

St.Mary's Orthodox Church Educational & Charitable Society Niranam

[Functioning under the Travancore-Cochin Literary, Scientific and Charitable
Societies Registration Act (XXII-1955)]

Memorandum of Association

- I. **Name :** St.Mary's Orthodox Church Educational & Charitable Society,
Niranam.
- II. **Office :** Registered Office of the Society-Niranam Valiyapally Building
House No.10/2, Niranam P.O, Thiruvalla, Pathanamthitta
District, Kerala Pincode-689621
- III. **Mode and area of operation**
This society shall be an educational society functioning without profit for
the aims envisaged in the bye-laws. It shall extend to the whole of India
- IV. **Definitions**
 01. Ward : An existing prayer group of St.Mary's Syrian Orthodox Church
shall consider as one ward of the society.
 02. Church : Malankara Orthodox Syrian Church headed by the Catholicose
who is under the throne of Mar Thoma Sleeha.
- V. **Objectives :**
 01. To conduct value based education, social, economic, occupational and
acts of kindness for the welfare, aid and development of the general
public.
 02. To establish schools, colleges, other educational institutions and to help
to establish the same and to do all acts and things necessary for the
promotion of such education.
 03. To give scholarships and other kinds of supports to students. To help the
economically backward students for higher studies.
 04. To raise and continue permanent financial aid for the creation and
functioning of education institutions of all communities for the
development and welfare of the general public and for establishing
vocational, educational institutions, schools for primary, secondary and
high school education, workshops, schools, colleges, hospitals and other
institutions for technical, medical and schools for arts and handicrafts
and to grant the same.
 05. To co-operate with societies of like nature and to work in co-ordination
with them.
 06. To take property and building on lease and to receive grant, subsidy,
financial aid, etc. from any societies, Governmental or local charitable
institutions, individual or other institutions for the fulfillment of the
aims and objectives of the society.



II. **Membership Register** : The Membership Register with the names, address and occupation of the members of the society shall be kept in the registered office of the society.

VIII. **Administration** : The financial and executive matters of the society shall be administered in accordance with the bye-laws and under the control of the General body

Article

IX. **Patron** : The Metropolitan of Niranam Diocese of Malankara Orthodox Syrian Church shall be the patron.

X. **Governing Board** : The governing board of the society shall have 20 members as stipulated hereunder.

a. Vicar, Asst. Vicar, Trustee and Secretary of St. Mary's Orthodox Church, Niranam, Marthoman Vidyapeedam Administrator/Manager shall be the ex-officio members.

b. 15 representatives elected from the 15 wards of the society by annual general body shall be included in the governing board.

c. **President** : The vicar of the St. Mary's Orthodox Church, Niranam shall be the president of the society.

Duties : The over all control and supervision over the functions of the society and to preside and convene the meetings of the Governing board and General body.

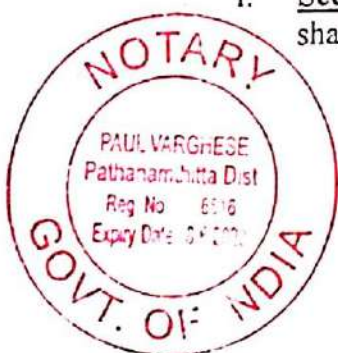
d. **Co-president** : The Assistant vicar of the St. Mary's Orthodox Church, Niranam shall be the co-president of the society.

Duties : The preside over the meetings of the Governing board and General body in the absence of the president.

e. **Vice-President** : The person elect by the Governing board of the society shall be the Vice-president of the society.

Duties : The preside over the meetings of the Governing board and General body in the absence of the president and co-president.

f. **Secretary** : The person elect by the Governing board of the society shall be the Secretary of the society.



Duties : To do the registration / renewal of the society, issue notice of the meetings, to convene, to record and to keep the reports of the executive committees of Governing board and General body of the society, and the secretary shall also keep the reports and minutes of the meetings convened as above, with its agendas, and if put for vote its results, if resolutions are passed its reports signed by the President and Secretary, its minutes and to keep all the records of the society.

- g. **Treasurer :** The trustee of the St. Mary's Orthodox Church, Niranam shall be the treasurer of the society.

