

MAR THOMA

YUVAJANA SAKHYAM

CONSTITUTION

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CONTENTS

Chapter 1 Aims

Chapter 2 Sakha Yuvajana Sakhyam

Chapter 3 Regional Yuvajana Sakhyam

Chapter 4 Zonal Yuvajana Sakhyam

Chapter 5 Diocesan Yuvajana Sakhyam

Chapter 6 Kendra Yuvajana Sakhyam

Chapter 1

1. This organization known by the name Mar Thoma Yuvajana sakhya, functions as an approved body of the Malankara Mar Thoma Syrian Church

Aims

2. To render help to all youths of the Mar Thoma Church to enable them to accept Jesus Christ as Lord and Saviour.
3. To guide all youths of the church to grow into the full personality of Christ.
4. To impart to the youths of the church necessary training in worship and Christian fellowship
5. To develop among the youths: love for the church, belief in Christian principles, the interest to support in the overall growth of the church and its institutions.
6. To encourage youths to participate in the evangelical work of the church.
7. To organise conferences, discussion groups and training camps to impart knowledge of the Bible, study of the history, faith and practices of the church, and; focus on ecumenical movements, contemporary problems and instill interest in social issues.
8. a) In order to achieve the aims mentioned, establish Sakhya Sakhas in every parish
b) To realize the stated objectives, the youths need to be instructed and trained through worship, study, service and testimony.

Chapter 2

Sakha Yuvajana Sakhyam

9. All those between the age of 12 and 35 years, who have membership in the Mar Thoma church and are willing to abide by the aims and principles mentioned above can be members of this organization. Members of the parish who are above the age of 35 years can join the Sakhyam provided the afore-said group of parish members does not exceed 25% of the total membership of the youth group.
10. To start a Sakhyam in a parish, arrangements are to be made by the Vicar to make announcement at 2 consecutive worship services. Those eligible as per this constitution may apply in the specific application form to the vicar within 10 days after the second announcement. The list of the members must be announced in the church at 2 consecutive services. The said list, undersigned by the Vicar must be exhibited on the church notice board. This document should be kept as a record. If there are any complaints pertaining to the list it should be brought to the Vicar's attention within 8 days after the second announcement. The Vicar shall take action on the complaint within 10 days and the revised list should be published. If there are any complaints with regard to the amended list, it should be submitted to the Diocesan Episcopa within 10 days of its publication. The Episcopa shall take a decision after making the necessary enquiry. Episcopa's decision shall be final.

The list of names thus published will be the final list of the official membership of the Sakha Sakhyam.

Following this, arrangements are to be made by the Vicar to hold the General Body Meeting by notification at 2 consecutive worship services. The General Body meeting, presided by the Vicar or any one appointed by the Vicar shall elect the office bearers and the Sakha Executive Committee.

11. The Sakha Sakhyam should register with the Mar Thoma Yuvajana Sakhyam Kendra office every year. A list of all those eligible as per this constitution who have submitted the application for membership should be prepared by the Sakha President with the assistance of the Sakha secretary and notified in the parish by the 15th of December. The membership list must be announced at two consecutive worship services. If there is any complaint pertaining to the list it should be brought to the notice of the Sakha President in writing within 8 days of the second announcement. The Sakha president shall make a decision on this within 10 days and publish the new list. If such a list is not prepared the Diocesan Episcopa can take corrective action. If any of the youths of the parish have any complaint with regard to the amended list it should be brought to the notice of the Diocesan Episcopa within 10 days of announcement. The Diocesan Episcopa shall conduct an enquiry and the decision shall be notified to the petitioner and the Sakha president. Diocesan Episcopa's decision shall be final. Members of the parish between the age of 35 and 60 can also apply for membership to Sakha Sakhyam . Their total number should not exceed $\frac{1}{4}$ (quarter) of the total number of youth members in the Sakhyam. The membership of these people should be approved by the Sakha General Body. A list which includes all these names shall constitute the official membership list of the Sakhyam.

12. All parishes under the church and all approved worship groups can establish one or more than one sakha. The Sakha General Body should be consulted for establishing more than one sakha and the Vicar shall recommend this to the Diocesan Episcopa. The Episcopa shall consider the request and with his consent the Sakha president can establish new Sakha by implementing the clause No. 10. Each sakha should have a minimum of 25 members. The formation of new Sakhas should be notified to the Kendra Office.

Registration.

13. a) Each Sakha should register before 1 of March by submitting the specific application form together with the registration fee as determined by the Kendra General Committee and the individual membership fee as determined by the General Committee. The application should be submitted to the Yuvajana Sakhyam Office or any other Centre arranged by the General Committee.
b) Those sakhas that have registered in accordance to 13 (a) shall forward a copy of the membership list prepared as stipulated in clause 11 and duly signed by the Sakha President to Yuvajana sakhyam Kendra office or any other Centre as arranged. A copy should be kept in the Sakha as a record.

