

# Syro Malabar Youth Movement

## Bye-law

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OATH

PRAYER

## 1. General Laws:

### 1.1. Name:

This association which is the official youth movement of the Syro Malabar Church shall be known as Syro Malabar Youth Movement (SMYM).

### 1.2 Jurisdiction:

The area covered for the services of SMYM are the Arch-Dioceses/Dioceses/Exarchates, Syro-Malabar Mission Centers and other regions where Syro Malabar youth reside.

### 1.3 Mission

To follow the traditional beliefs of the Syro Malabar Church according to the Christian values for the Kingdom of God and Society, and for the integral development of the youth as well as the bringing together the youth of the SMC.

### 1.4 Slogan

Youth in the society for God's kingdom.

### 1.5. Emblem

**Three crescents:** Three half moons denote the globe.

**Five youth:** The five youth shown in the globe stands for the presence of Syro Malabar youth in different continents.

**St. Thomas cross:** It represents the unique identity of the Syro Malabar Church and the youth and world at large seeking solace at the cross.

**Dove:** The symbol of the Holy Spirit, show the strength and vitality of the youth empowered by the Spirit.

**Colours:** Blue stands for faith, green for hope and red for love and martyrdom.

**Meaning:** Syro Malabar Youth from differ continents are called together to gather under the shelter of the Holy Cross and to practice faith, hope and love in the modern world, by the grace of the Holy Spirit and to work like martyrs for the kingdom of God and to free and uplift the society from various bondages.

### 1.6. Flag

The colour of the SMYM flag is same as that of the papal flag - yellow at the top and bottom and white at the centre. In the centre of the white portion, SMYM emblem is imprinted.

### Measures and Divisions

**Measurement:** 3 feet long and 2 feet wide.

**Yellow colour:** Both at the top and bottom, the flag has yellow colour of 6 inches width and 3 feet length. This colour shows the attachment of Syro Malabar Youth to church.

**White colour:** Between the yellow borders the flag has white colour of 3 feet length and 1 foot width. It shows that by the saintly and joyful life the youth leads with church, they are called to be beacons in the society.

**Emblem:** In the right center of the white in the flag, SMYM emblem of 10 inches diameter is printed.

**Meaning:** The Syro Malabar Youth across the world are expected to lead a life as witness to Jesus in Catholic Church and very particularly in the Syro Malabar Church. They are called to lead a saintly and happy life thus to excel themselves in the world around.

### **1.7 Way of Action**

**Learn:** To acquire in depth knowledge of God and Church through constant prayer and research and to impart it to others.

**Share:** To share the talents of youth through activities based on Gospel values and to use them to build a better society.

**Live:** To practice the learnt and shared values of faith and morality in life for the growth of the church and society.

### **1.8 Heavenly Patron**

Pope St. John Paul II

### **1.9 Patron - Youth Commission**

Major Archbishop of the Syro Malabar Church is the patron of the SMYM and he will be the highest authority of the Syro - Malabar Youth Commission and SMYM.

### **1.10 Co-Patron - Youth Commission**

The Bishop appointed by the Major Archbishop of the Syro Malabar Church as the Youth Commission Chairman will be the co-patron of the SMYM.

### **1.11 Regional Chairman**

An Archbishop or Bishop appointed by the Youth Commission will be the Regional Chairman of SMYM.

### **1.12 Youth Commission**

Chairman Bishop and two other member bishops appointed by the Major Archbishop together constitute the Syro Malabar Youth Commission. The complete responsibility regarding the functioning of the youth ministry and especially that of SMYM is invested in the Youth Commission.

### **1.13 Youth Commission Secretary**

A priest appointed by the Chairman of the Syro Malabar Youth Commission will be the Secretary to the Youth Commission.

### **1.14 Members**

All people belonging to the Syro Malabar Church, between the ages of 15 and 30, are members of SMYM.

### **1.15 Membership**

1.15.1 All youth of the Syro Malabar Church, who are willing to abide by the laws of the SMYM, can become members of SMYM. Members must have sound faith and solid moral values in their life.

1.15.2 **Those who haven't received any ecclesiastical sanction** and those who have not acted against the catholic faith and Magisterium (teaching authority of the Church) of the Church can receive the membership of SMYM. Those who are nominal or active members in any organization which is banned by the Church directly or indirectly shall not join SMYM.

