

member of the council resigns, the Archbishop\Metropolitan, in consultation with council, shall nominate a person to finish the remaining term.

Section - 5 MEETINGS

The Council shall meet at least three times in a year at a convenient time, date and place agreed upon by the Archbishop. Written notices with agenda, date, time and place shall be sent to the members by the Secretary, at least seven days prior to the meeting of the Council. A three-quarters (3/4) majority shall constitute a quorum.

Section - 6 EMERGENCY MEETING

An Emergency Meeting of the Council shall be convened, at the discretion of the Metropolitan if there are urgent matters to be brought before the Council. In such a situation, the members of the Council shall be informed by telephone at least three days prior to the meeting.

Section -7 DECISIONS AND APPEAL

In case the individual Malankara Parishes have matters to be brought to the attention of the Council, such matters shall be sent in writing to the Archbishop, with a copy to the Secretary, at least one month prior to the Council Meeting, except on emergency matters. The Council shall gather information pertinent to the matter within a reasonable time frame and make recommendations to the Metropolitan to resolve the matter. The decision of the Metropolitan shall be binding on all the parties, If the decision is not satisfactory, the parties have the right to appeal to His Holiness the Patriarch.

ARTICLE X DUTIES OF

THE ARCHBISHOP / METROPOLITAN:

1. Provide general supervision and spiritual leadership for the smooth functioning of the Archdiocese;
2. The Metropolitan shall visit the Malankara Parishes;
3. Send pastoral letters;
4. Ordain priests and deacons;
5. Appoint priests or transfer them as and when it is necessary.
6. Grant permission to form new Malankara Parishes ;
7. Approve or disapprove elected office-bearers of parishes with a written notification;



8. Convene and preside over Diocesan Delegates meeting and Archdiocesan Council meetings;
9. Distribute *Holy Mooron, Holy Oils and Thabilaitha*, when such a need arises;
10. Select candidates for the ministry and arrange for their training;
11. Receive annual reports on the activities of parishes;
12. Provide general supervision and leadership to spiritual organizations;
13. Participate in the Holy Synod;
14. Counsel and mediate dispute between members or parishes;
- 15. Always abide by the directions of H.H the Patriarch. He shall have right to hold office only so long as H.H the Patriarch recognizes him as the Metropolitan of the Archdiocese; and**
- 16. The Metropolitan shall administer all affairs of the Archdiocese in consultation with the Archdiocesan Council.**

SECRETARY

1. He shall be a priest of the Archdiocese;
2. His term of office shall be two years;
3. He cannot be elected for more than one term consecutively;
4. He shall send notices for meetings as advised by the Metropolitan;
5. He shall assist the Archbishop in executing the decisions of the Council and the Delegates Meeting;
6. He shall keep the records & minutes of all meetings; and
7. He shall handle all the correspondences of the Archdiocese as directed by the Archbishop.

JOINT SECRETARY:

1. The Joint Secretary will assist the Secretary in carrying out his duties;



TREASURER

1. He shall be at least 30 years of age;
2. His term of office shall be two years and he cannot be elected for more than one term consecutively;
3. He shall maintain the accounts of the Archdiocese;
4. He shall keep an inventory of the Archdiocesan properties;
5. He shall present the budget and accounts in the Archdiocesan Council and the Archdiocesan Delegates Meeting;
6. He shall collect all dues of the Archdiocese and pay all of its bills;
7. He shall be in charge of the Archdiocesan Funds subject to the decisions of the Archdiocesan Delegates Meeting and the Archbishop / Metropolitan; and
8. Be a signatory of the Archdiocese bank accounts, either singly or jointly, as decided by the Archdiocesan Council.

JOINT TREASURER

1. The Joint Treasurer will assist the Treasurer in carrying out his duties.

COUNCIL MEMBERS

Section 1.