- c) Copies of the membership list submitted in accordance to 13 (b) should be forwarded to Diocesan Episcopa, and Diocesan and Regional Secretaries of the Sakhyam by 31 March. These should be recorded and the Registration Certificate should be issued to the Sakhas.
- d) Only members of a Sakha that have received the Registration Certificate and whose names appear in the list submitted to Kendra in accordance to 13 (b) clause, are eligible to be elected as principal office bearers, committee members, offer to stand for election, to propose or second, at the Sakha, Regional, Diocesan and Kendra levels. This rule is not applicable to Metropolitan, Suffragan Metropolitans, Episcopas, Vicar Generals in active service and Vicars in active service in parishes with registered Sakha. Vicars in active service who are transferred will not lose their membership for that year. They also have the right to maintain their membership for that year.
14. If any member shifts residence to another parish and becomes a member of that parish, he/she can transfer his/her membership from the former sakha to the new sakha. For this, an application should be given to the Kendra General Secretary together with a letter of recommendation from the President of the former parish. The General Secretary shall take necessary actions and notify the decision to the Diocesan, Regional and Sakha Secretaries.
15. If at any time a member has to be removed from the membership of the Sakhyam, the Sakha President shall write with proper reasons to Diocesan Episcopa. The Diocesan Episcopa shall conduct an enquiry and take a decision within 1 month. This decision will be conveyed to the individual, Sakha and the Kendra Office. Episcopa's decision in this matter shall be final.
16. An individual who loses church membership will lose the parish Sakha membership.
17. The official year of the Marthoma Church will be the official year of the Yuvajana sakhyam.
18. Elections for the Sakhas and Regional groups shall be held soon after the financial year is over.

Administration of Sakha

19. The administration of the Sakha is vested in its General Body. The members whose names appear in the Sakha membership list are members of the General Body.

Office Bearers

20. a) Office bearers will consist of President, Vice President, Secretary, Lady Secretary and Treasurer. Vice Presidents and Assistant Secretaries can be elected when necessary at the General Body meeting. Office Bearers cannot hold a post

continuously for more than three terms. However, this is not applicable to Sakha president.

b) The Parish Vicar or a person appointed by the Vicar from among the assistant Vicars in a parish will be the president of the sakha. The President will be the Chairman of the General Body and the Executive Committee. The President shall oversee the sakha sakhyam and give instructions and advice as and when necessary.

c) The duties of the Vice-President, Secretary, Lady Secretary and the Treasurer are similar to the duties of the Diocesan Office Bearers as provided for the latter in the Constitution.

Sakha General Body Meeting

21. Once the Executive Committee decides to call for a General Body Meeting, it has to make announcements to that effect at 2 consecutive worship services. The Secretary should hold a copy of the notice as a record. The General Body should meet at least once a year to elect a Vice president, Secretary, Lady Secretary, Treasurer, auditors, committee members, representatives to the Regional and Diocesan Sakhyam, the latter when notified, and also to approve the Annual Report, Annual income and expenditure account and Budget. The General Body can take other important decisions as well. The term of General Body will be one year, similar to the Church official year or until the next election.

22. Executive Committee

The executive committee is elected by the general Body. In addition to the office bearers, elected representatives to the Regional, Diocesan, Kendra sakhyams and representative to the Parish committee are also members of the executive Committee.

23. Secretary shall call for meeting of the executive committee with the sanction of the President. The main functions of the Executive Committee are to discuss and make recommendations to the General Body and to implement decisions made by the General Body

24. If the majority members of the executive Committee request in writing with valid reasons to call for a Committee meeting, the Secretary shall call for a meeting with the sanction of the President. If the secretary refuses to respond, the President shall call for the meeting.

25. The secretary shall issue a notice of the Committee meeting not less than 3 days before the meeting. The Committee Meeting should have 1/3 (one third) of the members as quorum. If there is no quorum another meeting has to be called with a minimum of 2 days notice with the same agenda. This meeting does not require quorum. To discuss urgent matters the Committee can be called with a 24 hour notice.

- 26.** Any member who does not attend 3 consecutive meetings of the Executive Committee without valid reasons will forfeit his committee membership. If a member fails to attend 2 consecutive meetings and; does not respond to the secretary's letter seeking an explanation, and again absents himself from the 3rd meeting, the Executive Committee should take appropriate action. Forfeiture of the membership should be notified to the member within 10 days.
- 27.** If a vacancy arises in the Executive Committee the committee shall meet and appoint a member to fill the vacancy. Approval for this appointment shall be sought in the ensuing General Body.
- 28.** If there is any complaint with regard to the Executive Committee election, a petition could be sent to Diocesan Episcopa with a fee of Rs.50 (not refundable and to be paid directly or by M.O. or Postal Order) within 10 days of election date. If necessary, Episcopa can appoint an enquiry commission. The report of the Commission should be submitted to Diocesan Episcopa. The decision of the Diocesan Episcopa shall be final. This decision has to be conveyed to Kendra Yuvajana Sakhyam office.
- 29.** a) Any petition concerning the administration and activities of the sakha should be submitted to Diocesan Episcopa. The Diocesan Episcopa's decision shall be final.
b) If for any reason the administration and activity of the sakha faces a crisis and has to be stopped, the Diocesan Episcopa should intervene and make alternative arrangements. If the Diocesan Episcopa does not make the necessary arrangements within 6 months, the Metropolitan could intervene and make suitable arrangements.
- 30.** On the recommendation of the Diocesan Episcopa, the Metropolitan can exercise his authority to cancel the registration and freeze the activities of a registered Sakha or dissolve a Sakha.
- 31.** The Sakha General Body has the right to make by-laws for the Sakha Sakhyam which are in line with the Constitution. These by-laws need to be approved by the Diocesan Episcopa.
- 32.** If majority of the members request the President in writing to call for a meeting, the secretary shall call for a meeting within 1 month with the sanction of the President. If the secretary does not do so, the President shall call for the meeting.

