Childhood, Grade 5-8 – Mission League, Grade 9-12 –Marian Knanites.
- Benevolent funds will be established to help those in need according to certain criteria.

b. Educating about the culture, language and traditions associated with the expressions of the Catholic faith by the Knanaya Catholic Community

Like many faith groups, the culture and traditions of Knanaya Catholics are integrated in their worship and interwoven in their faith and other religious activities. In this regard, since the Knanaya Catholic liturgy is in Malayalam, a South Indian language, it is necessary for the congregants, including the children to have adequate knowledge of the language. Language training is therefore necessary. It is also proposed to teach Syriac language classes as this is an ancient language for the Knanaya community. The Directorate will use a curriculum produced by the Archeparchy of Kottayam for religious and cultural classes.

4. Duties and Responsibilities of the Board

Every Director and Officer in exercising such person's powers and discharging such person's duties shall act honestly and in good faith with a view to the best interests of the Corporation and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every Director and Officer of the Corporation shall comply with the Act, the Regulations, Articles, By-laws and policies of the Corporation.

Indemnity of Directors and Officers : Subject to the Act, the Corporation shall indemnify a Director or Officer of the Corporation, a former Director or Officer of the Corporation or another individual who acts or acted at the Corporation's request as a Director or Officer or in a similar capacity of another entity, and such person's heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by such person in respect of any civil, criminal, administrative or investigative or other proceeding in which the individual is involved because of that association with the Corporation or other entity if,



- (a) the individual acted honestly and in good faith with a view to the best interests of the Corporation or, as the case may be, to the best interests of the other entity for which the individual acted as Director or Officer or in a similar capacity at the Corporation's request; and
- (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that his or her conduct was lawful.

The Corporation may indemnify such person in all such other matters, actions, proceedings and circumstances as may be permitted by the Act or the law. Nothing in this by-law shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this By-law.

Conflict of Interest : An Officer who is a Director shall have the same duty to disclose such Officer's interest in a material contract or transaction or proposed material contract or transaction with the Corporation, as is imposed upon Directors pursuant to the provisions of the Act and the By-laws set out in section **Error! Reference source not found.**

5. Relation of the Board with the "Member"

Classes and Conditions of Membership: Pursuant to the Articles, there shall be one (1) class of Members in the Corporation. The sole Member of the Corporation shall be the Chaplain ex officio who shall automatically become the Member upon being appointed by the Bishop of the Eparchy of Mississauga in consultation with the Archbishop of the Arch Eparchy of Kottayam. If the position of the Chaplain is vacant, the Chair of the Board shall become the Acting Member and immediately cease being the Member upon the appointment of a Chaplain

Having stated the rights and responsibilities of the member set in the by-law No.1 and its associated CRA registration, the member holds all the rights in all decision-making process for this corporation, in addition to providing directions to the board for governance and all its programs. Member and the Board of directors work to ensure the charity purpose and act responsibly.



6. Application form

Please complete this form as you decided to join the board and serve this charity. Fill out this form and sign it before you submit to the Secretary. Please use additional sheets, if needed.

1	Title	Mr./Mrs./Miss./Dr.
	Family Name	
2	Last Name	
3	First Name	
4	Address	
5	Canadian Status	
6	Email ID	
7	Phone No.	Day Time: Evening Time:
8	Name of the Parish /Mission	
9	Native Parish (India)	
10	Social media ID, if any)	
11	Are you eligible to be on the board? (Ref: By-Law No.1)	
12	Profile Summary	

Headline:

Content:

Employment experience:

Accomplishment:

Highlight leadership skills:



Listing of awards:

All relevant professional affiliations:

Community service/volunteer experience with details:

Personal information may be included:

Concent and Agreement

I hereby agree and accept the position as a director and am willing to contribute a minimum of 60 (Sixty) hours in a calendar year as a volunteer to serve the board of Directors of "The Directorate of Knanaya Catholics in Canada". I also understand my responsibility as a director and I will uphold the interests of this charity and will maintain a healthy working relationship with my fellow directors, members and beneficiaries of this charity.