1.15.3: Membership is usually issued through the parish. Membership forms and cards shall be made available to the parishes through the respective diocese SMYM offices. The validity of the membership is for

3 years. The Membership fee, as fixed by the Youth Commission from time to time shall be paid in the Archdiocesan/Diocesan/Exarchate/ Mission Center SMYM offices periodically. The Archdioceses/ Dioceses/ Exarchates/Mission Centres shall remit a portion of the same (again as fixed by the Youth Commission) at the SMYM office at Kakkanad.

1.15.4 Only those members who renew the membership according to the bylaw of the SMYM shall be liable to receive the rights and benefits of the Movement. To renew the membership, timely remittance of the membership fee is mandatory.

1.15.5 The Unit director has the authority to deny membership to anyone provided he has a valid reason. And the unit director shall inform the same to the unit executive through the unit president. And in such a case, the one who is denied membership shall have the right to explain his/her part before the forane director / equivalent. And the forane director / equivalent is bound to make the decision in under a month.

### **1.16 Responsibilities of the members**

1.16.1 Members should extend sincere and complete co operation to the activities of the Movement in all its levels.

1.16.2 Members are to foster mutual unity and co-operation among themselves. Members should try their best to improve the fellowship of the youth of the mother Church through co-operation.

1.16.3 Accusations and criticisms on the activities of the movement / executives/ members are to be presented only in the official body of the movement. The director, with the support of the executive, has the authority to execute disciplinary actions on those members who act contrary to this.

### **1.17 Loss of Membership**

One can lose membership due to the following reasons:

1.17.1 As per the byelaw, the membership stands cancelled when the person completes 30 years of age. Such members are to be removed, at the completion of age of 30, from the movement before the annual elections. However, those in the executive bodies can continue their membership and designated office for the current year even if they complete the age limit in between. But they must be removed from the office and membership before the upcoming annual election or at the end of the year.

1.17.2 If the director is aware that any member has acted against the Church or the objectives of the Movement, he can cancel his/her membership. In such an instance, the said member can appeal to the Forane director / equivalent. Forane director, in consultation with the Archdiocesan/ Diocesan/ Exarchate/ Mission Centre director, president and forane president can pass the decision on the matter, which is to be conveyed to the appellant in a month.

1.17.3 If any member at any time stands to lose any of the basic requirements [as per byelaw 1.15] for the membership in the movement, and the director becomes convinced of the same, he can cancel his/her membership.

1.17.4 The decision to remove a member from the membership of the movement is the unit director's and it is to be executed with the knowledge and support of the executive members.

### **1.18 Disciplinary actions**

1.18.1 To act against the aims and policies of the bylaw of SMYM and the Movement or to disobey the official instructions of the executives and the upper bodies will be considered as violation of discipline. And disciplinary action will be taken by the director in consultation with the executive, against any member who is found guilty of the same.

1.18.2 All disciplinary actions including removal from the movement will be done by the SMYM unit director and the same shall be duly informed to the vicar of the member.

### **1.19 Affiliation**

1.19.1 Archdioceses /Dioceses/ Exarchates /Mission Centers should affiliate themselves to the SMYM by submitting the duly filled in affiliation form and paying affiliation fee as decided by the Youth Commission, at the central office of SMYM, Kakkanad. And the Archdioceses, Dioceses, Exarchates and Mission Centers shall renew their affiliation annually. Defaulters will not be allowed to exercise their right to vote and contest in the elections until the dues are cleared off.

1.19.2 Application form obtained from the SMYM central office should be duly filled up and submitted to complete the affiliation process.

### **1.20 Relationship with KCYM (for Kerala Region)**

KCYM is the federation of the Catholic Youth Movements in Kerala. SMYM Kerala region should offer full support and co-operation to KCYM in all its activities. SMYM Global Executive Committee shall conduct the election of office bearers to KCYM, from the Syro Malabar Church. And after obtaining the consent of the Youth Commission Chairman, the names of the elected representatives shall be submitted to the KCYM State Syndicate.

### **1.21 Relationship with ICYM(for India only)**

ICYM is the federation of catholic youth movements in India. All the units of SMYM in India should offer full support to the ICYM activities. If representatives are needed from Syro Malabar Church to ICYM, SMYM global executive committee shall conduct election from among the SMYM units of India. And after obtaining the consent of the Youth Commission Chairman, the names of the elected representatives shall be submitted to the national office of the ICYM.

### **1.22 Activity Year**

The working year of SMYM will be from 1<sup>st</sup> of January to 31<sup>st</sup> of December.