Chapter 3

Regional Yuvajana Sakhyam

- 33.** To facilitate administration, General Committee shall form Regional Groups by combining Sakha Sakhyams.
- 34. a)** The Representative assembly of the Regional group (as stipulated in 13 (d) is constituted by the following: - All priests in active service within the Regional group, Secretaries, Lady secretaries, elected representatives from the Sakha General Body, elected representatives from the Regional Group to the Diocesan Committee and General Committee; and elected representatives from the Regional Representative Assembly to the Kendra and Diocese Representative Assembly. There shall be one representative from a registered sakha with 25 members, 2 representatives from a sakha with 50 members and 3 representatives from sakhas with more than 50 members. If there is more than one representative, one should be a lady representative.
- 34 b)** Secretaries, Lady secretaries, elected representatives from the Sakha General Body, elected representatives from the Regional Group to the Diocesan Committee and General Committee and elected representatives from the Regional representative group to the Kendra and Diocese Representative Assembly will forfeit their representation to the Regional Group Representative Assembly in the ensuing financial year if they are not elected again when their term of office expires.
- 35.** The secretary shall call for a meeting of the Regional Group Representative Assembly when sanctioned by the Working Committee. The notice of meeting with date, time, venue and agenda shall be given 15 days in advance to all representative Assembly members. The quorum for the meeting is $\frac{1}{4}$ (one quarter) of the total number. If there is no quorum, the Working Committee shall fix another date to hold the meeting with the same agenda. Notice should be given 15 days in advance and for this meeting quorum is not required.
- 36.** The Regional group Representative Assembly shall meet at least once a year during which the President, Vice-President, Secretary, Lady Secretary, Treasurer, Auditors, committee members and representatives to the Diocesan and Kendra Representative assembly should be elected. The annual report, annual accounts and budget should be tabled for approval. Only those who are eligible as per clause 13 (d) can stand for election, to propose or second. The term of office for the Assembly will follow the financial year of the Church or until the next meeting of the assembly.

Office bearers

- 37. a)** The president of the Regional Group must be a current president of one of the Sakhas that is registered in that Regional Group. The President by virtue of his post will be the Chairman of both the Regional Group Representative Assembly and the Working Committee. He will oversee the activities of the Regional Group and give advice and instructions as and when necessary.

- b) The duties of the Vice-President, Secretary, Lady Secretary and the Treasurer are similar to the duties of the Diocesan Office Bearers as provided for the latter in the Constitution.

Election

- 38.** When sanctioned by the Working Committee, the notice for the election of Regional Group representatives should be issued to the Sakha Sakhyams within that Regional Group by the Working Committee 30 days before publishing the membership list of the Regional Group Representatives. The place and date of announcement of the first list of the members should be included in the notice. If any Sakha fails to conduct the election and accordingly informs the Regional Group Secretary, the assembly could be held without them. The office bearers of Sakhas that do not hold an election within the stipulated time shall forfeit their membership in the Regional Group Representative assembly
- 39.** The regional Group Representative Assembly membership list shall be published at a place decided by the Working Committee 20 days before the election date. If there is any complaint with regards to the list it should be brought to the President's attention in writing within 3 days of the announcement. The President shall make a decision and publish the revised list 15 days before the election.
- 40.** All nominations should be filled in the forms attached as appendix, and submitted to the President or the Returning Officer appointed by the President 5 days before election
- 41.** All nomination papers should be scrutinized and the candidates' names should be published at the venue where the Assembly is scheduled to meet, 4 days ahead of the election.
- 42.** Candidates can withdraw from their candidacy 3 days before the election, by notifying the President or the Returning Officer in writing.
- 43.** If voting becomes essential it has to be done by secret balloting. If there is a tie one of the candidates can withdraw, failing which the winner shall be decided by casting lots.
- 44.** If there is any complaint pertaining to the Regional Group election, a petition could be sent to Diocesan Episcopa with a fee of Rs.100 (non refundable and to be paid directly or by postal order or Money Order) within 10 days of election date. If necessary the Episcopa can appoint a commission for enquiry. The report of the Commission should be submitted within 1 month to the Diocesan Episcopa. The decision of the Diocesan Episcopa shall be final. This decision has to be conveyed to Kendra Yuvajana Sakhyam office and the petitioner.