- a. I understand the Fiduciary Duties owed by Board members to the Charity. Fiduciary duties are obligations on directors of a charity. These come from common law and the Income Tax Act. Fiduciary duties include a duty of care and a duty of loyalty to the organization, various sub-duties like duty of diligence, duty of obedience, and duty to act honestly.
- b. I understand the Role of the Board versus the member
- c. I will attend the Board Orientation and understand how the organization operates. The orientation is an opportunity to learn about the organization, its governance, and its challenges.
- d. Governing Documents. Review the governing documents at least once per year. Be aware of the content of the articles of incorporation (especially objects and restrictions) and the by-laws.
- e. will read the materials Before Board Meetings, Attend all board meetings and participate in the meeting.
 - f. I understand the conflict of interest and will disclose if any arises with the board and seek help.
- f. I understand the legal requirements for the charities specified by CRA for both operations and record keepings.
- g. Transparency, Maintain transparency and act for the benefit of all approved charity programs
- h. Confidentiality. Respect confidentiality of information and board proceedings. Respect privacy rights of donors and ensure that the charity follows the same.



Name	
Signature	
Date	
Nominated by the member :	
Name	
Period	Start Date : End Date :
Signature	
Date	



Oath of Office and Code of Conduct

All Officers and Directors must take this oath in the physical presence of the Chaplain by touching the Holy Bible. They should sign this document at the beginning of their term of office. This document will be kept on file, and maintained for at least one (1) year following the completion of term of office.

I,.....as a member of the Board of Directors, swear to uphold the Oath of Office as follows:

- Exercise powers of the office and fulfill responsibilities in good faith and best interests of the corporation;
- Exercise these responsibilities with due diligence, care and skill in a prudent manner;
- Respect and support the corporation’s bylaws, policies, code of conduct and decisions of the Board and membership;
- Keep confidential all information learned about donors, grantees, personnel or any other matters specifically determined by a board motion to be matters of confidence, including matters dealt with during in-camera meetings of the Board; and,
- Conduct self in the spirit of collegiality and respect for the collective decisions of the Board immediately declare any personal (real or perceived) conflict of interest that may come to my attention

As a member of the Board of Directors, I commit to conducting myself in a manner that models the high standards of accountability by:

- Supporting the objectives of the organization;
- Serving the overall best interests of Directorate of Knanaya Catholics in Canada rather than any particular constituency;
- Bringing credibility and goodwill for this organization and Respecting the principles of fair play and due process;
- Demonstrating respect for individuals in all areas related to cultural, diversity, linguistic and life circumstances;
- Giving respect and fair consideration to opposing views;
- Demonstrating due diligence and dedication in preparation and attendance at meetings, special events and in all activities on behalf of Directorate of Knanaya Catholics in Canada;
- Ensuring that the financial affairs of this organization is conducted in a responsible and transparent manner
- with due regard for my fiduciary responsibilities and public trusteeship;
- Avoiding real and perceived conflict of interest;
- Conforming with the bylaws and policies approved by the Board;
- Publicly demonstrates acceptance, respect and support for decisions legitimately taken for or on behalf of Directorate of Knanaya Catholics in Canada.

Furthermore, as a member of the Board of Directors, I will not:

- Criticize Member, fellow Board Members, or their opinions, outside of the Board Room/ Meetings.
- Use the organization, or my position, for my personal advantage or that of my friends, relatives or associates;
- Discuss the confidential proceedings of the Board outside of the Board Room;
- Promise how I will vote on an issue before hearing the discussion and becoming fully informed on issues;
- Interfere with the duties of staff, or undermine the authority of the employee’s ability to perform his/her duties, except as provided in the terms of reference for any standing committee on which I serve; and,
- Speak for, or on behalf of, the organization unless specifically authorized to do so, and this includes making statements on social media.

Print Full Name: _____

Term of Office: _____

Signature: _____

Position: _____

Date: _____

Committee: _____