They shall perform all duties imposed on them by the constitution or bylaws of the organization and shall perform such other duties as are generally performed by trustees under similar circumstances, among the said duties being the following:

- A. To be the board of trustees of this Archdiocese, and to perform all the duties thereof;
- B. To recommend the services of a properly qualified priests for the churches;
- C. To be present at the council meetings when such a meetings are called;
- D. To make complete annual accounts of the income and expenditures of the Archdiocese and to construct its budget for the following fiscal year which shall run from June 01 to May 31 of the following year. The audited accounts shall be sent to the Malankara Parishes as soon as possible after the Delegates Meeting at the Family Conference;



- E. All donations or gifts of any sort, shall be made through the Metropolitan, and no person shall make any purchase for or on behalf of the Archdiocese without permission of the council or the Metropolitan; and
- F. To have the full authority to dismiss any member of the committees affiliated with the Archdiocese in case of misconduct, after consulting with the other members of the committees affiliated with the Archdiocese when needed.

SECTION 2:

Any member who fails to attend three consecutive meetings of the council shall be relieved from his position as a council member. However, upon the vote of two-thirds (2/3) of the council, any member may be relieved from his office, for proper cause.

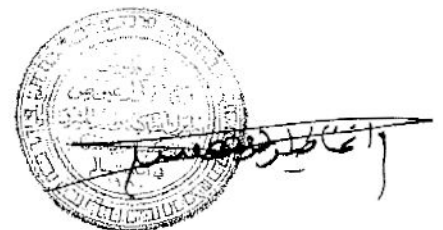
SECTION 3:

A vacancy in the council, however caused, shall be filled at the next meeting of the council, subject to the approval of the Metropolitan.

PRIEST / VICAR

The Priest in the performance of the following duties, is responsible directly to his spiritual superior namely The Metropolitan / Archbishop:

- A. He shall be regularly present at his Parish in order to be available to the parishioners;
- B. He shall conduct necessary services and celebrate the prescribed liturgies and other services in accordance with the rules and regulations of The Syrian Orthodox Church;
- C. He shall endeavor to encourage attendance at the church services and shall see that every member is registered in the records of the church;
- D. He shall form a Sunday school and church choir where church hymns are sung and our religious matters are taught by qualified teachers;
- E. He shall, as often as he is able to do so, visit the homes of all the members of the Parish;
- F. He shall visit the sick members of the church as soon as possible;
- G. He shall offer the sacraments of the church. and shall issue baptismal and marriage certificates up on request from the faithful;
- H. He shall register all births. baptisms. marriages and funerals;



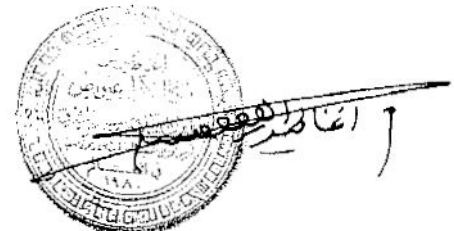
- I. He shall preserve the *Holy Mooron* and other *Holy Oils*;
- J. He shall initiate with the board of trustees, a special collection (**Ressissa**) annually, for His Holiness our Patriarch.
- K. He shall preside over all meetings of the Board of Trustees, and the membership or general body of his Parish and take an active part and cooperate with the board of trustees in carrying out the various activities designed for the spiritual, social, educational, and financial progress of his Parish.

MEMBERS

- Section 1: It shall be the duty of all members of the Archdiocese to attend liturgical services, obligatory to a faithful, at his parish..
- Section 2: Each family shall make an annual pledge to their church in accordance with the financial resources of the family. If the church's membership or general body finds it feasible to establish a fixed annual membership fee to be paid to the church, this fee shall be remitted.
- Section 3. It being recognized that no church can be successful without the best endeavors and support of it's congregation, every member of a Malankara Parish is particularly urged and required to do everything in his or her power to promote the welfare of the church; to secure members, therefore, and to see that the youth of the church are instructed and nurtured at the parish Sunday school and that the children form the habit of regular church attendance, taking active interest in the affairs of the church.
- Section 4: During all meeting and gatherings, members are strictly forbidden to act or speak so as to bring dishonor to the church or to the board of trustees or the Archdiocese or to the Universal Syrian Orthodox Church or to the Patriarch who is the Supreme head of the Church. Anybody doing so must be ousted from the place, and in case such a member insists upon defying the order, then the appropriate law enforcement authorities shall be called in.