Working Committee

- 45.** The Regional group Working Committee consists of the Office Bearers, Sakha Secretaries and one representative elected from each sakha to the working Committee. Vicars of all registered sakhās within the Regional Group and who are in active service and the Diocesan Yuvajanasakhyam Secretary shall be members of the Committee by invitation. Ten percent (10%) of the Committee members shall be women. The notice for election should also specify the number of people to be elected to the Working Committee. If the proportion is not in order, the Regional Group President has the power to rectify it through nomination. The Diocesan and Kendra committee members from the Regional Group are also members of the Working Committee. The Office bearers of the Regional Group will also be the office bearers of the working Committee.
- 46.** The Regional working Committee shall hold its meeting after the Secretary has given 7 days notice with the sanction of the president. The quorum will be 20%. If there is no quorum another date is to be fixed and the meeting is to be held with the same agenda. The notice should be given 5 days in advance. Quorum is not required for this meeting.
- 47.** The term of office of the Working Committee is one year or until the next election
- 48.** Any member of the Working Committee who does not attend 3 consecutive meetings without valid reasons will lose his or her membership. This ruling is also applicable to Sakha secretaries. If a member fails to attend 2 consecutive meetings and; does not respond to the secretary's letter seeking an explanation, and again absents himself from the 3rd meeting, the Working Committee should take appropriate action. The member and the Sakha should be notified of his removal within ten days.
- 49.** The functions of the Working committee are as follows: Plan and organize activities for the overall progress of the Regional Group, organize study conferences, Mission trips, picnics, social service activities and improve sakha activities with the General Body's support.
- 50.** If any Office bearer's post becomes vacant, the Working Committee should meet and appoint a person as soon as possible for the respective post. If the President's post falls vacant, the Secretary should call for a Working Committee Meeting with the sanction of the Vice-President and the post is to be filled. This appointment should be tabled in the ensuing Regional Group Representative Assembly for approval
- 51.** Regional Group should give full support and cooperate in the fund raising efforts of the Yuvajana Sakhyam.

- 52.** The Regional Group Representative Assembly has the power to pass by-laws for the efficient working of the group provided they are in line with this Constitution and that of the church. This should have Diocesan Episcopa's approval.
- 53. a)** If there is any petition with regards to the administration or activities of Regional Group, it should be submitted to Diocesan Bishop. The decision of the Diocesan Bishop on this matter shall be final.
- 53 b).** If for any reason the administration and activities of the Regional Sakhyam faces a crisis and has to be stopped, the Diocesan Episcopa should intervene and make alternative arrangements. If the Diocesan Episcopa does not make the necessary arrangements within 6 months, the Metropolitan could intervene and make suitable arrangements.

Chapter 4

Zonal Yuvajana Sakhyam (For Outside Kerala)

- 54. a)** The General committee has the authority to set up a Zonal arrangement for the sakhas outside Kerala in consultation with the Diocesan Episcopa.
- 54. b)** However, in the case of Gulf regions, the General Committee could divide the region into more than one zone and the president of these zones could be the Yuvajana Sakhyam President or another Bishop as decided by the diocesan Episcopa.
- 55.** All the Presidents, Secretaries, Lady Secretaries, the elected representatives and representatives to the General Committee of all sakhas that are registered as per clause 13(d) will constitute the Zonal Representative Assembly. The term of office will be 2 years or until the next election.
- 56.** The Zonal Secretary could call for Zonal Representative Assembly when sanctioned by the Zonal Working Committee by giving 30 days notice.
- 57.** The president of the Zonal Assembly will be Diocesan Episcopa and he shall appoint any one to carry out the President's duties. The zonal sakhyam must also have a vice president, secretary, lady secretary, treasurer, committee members and auditors.
- 58.** The Zonal assembly should be held at least once a year. During this meeting (as per Clause 57) annual report and accounts should be presented and passed. The election of office bearers as stipulated in clause 57 should be conducted. Only zonal representatives can stand for election, propose or second a candidate.

59. On receipt of notice from the Kendram the zonal assembly can proceed to elect representatives to the Kendram. A zone with up to 5 registered sakhas could send 1 representative, zone with up to 10 sakhas 2 representatives, zone that has up to 15 sakhas 3, and zones with more than 15 could send 4 representatives. If there is more than 1 representative, one should be a lady member. There shall not be more than one representative from each sakha.

Working Committee

60. All office bearers, the elected committee members from the zonal assembly, priests in active service in the sakhas within that Zone, and any representative from that zone to the General Committee will constitute the Working committee. There shall be at least one member from each Regional Group of a particular Zone in the Working Committee
61. The zonal working committee shall meet as and when necessary to organize activities for the zone
62. For issues for which there are no clauses to refer, the clauses that pertain to the Diocese can be modified as necessary to suit the zonal administration.
63. The zonal assembly has authority to formulate by laws which are in line with this constitution with the approval of the Diocesan Episcopa.

Chapter 5 Diocesan Yuvajana Sakhyam

64. The Yuvajana Sakhyam is divided into dioceses in accordance with the divisions in the Mar Thoma Church.
65. a) **President.** The Diocesan Bishop will be the President of the Diocesan Yuvajana sakhyam. The Diocesan Bishop by virtue of his position will be the chairman of both Diocesan Assembly and Diocesan Committee. The President can appoint the Vice- president or Vicar General to carry out the duties of the President. The Diocesan Bishop shall oversee the activities of the diocesan yuvajana sakhyam and give necessary advice and instructions.
- 65 b) **Vice-President.** The Vice-President by virtue of his position will be the deputy chairman of the Diocesan Assembly and Diocesan Committee. If the President is not available during meetings called by him, the Vice-President shall chair the meeting and carry out the President's duties and responsibilities, as directed by the President.
- 65 c) **Secretary.** The Diocesan Secretary by virtue of his post shall be the secretary of the Diocesan Assembly and Diocesan Committee. The Diocesan Secretary

shall stand in as the convener in the absence of a convener for committees formed by the Diocesan Assembly or Diocesan Committee. The Secretary shall be the main person responsible for carrying out the activities of the Yuvajana sakhyam. The responsibility of maintenance of income-expenditure and any asset of the Sakhyam is vested in the Secretary. He should keep records and be responsible for all correspondence.