### **1.23 Office**

The office of the Syro-Malabar Youth Commission is at Mount St. Thomas, Kakkanad, the major archiepiscopal house of the Syro-Malabar Church. It will also be the central office of the SMYM.

### **1.24 Custody of Property**

1.24.1 All the assets of SMYM shall remain with the Movement and no portion of the assets or income shall be apportioned among the members.

1.24.2 If a parish unit of SMYM is dissolved or it ceases to exist then the assets, liquid cash and bank deposits shall be retained in the account of that SMYM parish unit. And if this proves impossible, the unit director shall take appropriate decision with prior consent of the SMYM director of the Archdiocese / Diocese/ Exarchate/ Mission Center.

1.24.3 If a forane unit of SMYM is dissolved or it ceases to exist then the assets, liquid cash and bank deposits shall be retained in the account of that SMYM forane unit. And if this proves impossible, the forane director shall take appropriate decision with prior consent of the SMYM director of the Archdiocese / Diocese/ Exarchate/ Mission Center.

1.24.4 If a regional unit of SMYM is dissolved or it ceases to exist then the assets, liquid cash and bank deposits shall be retained in the account of that SMYM regional unit. And if this proves impossible, the regional director shall take appropriate decision with prior consent of the Syro - Malabar Youth Commission Chairman and SMYM global director.

## **2. Units**

**Parish/ Unit:** This is formed by the youth in the parish/ mission station. Unit gathering shall be known as unit meeting and the elected representatives form the unit executive.



**Forane:** It is formed by the different units (parish units) under a Forane. The elected representatives from different units (parishes) together form the forane assembly and the elected body at the forane level forms the Forane Executive.

**Archdiocese /Diocese/Exarchate/ Mission Center unit:** It is formed by the different Forane executives in the Archdioceses and Dioceses. And in Exarchates and Mission Centers it is formed by the different units (parishes) or foranes (if applicable) or anything equivalent to this. Its upper body is the Archdiocesan/ Diocesan/ Exarchate/Mission Centre senate and the body of elected members forming the ruling body is the Archdiocesan/ Diocesan/ Exarchate/ Mission Center Executive.

**Regional Unit:** It is formed by the Archdioceses/ Dioceses/ Exarchates/ Mission Centers of a State (e.g: Kerala) or by Archdioceses/ Dioceses/ Exarchates/ Mission Centers of different states. Its upper body is the Regional Council and the ruling body of elected members is the Regional Executive. The territorial boundaries of the Region shall be decided by the Youth Commission.

**Global Units:** It is formed by the different Regional units. Its upper body is the Global Syndicate and the elected members form the ruling body called Global executive.

## 2.1 Parish /Unit

- a) The basic level of SMYM is the parish/unit. At least 10 members are required to form a unit.
- b) Units should affiliate to Archdioceses/ Dioceses/ Exarchates/ Mission Centers. Duly filled in affiliation forms and membership forms (for registration of members) should be submitted along with the prescribed fees to the Archdiocesan/ Diocesan/ Exarchate/ Mission Center SMYM office. Only those forms attested by the parish/unit director shall be accepted.

### 2.1.1 Unit Meeting

2.1.1.1 Unit meetings shall be conducted every month on the First Sundays /Second Saturdays after the Holy Qurbana. If these days are unsuitable then another feasible day shall be fixed for the meeting. Meetings shall begin and end with the prescribed prayer.

2.1.1.2 Members should be given 7 days notice before general body meetings; three days prior notice for urgent body meetings and 15 days prior notice for election meetings. The place, date, time and agenda for the meeting are to be shown in the notice. However, the medium of notice can be decided by the unit itself.

2.1.1.3 The quorum of a unit meeting is 1/3<sup>rd</sup> the total members. If the quorum is not present at the scheduled time of the meeting, then the meeting shall be adjourned for 15 minutes and after the prescribed 15 minutes, then the available members can go ahead with the meeting and proceedings.

2.1.1.4 It will be good to have the presence of the director and the animator at the unit meeting.

2.1.1.5 The president should preside over the meeting. In the absence of the president the vice-president should preside over the meeting.

2.1.1.6 The decisions of the unit meeting shall be taken according to simple majority. But for the betterment of the movement, the unit director may make changes in the decisions at times with the permission of the director of the upper body.