ARTICLE XI ACCOUNTS & AUDIT

The Archdiocesan Council shall keep proper accounts for all the income and expenditures and the assets and liabilities of the Archdiocese. The annual accounts shall be audited by the auditor(s) appointed by the Delegates' Meeting and the copies of the audited account shall be sent to each Malankara Parish, after the account is passed at the Annual Delegates' Meeting **and after getting the final approval of H.H the Patriarch.**



ARTICLE XII
SPIRITUAL ORGANIZATIONS

1. CLERGY ASSOCIATION

The Clergy Association shall be comprised of all the properly ordained priests and deacons who come under the jurisdiction of the Archbishop / Metropolitan. It shall meet at least once a year during the Annual Archdiocesan Convention and as many times as required for ongoing training, retreat, and to address matters related to the clergy. The Metropolitan or an authorized clergy by the Metropolitan, shall preside over all meetings of the clergy. A Secretary and four members as clergy council shall be elected at the clergy meeting at the Annual Convention and their term shall be two years. The Secretary shall keep the records of all meetings and shall be the custodian of the clergy funds, if any.

2. ST. MARY'S WOMEN'S LEAGUE

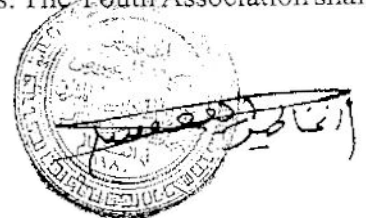
The St. Mary's Women's League shall be comprised of all the women 18 years of age or older within the jurisdiction of Archdiocese. They shall form primary units in each Malankara Parish and shall be governed by the its Bylaws under the guidelines of the Metropolitan, the Vice President, the Archdiocesan Council and their Archdiocesan level office bearers. It shall meet at least once a year during the Annual Archdiocesan Convention and as many times as may be decided by the office bearers. The association shall have representation at the Archdiocesan Delegate Meetings with observer status. A Secretary, a Treasurer and other regional organizers shall be elected at the annual meeting, held at the Annual Convention and their terms shall be for two years. The Secretary shall keep the records of all meetings and the Treasurer shall be the custodian of the women's association funds, if any.

3. SUNDAY SCHOOL

It is the primary responsibility of the Archbishop, the Vice President and Archdiocesan council to establish Sunday schools at the Malnakara Parish level. Each Sunday school shall have it's own elected Headmaster and qualified teachers. Classes are to be conducted from grade I to XII and each grade shall have it's own curriculum approved by the Metropolitan, Archdiocesan council and Archdiocesan level Sunday School Committee. A Sunday School Committee shall be formed at the Archdiocesan level with the Metropolitan as it's Head, a Vice President, a Director and other regional directors for overseeing the affairs. The election of the office bearers shall be conducted at the annual convention and the term of the office bearers shall be 2 years. The association shall have representation at the Archdiocesan delegate meetings as observer. The Sunday School Committee shall form regional districts and its office bearers as and when it is necessary.

4. YOUTH ASSOCIATION

The Youth association shall be comprised of all the youths between the ages of 16 and 25 years with- in the jurisdiction of Archdiocese. They shall form primary units in each Maankara Parishes and shall be governed by the Bylaws of the unit's respective Parish, under the guidelines of the Metropolitan, the Vice President, the Archdiocesan Council and their Archdiocesan level office bearers. The Youth Association shall



meet at least once a year during the Annual Archdiocesan Convention, and as many times as may be required to address matters related to the youths. A Secretary, a Treasurer and other regional organizers shall be elected at the annual meeting held at the Annual Convention and their term shall be for two years. The Youth Association shall have representation at the Archdiocesan delegate meetings as observer. The Secretary shall keep the records of all meetings and the Treasurer shall be the custodian of the Youth Association funds, if any

5. ASSOCIATION FOR PROTECTION OF ANTIOCHEAN TRUE FAITH

This Association shall be comprised of all the members of the Archdiocese who are committed to promote and follow the Antiochean True Faith that has been established by the Holy Church. Any member of the Archdiocesan parish who submits a completed application form and pays the prescribed fee shall be given a membership in this association. They shall form primary units at each Malnakara Parish, and shall be governed by the bylaws of the unit's respective Parish under the guidelines of the Metropolitan, Vice President, Archdiocesan Council and their Archdiocesan level office bearers. The Association shall have representation at the Archdiocesan delegate meetings with observer status.