- 65 d) Lady Secretary.** The Lady Secretary should work in cooperation with the Secretary and in his absence carry out the Secretary's duties.
- 65 e) Treasurer.** As per the directive of the Diocesan Committee, along with the Secretary, the responsibility of managing the income-expenditure, assets and activities of Diocesan Yuvajana Sakhyam is also vested in the Treasurer. It is the responsibility of the treasurer to present the budget for the ensuing year in the Annual General Body.

66. Diocesan Representative Assembly

The Diocesan Representative Assembly is constituted by the following: the presidents and priests in active service from all sakhas within the diocese as stipulated in clause 13 (d), elected representatives from all sakhas and Regional groups, Secretaries of the Regional Groups, Representatives from the Diocese to Kendra General Committee, Vicar Generals who are in active service within the Diocese and the Diocesan President. Unless re-elected, the Regional Group secretary, Lady Secretary and Representatives from the diocese to Kendra General committee cannot be in the Assembly that is held after their term of office expires. The representation from each sakha with up to 35 members shall be 1, sakhas with up to 70 members shall be 2 and sakhas with more than 70 members shall be 3. If there is more than one representative, one of them should be a lady. From each Regional Group Assembly 2 representatives could be chosen, out of which one should be a lady.

- 67. a)** The diocesan secretary when directed by the diocesan committee shall issue notice for the election of diocesan representatives. Election should be held within the stipulated period and the diocesan secretary notified of the results. The Diocesan Representative Assembly list (Voters' list) shall be exhibited at a place decided by the diocesan committee 45 days before the assembly is held. If there are any complaints with regards to the list it shall be brought to the secretary's notice in writing within 7 days from the date list was exhibited. The secretary shall, as directed by the president, respond to the complaints within 7 days and publish the revised final list 30 days before the Assembly.
- 67 b)** The place and date of publication of the first list of the members should be included in the notice of the election. If any Sakha or Regional Group fails to conduct the election and does not duly notify the Diocesan Secretary, the assembly can be held without them. The office bearers of Regional Group that do

not hold election within the stipulated time shall forfeit their membership in the Diocesan Representative assembly.

68. The Representative assembly shall have a President, Vice-President, Secretary, Lady Secretary and Treasurer.
69. The Diocesan Committee shall decide as stipulated in Clause 66, to call for the Annual Diocesan Assembly giving 30 days notice and stating the date, time, venue and agenda.
70. The functions of the Diocesan Representative Assembly are as follows: to adopt the annual report, accounts and budget; plan activities, elect Vice-President, Secretary, Lady Secretary, Treasurer, Committee Members to the Diocesan Committee and representatives to the Kendram, the latter when notified by the Kendram. The adopted report and accounts should be forwarded to Kendram. The quorum for the Assembly shall be 25 %. If a meeting has to be called off due to lack of quorum, another meeting shall be called with the same agenda. Fifteen days notice should be given for such meetings and quorum is not required for this meeting.
71. The term of office of Diocesan Representative Assembly shall be 2 years or until the next Assembly is constituted.

Diocesan Committee

72. a) The office bearers and the elected committee members constitute the diocesan committee. Apart from them, one representative from each Regional Group, Regional Group Secretaries, Yuvajana sakhyam General Secretary, Treasurer, the Diocesan Representatives to the General Committee and Diocesan Secretary of the Church are members of the Diocesan Committee by virtue of their positions. The right to elect the Diocesan Committee Member from the Regional Group is vested with the Diocesan Assembly Representatives of that Regional Group.
- 72 b) Furthermore the Diocesan Committee should have 25% priests and 10% women representation. The Diocesan Committee shall decide on the number of members to be elected to attain the above proportion and include this in the notice for election
- 72 c) In addition to this (except for parishes outside India) 2 representatives shall be elected to this committee from among the church members who have been converted from Backward communities. If there are no candidates, Diocesan Bishop shall nominate 2 persons to fill these posts.
73. For geographical reasons, Diocesan Episcopa has the freedom to form more than one Area Committee subject to Diocesan Committee's approval for the effective running of the Diocesan activities. Formation of such committees should be notified to the Kendra General Committee.