### 2.1.2. ELECTION

2.1.2.1 All the parish members of the SMYM should be present for the election. For the election 1/3<sup>rd</sup> quorum is required. If the quorum is not present then the meeting is to be adjourned and resummoned by giving a three day prior notice. And in case if the quorum is not present for the second meeting, then the

available members should proceed to the election. The elected executive body shall have at least three member representation from male and female genders.

2.1.2.2 It is the duty of the present unit executive committee to give notice of upcoming election and summon members for the same with the permission of the unit director. The executive committee shall also make necessary arrangements for the election.

2.1.2.3 The election should be conducted on the specified day and should be presided over either by the director or his delegate.

2.1.2.4 If a unanimous election is not possible then election shall be conducted by secret ballot. If due to any unforeseen events or reasons, election to certain posts stands null or if no one gets elected to any post, the unit director can nominate the required representatives.

2.1.2.5 Any and all complaints against the election should be informed by the petitioner in writing to the forane director within 5 days of the election. The Forane director should then in consultation with the Archdiocesan/Diocesan/ Exarchate/Mission Center SMYM director, within 5 days of receiving the petition or before the forane election (whichever comes first), convey to the petitioner his decision regarding the same.

2.1.2.6 Within 10 days of election, the newly elected executive and the unit members shall swear in before the director and begin with the discharge of responsibilities.

2.1.2.7 The details of the newly elected members shall be given in writing to Archdiocesan/Diocesan/ Exarchate/Mission Center SMYM offices and to the SMYM Forane director within 10 days of election. If it is not informed then there would not be any validity for the powers of the unit executive members.

2.1.2.8 Before the election of the new executive body, the terminating executives shall handover all the records and accounts recognized and passed in the unit meeting, to the director.

2.1.2.9 A member cannot hold the same post in the executive committee consecutively for more than two times.

2.1.2.10 If an executive committee wants to take disciplinary actions against a member who is part of a higher level executive body, then the executive should get prior permission of the higher level director to do so.

2.1.2.11 If a person who is an executive member of any higher level body is removed from a post (and not completely dismissed from the movement), as per the laws of SMYM, they shall not be allowed to stand for election at the unit level for the 3 consecutive years. The said person can continue as an ordinary member. And so, any action taken against any member should be duly informed to the respective parish / unit director, by the person who takes the action.

### **2.1.3 - Unit Executive Members**

1. Director
2. Animator
3. President
4. Vice-President
5. General Secretary
6. Secretary
7. Treasurer
- 8&9 Two Councilors (one male and one female)

These are the 9 members of the unit executive. Anyone can hold the posts irrespective of gender, except to the councilor post. The returning officer should confirm that there is fair representation of both genders (3 males and females each) in the executive body. Only the councilors can contest in the upper level. All the activities of the unit executive are to be implemented in consultation with the unit director.

### **Powers and Duties of the Executives.**

### **2.1.3.1 Director**

2.1.3.1.1 Usually the parish priest is the parish /unit SMYM director. The parish vicar can however handover this responsibility to some other priest and he should discharge his duties in consultation with the parish priest. The general governance of the movement is entrusted with the director.

2.1.3.1.2 The Director has the power to summon the unit meeting or the executive meeting whenever they are needed.

2.1.3.1.3 It is the duty of the director to guide the unit in all the activities. He shall take active interest in the faith formation of the unit members. He should confirm that the members lead an exemplary life and if noted otherwise shall take necessary disciplinary actions.

2.1.3.1.4 The director should examine the SMYM unit records and accounts of the unit. If any mismanagement of the finance or any mistake in the activities is found then the director has the responsibility to give proper direction to mend the mistakes.

2.1.3.1.5 The Secretary should give prior information to the director about the unit meeting or the executive meeting and should invite him for the same. If a meeting is conducted in the absence of the director, they should inform the details of the meeting to the director within 2 days after the meeting. Animator should take over the responsibilities of director in his absence.

2.1.3.1.6 President is to preside the unit meeting but when the director is present he should be duly respected.

2.1.3.1.7 If a meeting turns unruly or if the director is convinced that the proceedings of the meeting are not good for the wellbeing of the Movement, then the director has the right to call off that meeting.

### **2.1.3.2 Animator**

2.1.3.2.1 The animator is appointed by the unit director, to help in the activities of the unit. If the unit director is not the parish vicar, he should inform the parish priest details regarding the appointment of the animator and animator should co-operate with the director in all the activities.