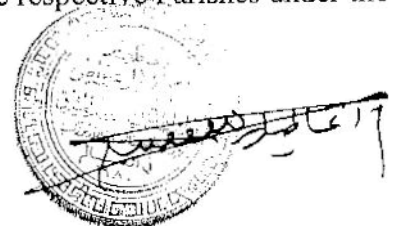
The Association shall meet at least once a year during the Annual Archdiocesan Convention and as many times as may be required to address matters related to the organization. A Secretary, a Treasurer and other regional organizers shall be elected at the annual meeting held at the Annual Convention and their term shall be for two years. The Secretary shall keep the records of all meetings and the Treasurer shall be the custodian of the Association funds, if any.

6. MOR GREGORIOS SYRIAN ORTHODOX STUDENT ASSOCIATION

This student association shall be comprised of all students attending high school and college between the ages of 15 and 25 years within the jurisdiction of Archdiocese. They shall form primary units at each Malankaran Parish and shall be governed by the Bylaws of the respective Parish under the guidelines of Metropolitan, the Vice President, the Archdiocesan council and its Archdiocesan level office bearers. It shall meet at least once a year during the Annual Archdiocesan Convention and as many times as required to address matters related to the Syrian Orthodox Students. A Secretary, a Treasurer and other regional organizers shall be elected at the annual meeting- held at the Annual Convention and their term shall be for two years. The Mor Gregorios Syrian Orthodox Student Association shall have representation at the Archdiocesan delegate meetings as observer. The Secretary shall keep the records of all meetings and the Treasurer shall be the custodian of the Student Association funds. if any.

7. ST. PAUL'S MEN'S FELLOWSHIP

This is a men's organization within the framework of the Archdiocese and it is parallel to the St. Mary's Women's League for women. This organization exists for the spiritual nurturing of faithful men through prayer meetings, gospel conventions and Bible study classes. It also enables men to become aware of the spirituality in daily life and lead a faithful Christian life in fellowship with God and other human beings. The motto of this organization is '*worship, Gospel and serve*'. The organization shall form primary units in each Malankaran Parish and shall be governed by the Bylaws of the respective Parishes under the



guidelines of the Metropolitan, the Vice President, the Archdiocesan Council and their Archdiocesan level office bearers. It shall meet at least once a year during the Annual Archdiocesan Convention and as many times as required to address matters related to the members. A Secretary, a Treasurer and other regional organizers shall be elected at the annual meeting held at the Annual Convention and their term shall be for two years. The St. Paul's Men's Fellowship shall have representation at the Archdiocesan delegate meetings as observer. The Secretary shall keep the records of all meetings. and the Treasurer shall be the custodian of the organization funds, if any.

ARTICLE XIII **COMPLAINTS**

SECTION - 1

Complaints about an elected member or a clergy or person administering a Malankaran Parish or performing Archdiocesan level duties are to be filed with the Archbishop in writing with a copy to the Secretary of the Council. Complaints of misconduct, financial irregularities, moral misconduct of any kind, deliberate attempts to destroy or damage church or Archdiocesan properties, failure to provide Holy Sacraments, the bringing of dishonor to the name and goodwill of the Church, participating, attending and having Holy Sacraments with the excommunicated or other religious factions against our church dogmas, canons, practice and traditions, etc. are considered grave and will be dealt with appropriately

SECTION - 2

Complaints regarding Administration of Malankaran Parishes or inter Parishes, liturgical, spiritual organizations, faith etc. shall be forwarded to Archbishop in writing. Two or more persons of good standing shall bring this kind of complaint.