Election

- 74. a)** The notice of Diocesan elections of the Diocese shall be sent along with the notice of the election of Representatives.
- 74. b)** The model of the nomination form attached as Appendix in the constitution shall be used for the diocesan elections
- 75.** The rules governing the election of the General Committee shall apply to Diocesan committee's election
- 76.** If there is any complaint with regard to the election, a petition could be sent to Metropolitan, with a fee of Rs.100 (non refundable) forwarded to Kendra Yuvajana Sakhyam office, within 10 days of election date. If necessary the Metropolitan can appoint a commission for enquiry. The report of the Commission should be submitted within 1 month to Metropolitan for his final decision. This decision has to be conveyed to Kendra Yuvajana Sakhyam office.
- 77. a)** When directed by the President of the Diocesan Committee, the Secretary shall call for a meeting issuing a notice indicating the date, venue and agenda. The quorum for this meeting shall be $\frac{1}{4}$ (minimum 7). If there is no quorum, the meeting shall be called off and another date is to be fixed and this meeting is to be held with the same agenda. The notice for this meeting should be given 5 days in advance. Quorum is not required for this meeting.
- 77 b)** Any member of the Diocesan Committee who does not attend 3 consecutive meetings will lose his or her membership. If a member fails to attend 2 consecutive meetings and; does not respond to the secretary's letter seeking an explanation, and again absents himself from the 3rd meeting, the Diocesan Committee should take appropriate action. The member and all relevant committees in which he is involved should be notified of his removal within ten days.
- 77 c)** If a vacancy arises in the Diocesan Committee; the Diocesan Committee has the right to fill the vacancy with an appointment to maintain the representation in the Diocesan Committee, subject to the rules of this constitution. This appointment should be tabled in the ensuing Assembly for approval. This is applicable to all office bearers.
- 77 d)** The Diocesan committee shall meet at least 3 times a year and present the audited accounts (internal audit) in each meeting.
- 77 e)** The term of office of the diocesan Committee is 2 years or until the next election
- 78. a)** The duties and responsibilities of the committee as decided by the Diocesan assembly are as follows: help in the activities of the Kendram, hold diocesan

conventions, encourage Regional Group activities, organize study conferences, vocational camps and raise funds for these activities.

- 78 b)** The election of Yuvajana Sakhyam representative to the Diocesan Assembly of the church is the responsibility of the Diocesan Committee. If the elected member loses his membership in sakhyam he will automatically forfeit his membership in the Diocesan Assembly of the church.
- 79.** For the smooth running of the Diocesan activities, the Diocesan Assembly has the authority to formulate by-laws that are in line with this Constitution and Church Constitution. This should be approved by the Kendra General Committee.
- 80.** All the income of the diocesan sakhyam should be deposited in a bank (scheduled or nationalized) chosen by the diocesan committee. It should be a joint account operated by the secretary and treasurer. All the expenses are to be handled by the Secretary with the diocesan committee's consent. Secretary can hold an amount stipulated by the diocesan committee for day today operations.
- 81. a)** If there are any grievances with regard to the administration and activities of the diocese, it can be submitted to the Metropolitan. The decision of the Metropolitan on the matter raised shall be final.
- 81 b)** If for any reason the administration and activities of the Diocesan Sakhyam face a crisis and has to be stopped, the Metropolitan could intervene and make suitable arrangements

Chapter 6

Kendra Yuvajana Sakhyam

Administration

- 82.** The administration of the Yuvajana sakhyam is vested in the Representative Assembly of the Sakhyam under the overall control of the Episcopal synod

Membership.

- 83.** Only those Sakhas that are formed according to the provisions in this constitution and only those that are registered in the Kendram office can be members of the Kendra Mar Thoma Yuvajana sakhyam

Registration

- 84.** As stipulated in Clause 13.

Office Bearers

- 85. a)** President. A bishop appointed by the Episcopal synod will be the president of the Sakhyam. The President by virtue of his position shall be the head of the

Kendra Representative assembly and the General Committee. The President shall oversee the various activities of the Sakhyam and give necessary advice and instructions.

- 85 b) Vice-President.** Vice President in his capacity shall be the vice president of the Representative Assembly and the General Committee. He shall carry out the responsibilities assigned by the President.
- 85. c) General secretary.** The General Secretary by virtue of his post shall be the Secretary of the Kendra Representative Assembly and the General Committee. The General Secretary shall stand in as the convener in the absence of a convener of committees formed by the Kendra Representative Assembly or General Committee. The Secretary shall be the main person responsible for carrying out the activities of the Yuvajana Sakhyam. The Secretary also coordinates the activities of the diocese, undertakes the duties assigned by the General Committee; and, manages both the income-expenditure and assets of the Sakhyam. He should keep records and be responsible for all correspondence. All the staff in the Kendra office and all workers shall be under the supervision of the General Secretary.
- 85 d) Treasurer.** As per the directive of the General Committee, along with the General Secretary, the responsibility of managing the income-expenditure, assets and activities of Kendra Yuvajana Sakhyam is also vested in the Treasurer. It is the responsibility of the treasurer to present the budget for the ensuing year in the Annual General Body.