2.1.3.2.2 If there is no convent in a parish, a lady of exemplary life can be appointed as the animator by the director. The permission of the parish priest is needed to do so. The Director has the power to appoint and remove the animator.

### **2.1.3.3 President**

2.1.3.3.1 SMYM president can be any youth of the parish. The general responsibility of the unit rests on the president.

2.1.3.3.2 President should discuss with the director and ask the secretary to call forth the executive and general meetings.

2.1.3.3.3 If the secretary fails at his duties then the president shall summon the meetings in consultation with the director.

2.1.3.3.4 Should preside over the executive committee, unit meetings and other activities.

2.1.3.3.5 The president may issue statements on behalf of the movement president in consideration with the director.

2.1.3.3.6 Should regularly check the records, accounts, other details and sign all records and minutes.

2.1.3.3.7 If any of the executive members make serious mistakes in the discharge of their responsibilities, then the president should do the needful in consultation with the director.

2.1.3.3.8 In case of an emergency, with no chance to summon an executive meeting, the president should take necessary decisions with the consent of the director. Such decisions are to be informed to the executive members in the subsequent meeting.

### **2.1.3.4 Vice President**

2.1.3.4.1 SMYM vice president can be any youth of the parish.

2.1.3.4.2 Vice president will take over the responsibilities of the president in his/her absence.

2.1.3.4.3 It is the duty of the vice president to discharge any other responsibilities entrusted to him/her by the unit executive.

### **2.1.3.5 General Secretary**

2.1.3.5.1 SMYM general secretary can be any youth of the parish.

2.1.3.5.2 To summon the meeting in consultation with the president and the director and to prepare the reports and present them in the meetings.

2.1.3.5.3 To ensure that necessary notices are sent to the members and others as and when required. The same shall be filed properly by the general secretary too.

2.1.3.5.4 Keep all the registers and records updated and preserve them in the space allotted to the Movement in the parish. If he/she is unable to do it he / she shall delegate the responsibility to another.

2.1.3.5.5 Present the report of the activities in the executive committee and the unit meetings.

2.1.3.5.6 Minutes of the executive meetings shall be prepared by the general secretary.

### **2.1.3.6 Secretary**

2.1.3.6.1 A Secretary is to be elected from the male/female members.

2.1.3.6.2 In the absence of general secretary, secretary will be in charge of his/her duties. All the other duties entrusted by the executive committee should also be done by the secretary.

2.1.3.6.3 The secretary should write down the chronicle and history of unit SMYM.

### **2.1.3.7. Treasurer**

2.1.3.7.1 A treasurer is to be elected from the male/female members.

2.1.3.7.2 Should present the budget in the general body.

2.1.3.7.3 Should handle the monetary affairs with the permission of the executive committee, keep the income and expenditure accounts complete and ensure the safekeep of the account books in the allotted place.

2.1.3.7.4 All the income and expenditure accounts of the current month should be completed before the 15<sup>th</sup> day of the subsequent calendar month.

2.1.3.7.5 Receive all the fees, collections and contributions for the movement and produce receipt to the donors with the seal of the office.

2.1.3.7.6 Present all the accounts before the executive committee, unit meeting and the central examiners for further inspection.

2.1.3.7.7 The liquid money of the unit SMYM is to be invested in a joint account of the director and the treasure in a nationalized bank with the permission of the unit general body, abiding all the rules and regulations of the Church as well as the Government regarding the financial matter.

2.1.3.7.8 Transactions below the amount of Rs.1000/- can be spent with the permission of the president and amount above Rs.1000/- shall be spend with the permission of the unit executive and general body. All the monetary transactions are to be made with the permission of the director.

2.1.3.7.9 Should present the annual financial statement before the executive committee and general body.

2.1.3.7.10 Vouchers and bills for expenditures and receipts for the income should be maintained properly. Expenditures devoid of bills and vouchers shall not be entertained by the movement.

2.1.3.7.11 If the treasurer undertakes any debts on behalf of the movement, it should be with the knowledge and consent of the executive committee.

2.1.3.7.12 To sell/rent any assets of the unit, consent of the Archdiocesan/Diocesan/Exarchate/Mission Center director is required.

2.1.3.7.13 The cash in hand should be deposited in the unit account within two days or the same should be handed over to the director.

### **2.1.3.8. Councilors**

2.1.3.8.1 A male and female, who have completed the age of 18, with atleast one year of experience in the unit executive must be elected from the youth as councilors.