Duties : Transacting the receipts and payments of the society, present budget, accounts etc. in the annual meeting and Governing body. Keep the money obtained to the society and keep the accounts of the income and expenditure and receipts thereof and keep the documents of the acquired assets and liabilities of the society and keep the income and expenditure, of all manners, of the society.

XI. **Term of Office :**

- a. The period of the Governing body shall be three years.
- b. Those persons, save those who are the Ex-officio members of the governing body of the society, who are in the managing committee of the church or committee of School or ITC or working at the church or church owned institutions shall have no right of office of the society and no member shall bear office for more than two consecutive terms (6 years) continuously. Those members elected in the governing body as per 10 (b), and administrator of Mar Thoma Vidhyapeedam, shall not hold any no position in the church except as representative of Malankara Sabha Association/dioceses.
- c. Any person receiving remuneration from the society or its institutions cannot be a member of a governing body

XII. **Vacancies in the governing body :**

In case of any vacancy arising in the governing body due to death, resignation, ineligibility etc. the person nominated by the governing body shall be elected and shall continue during the term of office of the said governing body.

XIII. **General Body meeting :**

- a. General Body meeting shall be convened within three months from the ending of financial year and shall present the previous financial year's report, audited accounts and budget before the general body for its acceptance. Annual general body meeting shall be convened before June 30th every year.



b. The notice of the said meeting shall be published at St. Mary's Orthodox Church, Niranam on two consecutive Sundays.

- 2 The president shall convene general body meeting on the application of the 1/3rd general body member for sufficient cause and on the application of the governing body.
- 3 Quorum is not required for the general body meeting.
- 4 The resolution presented in general body meeting shall be decided upon on the majority. In the event of a tie the president shall put his casting vote.
- 5 In case the governing body fails to convene the annual general body meeting or disagrees, the person appointed by the patron shall take up the administration of the society under Article XIII(2) and shall convene the general body meeting and perform the function of the society.

XIV. Meetings of Governing Body

- 1 The Governing body of the society shall convene once in three months.
- 2 Notice shall be given 7 days prior to the usual meetings. The president shall, if necessary convene emergency meetings on short notice.
- 3 There shall be a quorum of 11 members out of the total governing body members. But no quorum is necessary on meetings postponed.

XV. Executive Committee

The executive committee including the governing body of the society shall be formed as stated hereunder.

- a. President : Vicar of St. Mary's Orthodox Church Niranam.
- b. Trustee of St. Mary's Orthodox Church Niranam/Society

XVI. Meetings of Executive Committee

- 1) Executive Committee members shall be given 3 days notice for regular meetings.
- 2) Emergency meetings can be convened on short notice.

XVII. Duties of Executive Committee

- 1) To execute the decisions of the Governing body
- 2) To take decisions, with the consent of the Governing body and to execute the same for the proper functioning of the institutions of the society.



- a) The auditors appointed by the general body shall audit the income and expenditure of the society and shall find out the balance amount.
- b) The general body shall appoint internal and external auditors for auditing the accounts.

XIX. Fund raising

- a) Funds for the society shall be raised by donations by receiving gifts or on loan by mortgaging to the satisfaction of the society.
- b) If money is taken on loan from individuals or banks, as per decision of the General body then the President and Treasurer shall jointly execute the documents required for the Society.
- c) The bank transactions of the Society shall be done by president and treasurer jointly.
- d) Donation and remittance shall be made in the name of the society.

XX. Litigations

- a. All litigations related to the society shall be conducted by Secretary or the person empowered by the general body
- b. All litigations in relation to the society shall be within the jurisdiction of the courts at Pathanamthitta District.

XXI. Amendments

The General Body has the power to amend the by-laws in any general body meeting. There should be the consent of 2/3 majority on the said meeting to make the amendments. Such amendments shall be placed in writing before the Governing Body and consent obtained and shall be passed by the General Body and shall be executed with consent of the patron.



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XXII. Dismissal / Winding up

The power to dismiss the society vests with the general body of 2/3rd members of the all members registered in the society. If thus dismissed all assets of the society shall vest with St. Mary's Orthodox Church, Niranam.

This is the true translation of Memorandum of Association St. Mary's Orthodox Church Educational & Charitable Society Niranam



True Copy of
of Association of memos
attached
PM
24/8/20.



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