Kendra Representative assembly

- 86 a)** Kendra Representative Assembly is constituted by all Bishops of Mar Thoma Church, Vicar Generals in active service, Diocesan sakhyam's office bearers, those elected from the Diocesan Assembly in the ratio 1:10, representatives from Regional Groups and Zones and 1 representative from each diocese nominated by Kendra Yuvajana sakhyam President.
- 85 b)** Those elected from each diocesan assembly shall include 15% priests, 15% women and 15% members from backward communities who were converted to Christianity. If any post is not filled up or if the ratio is not attained, the Bishop has the power to nominate and adjust the ratio accordingly.
- 86 c)** From regional Groups and Zones 1 representative is elected if there are 5 Sakhas, 2 representatives if there are 10 sakhas, 3 if there are 15 sakhas and 4 if there are more than 15 sakhas. If there are more than one representative one should be a lady. Only one representative can be elected from one sakha.
- 87** The Representative Assembly list (voter's list) shall be published in the Sakhyam office 45 days before the Representative Assembly. If there are any complaints with regard to the list it shall be brought to the secretary's notice in writing within 7 days from the date the list was published. The Secretary shall within 7 days, as

directed by the president, take a decision on the complaints and the revised and final list shall be published 30 days before the Assembly.

- 88** The notice for election of representatives to the Kendra shall be issued by a directive of the General Committee, 2 months before publishing the preliminary list of the Kendra representatives. The election of representatives from the Dioceses, Zones and Regional Groups shall be conducted within the stipulated period and their names are to be sent to the Kendra Office. The place and date of publication of the first list of the members should be shown in the notice of the election. If any Diocese or Zone or Regional Group fails to conduct the election and does not duly notify the Secretary, the Kendra assembly can be held after the General committee agrees to hold the meeting without them. The office bearers of the Diocesan Yuvajana Sakhyam that do not hold election within the stipulated time shall forfeit their membership in the Kendra Representative Assembly.
- 89** If the elected person to the kendram from the Diocese, Zone or Regional Group leaves their respective area, they will automatically lose their representation in Kendram. The respective Diocesan, Zonal or Regional Group committees have the right to appoint new members to take their places. But this rule does not apply to office bearers of the Kendram. They will remain as representatives until their term of office expires.
- 90** The term of office for the Kendra Representative Assembly shall be 2 years or until the new assembly is formed. To remain in office as assembly members, they need to fulfill the requirements as stipulated in clause 13.
- 91** With the sanction of the General committee, General Secretary shall call for the Annual Kendra Assembly Meeting. The notice of meeting indicating the date, time, venue and agenda should be given 390 days in advance. If the General Secretary fails to call for the meeting, President may do so. The annual report, accounts and budget should be sent along with the notice.
- 92** If 20% of the members request for a meeting in writing with the agenda stated, the General Secretary shall call for a meeting. If within 1 month the General Secretary fails to do so, the President shall call for a meeting.
- 93** The Representative assembly shall meet at least once a year. The quorum for a meeting is 25%. If there is no quorum another meeting shall be called with the same agenda. The notice should be given 15 days in advance and a quorum is not required for this meeting.
- 94** The functions of the Kendra Representative Assembly are: to adopt the annual report, accounts and budgets, to elect auditors (Chartered Accountants), and elect from among Kendra Representative members, the Vice-President, General Secretary, Treasurer and other members of the General Committee.

- 95** During the Annual meeting of the Assembly, a time of not less than one and a half hours is allowed for questions based on Report, Accounts and Budget. A member may not raise more than 3 questions. The questions, in writing, should have reached the Secretary 7 days in advance. The President has the authority to reject any questions without giving any reasons.
- 96** If there are any resolutions for presentation at the assembly they should be sent to the Secretary duly signed by the proposer and seconder, at least 15 days in advance. These resolutions can be presented only with the consent of the General Committee. But if a resolution signed by 25 members is sent to the General Secretary 15 days before the meeting, the President may allow it with or without General Committee's consent.
- 97** ALL decisions of the Representative Assembly should seek the approval of the Episcopal Synod.

General Committee

- 98.** All the office bearers, elected and nominated members will constitute the General Committee. The term of office of the General Committee shall be 2 years or until the next election.
- 99.**
- a. Apart from the Kendra office bearers, the General Committee will also have; from each diocese, the Diocesan Yuvajana Sakhyam Secretary, and 5 representatives of whom one should be a priest and one lady representative. There shall not be more than 1 priest among the 5 representatives elected. Only the representatives to the Kendra Assembly can elect representatives to the Kendra General Committee. The percentage of those representatives above the age of 35 shall not exceed 20%
 - b. There shall be at least one representative from the dioceses outside Kerala. If an election is not held, the Kendra Yuvajana Sakhyam President can nominate a person recommended by the Diocesan Episcopa. From the Gulf Zones (which are formulated according to clause 54 (b)), one eligible member can be nominated by the Kendra President if there are not less than 5 sakhas registered in the Kendram from that Zone
 - c. There shall be 3 representatives from among those who joined the church from Backward Communities. (One should be a lady and not more than 1 from one diocese.) If election is not held, the president shall nominate one from among the representatives.
 - d. Members who are elected as office bearers to the Kendram should have attained 18 years of age.
- 100.** Except for the President, no member can hold office as a General Committee Member for more than 2 terms, with the exception where the member's position in the General Committee was as a General Secretary or as a Principal office

Bearer. The post of General Secretary and principal office bearers can only be held by any member for a maximum of 2 terms. This applies to diocesan secretaries as well. Any member cannot hold office for more than 3 terms as a principal office bearer or as a General committee member.