2.1.3.8.2 They are members of forane assembly and it is from the councilors that the forane executive members are elected.

2.1.3.8.3 They should involve in all activities of the parish along with other office bearers.

### **2.2 Executive Committee Meeting**

2.2.1 Once in every month executive meeting should be held to evaluate the past month's activities and to formulate future programmes. Notice for an ordinary meeting should be issued 7 days prior and in case of an emergency meeting one day prior.

2.2.2 The executive committee should have 2/3<sup>rd</sup> of the quorum of the total numbers. Even if the quorum is not present, a previously summoned meeting shall be held under the auspice of the director with the available members.

2.2.3 The executive committee can take the decisions according to simple majority. But if the director is convinced that the decisions taken by the majority is not good for the movement, the decision shall be revised by the unit executive members in the presence of the forane director and he shall make the final decision to which all parties should adhere.

2.2.4 Regarding all subjects, discussions and decisions are taken here together with the director. In case of disagreement, the final decision is made by the director.

### **2.3. Tenure of Executive**

The period of the executive committee is one working year.

### **2.4. Resignation Procedures**

2.4.1 Resignation letter of the president should be submitted to the director.

2.4.2 Resignation letters of the members should be submitted to the president and he/she should hand it over to the director within two days.

2.4.3 Within 20 days the executive committee should either accept or reject the resignation.

2.4.4 If the committee doesn't respond to the resignation within 20 days of the submission of the resignation letter, it shall be considered as accepted.

### **2.4. Activities**

The executive committee shall propose the activities for the whole year and present the budget before the general body within 15 days of their taking charge. Before the end of the working year general body shall evaluate all the activities and pass the annual financial statement.

## **3. Forane**

There should be different forane committees to co-ordinate the activities of the different units in a forane and for the efficient execution of all the activities proposed by the Archdiocesan/Diocesan/Exarchate/Mission center executive.

### **3.1 Assembly**

a) Forane assembly is the body formed by the executive members of different parishes in a forane. This is the apex body at the forane level.

b) Forane executive committee shall have the sole authority to lead all Forane activities. However, if any activities other than common programmes are undertaken by the forane, the executive committee should consult with the Archdiocesan/ Diocesan/Exarchate/Mission Center executive committee.

c) The Forane assembly must take initiatives to establish new units, to co ordinate the units, and to execute the common programmes of the Archdiocese /Diocese/ Exarchate/ Mission Center in the forane level.

### **3.1.1 Powers and responsibilities**

3.1.1.1 Co ordinate the activities of all the units in the forane.

3.1.1.2 Implement the activities suggested by the Archdiocesan/ Diocesan/Exarchate/Mission Center executive in the forane level.

3.1.1.3 Keep the units live through activities which are fit for the times.

3.1.1.4 Elect the forane executive committee.

### **3.1.2 Members of Forane Assembly**

1. Forane Director
2. Forane Animator
3. Unit Directors
4. Unit Animators
5. Unit Presidents
6. Unit Vice- Presidents
7. Unit General Secretaries
8. Unit Secretaries
9. Unit Treasurers
10. Unit Youth Councilors

### **3.1.3 Forane Assembly Meetings**

3.1.3.1 Usually the forane assembly is convened once in six months or as per the request of the Archdiocesan/ Diocesan/Exarchate/Mission Center executive committee.

3.1.3.2 Forane assembly needs the quorum of 2/3<sup>rd</sup> of the members. All unit executive members, unit animators and unit directors shall be present in the Assembly.

3.1.3.3 Three days and fifteen days notice should be given to urgent meetings and election meetings respectively. The means of giving notice can be decided by the forane unit. The venue, date, time and agenda should clearly be indicated in the notice. In case of an emergency the Director, Animator and president can make the decisions but the same should properly be informed to the forane executive members in the following executive meeting.

3.1.3.4 The forane Director and Animator should be present in the forane Assembly.

3.1.3.5 The decisions of the forane assembly will be taken by simple majority. If necessary the director can amend the decisions taken with the consent of Archdiocesan/ Diocesan/Exarchate/Mission Center director.

### **3.2 Election**

3.2.1. The forane executive should take initiatives for the forane election immediately after the reception of the intimation from Archdiocesan/ Diocesan/Exarchate/Mission Center executive committee. The forane general secretary should issue the notice regarding the forane election with date, venue, time and agenda to assembly members 15 days in advance.