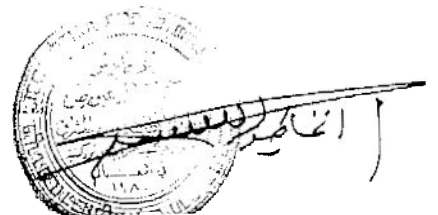
SECTION-3

All complaints shall be submitted to the Archbishop / Metropolitan in writing. Anonymous complaints shall not be entertained under any circumstances. Within thirty days after receiving the complaint, The Archbishop, in consultation with council members, will set up a commission to conduct an inquiry.

The commission shall be headed by His Eminence and other members who shall be appointed from a panel of laymen and clergy by the council. The commission will submit a written report of its findings within thirty days of its appointment. to the Metropolitan. The Metropolitan in consultation with the council will take the necessary action based on the report of the commission.

SECTION-4

If a complaint is rejected, the complainer(s) has the right to lodge the same again within three months of the dismissal of the complaint if there are reliable new evidences to submit. If the outcome is



unsatisfactory, then he/ she / they shall file the same complaint to the Holy Throne for further action.

ARTICLE XIV
GENERAL

Section 1.

No person shall make any purchase for and on behalf of the Archdiocese without the permission of the Archdiocesan Council

Section 2.

Though certain terms of office have been specified in this Constitution, all bodies and authorities shall continue in office until the next body or authority assumes office. This shall not apply to a case where a body or authority is removed from office in accordance with the provisions in this Constitution.

Section 3.

The Archbishop and the Archdiocesan Council shall collect and send the canonical 'Ressisa' to His Holiness, the Patriarch every year.

Section 4.

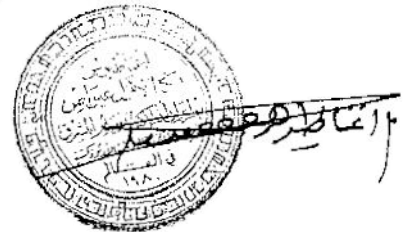
Generally the President of a meeting will have no vote. However at a meeting of a body mentioned in this Constitution, if there is a tie, the person presiding over that meeting may cast his vote to decide the matter.

ARTICLE XV
AMENDMENT TO CONSTITUTION

Articles I, II, II-A, III, IV, V and VI shall not be amended under any circumstances. Amendments to the other articles of the Constitution and Bylaws may be proposed by any member in good standing and such proposals shall be submitted in writing to the Metropolitan for submission to the Archdiocesan Council. The Council at its next meeting shall consider the proposal. If the Council approves the amendment, it shall be submitted to the next Archdiocesan Delegates meeting. If the Delegates Meeting approves it with a three fourths (3/4) majority of the members present and voting, the amendment shall take effect subject to the approval of the Metropolitan and His Holiness, The Patriarch.

ARTICLE XVI
SPECIFIC ISSUES

If the Constitution does not address any specific issue pertaining to the administration of the Archdiocese or the Parish, the ruling by the Patriarch shall prevail.



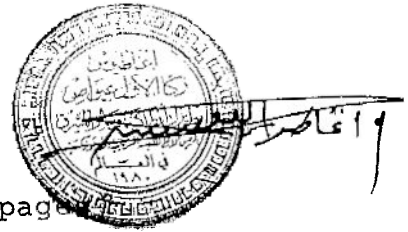
PART TWO
PARISH BYLAWS

Most of the Malankaran Parishes are currently incorporated in accordance with its resident State's Religious Corporations or similar Law. Various States have different rules, regulations and guidelines with regard to the proper functioning of a corporation formed for religious purposes. The majority of Syrian Orthodox Churches are incorporated as per the guidelines provided by the late lamented Archbishop H.E. Mor Athanasius Yeshue Samuel. Accordingly, it is unnecessary, and might be confusing, to include herein any bylaws for the internal administration of the individual Malankaran Parishes. Each Malankaran Parish shall be internally administered in accordance with its respective constitution and bylaws. If there is a valid conflict between the Archdiocesan Constitution and a particular Parish constitution and/or bylaw, it shall be dealt with appropriately by the Archdiocesan Council. If it is not resolved at the Council level, it shall be brought to the Delegates' Meeting for final disposal.

THE END

Approved,

(altogether Eighteen pages)



Ignatius Zakka I Iwas
Patriarch of Antioch and All the East
Supreme head of the Universal Syrian
Orthodox Church