- 101 a)** Notice of election to the Kendram shall be sent along with the notice of election of representatives.
- b)** The nomination forms as given in the appendix shall be submitted to the president or the Returning Officer appointed by the President 11 days before election.
- 102.** The president or the Returning Officer shall scrutinize the nomination forms and publish the names of candidates at the place where the election is to be held 9 days in advance.
- 103.** The candidate can withdraw by notifying in writing to the President or the Returning officer, 5 days before the representative assembly meets.
- 104.** If voting becomes necessary, it shall be done by secret ballot
- 105.** If there is a tie for any post one candidate may withdraw failing which the winner may be decided by casting lots.
- 106.** If there is any complaint with regard to the election, a petition could be sent to Metropolitan with a fee of Rs.250 (non refundable) forwarded to Kendra Yuvajana Sakhyam Office within 10 days of the election date. If necessary the Metropolitan can appoint a commission for enquiry. The report of the Commission should be submitted as soon as possible to the Metropolitan whose decision on the matter shall be final.
- 107.** If a member of the General Committee loses his/her membership in their respective Regional group, Zone or Diocese, he/she shall forfeit his/her membership in the General Committee. However this is not applicable to Principal Office Bearers.
- 108.** If a vacancy arises in the General committee, the General committee has the right to fill the vacancy with an appointment to maintain the representation in the General Committee, subject to the rules of this constitution.

Responsibilities of the General Committee

- 109. a)** To determine the date, place and agenda of the Representative Assembly and to implement the decisions of the assembly with the consent of the Episcopal synod.
- b)** Implement the programmes of the Sakhyam and employ staff for the same.

- c) Elect the yuvajana sakhyam representative to the Sabha Prathinidhi Mandalam . If the elected representative loses his sakhyam membership, he will automatically lose his position as the representative to the Sabha Prathinidhi Mandalam
 - d) Select a book every year for study by the sakhyam and submit it to the Episcopal Synod for approval.
 - e) Offertory collected on Youth Sundays is shared among the dioceses as directed by the General Committee.
- 110.** General Committee shall appoint internal auditors and the audited accounts should be presented to the committee every 3 months.
- 111.** When directed by the President of the General Committee, the Secretary shall call for meeting by issuing a notice indicating the date, venue and agenda. The quorum for this meeting shall be 1/3 (one third). If there is no quorum, the meeting shall be called off and another date is to be decided and this meeting is to be held with the same agenda. The notice should be given 3 days in advance. Quorum is not required for this meeting.
- 112.** Any member of the Working Committee who does not attend 3 consecutive meetings will lose his or her membership. If the Secretary fails to secure a valid reason from a member who does not attend two meetings consecutively, and again fails to attend the subsequent meeting, action has to be taken by the General Committee. The General Secretary should notify the member and the body he represents of his removal from the committee within 10 days.
- 113.** A general committee can be called with 48 hour notice to discuss urgent matters.
- 114.** If 25% of the members request for a meeting in writing with the agenda, the president can direct the secretary to call for the General Committee. If the secretary fails to do so the president shall call for the meeting.

Income and Expenditure

- 115.** The chief sources of income are donations, Youth Sunday offertory, membership fees, registration fees, income from the sale of calendars and publications, revenues from the properties, rent, share of the offertory from Maramon Convention and other collections sanctioned by the Committee.
- 116.** All the income shall be deposited in banks selected by the General Committee under the name of the Sakhyam. Secretary and treasurer are jointly responsible for operating the accounts. Endowments are put in Secretary and Treasurer's joint account of the sakhyam. Secretary can hold cash for day to day operations as stipulated by the General Committee. Maintenance of accounts of the daily income and expenditure is a joint responsibility of the secretary and treasurer.

- 117.** The sakhyam and its activities are under the control of the Episcopal Synod. Since the Sakhyam is a body under Mar Thoma Syrian Church, all the immovable properties of the Sakhyam shall be in the Metropolitan's name. Any transfer of ownership could only be done by a decision of the Assembly and the approval of the Metropolitan.
- 118.** General Committee has the authority to formulate by-laws which are in line with these clauses. They are to be submitted to the Episcopal Synod for approval before implementation.
- 119.** The General Committee has the right to form rules and procedures to facilitate implementation of these clauses.
- 120.** a) Any complaints pertaining to the rules and activities of the Kendra Yuvajana Sakhyam should be sent to the Metropolitan. The decision of the Metropolitan on the matter shall be final.
- b) If any problem arises in the administration or activities of the Kendra Yuvajana Sakhyam, the Metropolitan shall make alternative arrangements.
- c) If for any reason the enforcement of a ruling becomes impossible, the Metropolitan can take over and run the sakhyam.
- 121.** The clauses in this constitution can be amended, nullified and by-laws added on. However, it has to be brought to the Assembly where 2/3 of the members' support is essential. The assembly shall be called with a 30 days notice and at least 40% of the members should be present. The decisions could be implemented only after obtaining the approval of Episcopal Synod.
- 122.** If there are any controversies or ambiguity in the interpretation of the clauses in this constitution or in the implementation of the programmes, the decision of the Metropolitan on the matter shall be final.