3.2.2 The election should be conducted in the presence of the forane director, under the control of the returning officer appointed by the director of the Archdiocese/ Diocese/ Exarchate/ Mission Center.

3.2.3 If a candidate is not unanimously elected then the candidate who gets the majority of votes through secret ballot will be elected. The forane director can nominate the office bearers to the posts which remain vacant after the election. Forane appointments become binding only when the Archdiocesan / Diocesan/ Exarchate/ Mission Center director gives his approval. The director shall not, in any case nominate the president and general secretary.

3.2.4 Election should be conducted along with the forane assembly. Only those members, who participate in the assembly from the beginning to the end, will have the right to vote and contest in the election. Only the newly elected and nominated executive members from units will have voting rights and eligibility to contest in the election. The forane executive is elected from the from the unit councilors.

3.2.5 Before the 15<sup>th</sup> of December, the newly elected executive committee should swear in before the forane director and take up the responsibility.

3.2.6 The outgoing executive members should submit all relevant records and audited accounts to the forane director seven days before the election.

3.2.7 The names and details of the newly elected executive members should be informed to the SMYM office of the Archdiocese/ Diocese /Exarchate/Mission Centers within 5 days of the election

3.2.8 Only the forane councilors are eligible to contest in the election to Archdiocesan /Diocesan /Exarchate/Mission Center executive.

3.2.9 Only those who have actively worked for a year in the forane assembly can contest to the forane executive. However, if necessary the forane director can make exemptions.

### **3.3 Forane Executive Committee**

a) There must be an executive committee elected from the forane assembly to unify and facilitate the activities of the various units under the forane .

b) The responsibility to implement the decisions of the forane assembly is vested in the forane executive committee.

#### **3.3.1 Powers & Responsibilities of the Executive Committee**

1. To lead the activities of the forane.
2. Help to implement the instructions and projects of the upper bodies of SMYM in the forane.
3. Formulate the year plan (margarekha) and projects for the activities at the forane level.
4. Take leadership to establish units.

#### **3.3.2 Members**

1. Forane Director
2. Forane Animator
3. President
4. Vice- President
5. Deputy President
6. General Secretary
7. Secretary
8. Joint Secretary
9. Treasurer
10. 2 Councilors

These are the 11 members of the forane executive. Nobody other than these 11 people will be acknowledged as forane executive members in the higher levels.

a) There should be at least three male and female members in the forane executive. No one shall hold the same post more than two consecutive years.

b) If a member or members humiliate or disrespect the assembly or quit the assembly without the permission of the president then that member(s) will be dismissed from their offices except the primary membership in the movement by the archdiocesan/diocesan/exarchate/mission center director and he should inform the matter to the concerned persons. The dismissed member(s) shall not hold any office for next two consecutive years.

## **Powers and Responsibilities of the forane executive members**

### **3.3.2.1 Director**

3.3.2.1.1 Forane director is a priest appointed by the Archbishop/ Bishop/ Exarch.

3.3.2.1.2 Forane director should take initiatives to establish units in the forane and organize activities at the forane level.

3.3.2.1.3 If need be, visit the units in the Forane, and attend the meetings.

3.3.2.1.4 Forane Director's approval should be obtained for the activities of the movement at the forane level and the resolutions of the forane assembly.

3.3.2.1.5 Director has the power to convene or ask the concerned person to convene the forane assembly or the executive committee in times of need.

3.3.2.1.6 The director has the responsibility to give directions to the units in the forane for its betterment as well as to train the members to lead Christian values. The Director should make sure that the members lead exemplary lives. Otherwise he can take appropriate disciplinary actions.

3.3.2.1.7 Director has the responsibility to scrutinize the records and accounts of the forane & if any anomalies are found, he can direct the remedial measures.

3.3.2.1.8 The general secretary should inform the director in advance about the forth coming assembly or executive committee meetings and invite him to participate in it. The president should intimate the suggestions of the meeting to the director when he is unable to attend the meeting within two days after the meeting. In the absence of the director the animator will take his place.

3.3.2.1.9 The president presides over the forane assembly however if the director is present he should be respected duly.

3.3.2.1.10 If the director is convinced that it is futile to carry on with the forane assembly he has the power to dissolve it.

3.3.2.1.11 When the director retires from his office he should hand over the records and accounts of the movement to the animator in the presence of the president and the general secretary. The animator should submit the same to the new director soon after he takes charge of the office.

### **3.3.2.2 Animator**

3.3.2.2.1 Forane director shall appoint one animator from among the units as the forane animator.

3.3.2.2.2 The forane animator is in charge of the unit animators and women under the in addition to the responsibilities assigned to her by the executive.

3.3.2.2.3 The animator should co-operate with the director in all the activities of the movement at the forane level.

3.3.2.2.4 The animator should carry out all special duties entrusted to her by the forane director

3.3.2.2.5 She must keep in safe custody the cash and account books of the movement and carry out routine cash transactions.

### **3.3.2.3 President**

3.3.2.3.1 The president of the movement will be a person, male or female, elected from the assembly members who have completed 18 years of age.

3.3.2.3.2 It is the responsibility of the president to oversee the activities of the forane.



3.3.2.3.3 Direct the general secretary to convene executive and forane assembly meetings in consultation with the director.

3.3.2.3.4 If it is evident that the general secretary is showing negligence in convening meetings, the president in consultation with the director can make arrangements for such meetings.

3.3.2.3.5 Preside over the executive committee, forane assembly and programmes of the movement.

3.3.2.3.6 Take initiative and leadership in setting up new units.

3.3.2.3.7 Visit the units and scrutinize their records.

3.3.2.3.8 If it becomes necessary to make official statements in the public media on behalf of the movement, prior approval of the director should be obtained.

3.3.2.3.9 Scrutinize the records and accounts of the forane and counter sign ledgers.

3.3.2.3.10 If the other office bearers fail to discharge their duties, necessary steps must be taken in consultation with the director to mend it.

3.3.2.3.11 In unusual circumstances if it is not possible to convene the executive committee meeting then the president can take appropriate decisions in consultation with the director and get them informed in the following executive committee.

### **3.3.2.4 Vice President & Deputy President**

3.3.2.4.1 In the Forane, there will be a vice-president and a deputy president.

3.3.2.4.2 If the President is a male, the vice President will be a female and the Deputy President will be a male. If the President is Female, the vice president will be a male and the Deputy President will be a female.

3.3.2.4.3 The Vice President will assume the duties of the President in his/her absence and the Deputy President will likewise assume the duties of the Vice President in his/ her absence.

### **3.3.2.5 General Secretary**

3.3.2.5.1 The Forane General Secretary will be a male or female who has completed 18 years of age.

3.3.2.5.2 Convene meetings in consultation with the Director and the president. Record and present the minutes of the meeting.

3.3.2.5.3 the general secretary shall notify and invite the director for the assembly.

3.3.2.5.4 Be in charge of the correspondence of the movement and file such correspondence.

3.3.2.5.5 Record and file the records and registers.

3.3.2.5.6 Submit the report of the activities of the movement in the meetings of the executive and upper bodies.

### **3.3.2.6 Secretary & Joint Secretary**

3.3.2.6.1 The movement will have a Secretary and a joint Secretary at the forane level.

3.3.2.6.2 Secretary will assume charge of the General Secretary in his/her absence. Likewise, the joint Secretary will assume charge if the Secretary is absent. Minutes of the executive meetings are recorded by the Secretary.

3.3.2.6.3 Any other matter entrusted by the executive committee shall also be carried out by the secretary and joint secretary.

3.3.2.6.4 Joint secretary maintains the daybook and history of the forane SMYM unit.

### **3.3.2.7 Treasurer**

3.3.2.7.1 A Treasurer will be elected from among the unit councilors.

3.3.2.7.2 Supervision of all money transactions of the forane unit will be the responsibility of the treasurer. Expenditure should be made in accordance with the directions of the Executive committee and forane Assembly.

3.3.2.7.3 Present the budget in the forane assembly.

3.3.2.7.4 Effect money transactions in accordance with bye-law and maintain proper accounts.

3.3.2.7.5 The accounts of a month should be prepared & completed before the 7<sup>th</sup> day of the next calendar month.

3.3.2.7.6 Receive subscription, fees, donations etc for the movement and issue duly signed and stamped receipts.

3.3.2.7.7 Present accounts before the executive, forane assembly and central auditors.

3.3.2.7.8 With the approval of the forane Assembly deposit liquid money belonging to the forane in a joint account of the Director & the Treasurer in a convenient nationalized Bank.

3.3.2.7.9 Can spend Rs 2000/- with the approval of the president and expenses above Rs 2000/- with the approval of executive committee. For all financial transactions, permission of the director is essential.

3.3.2.7.10 Should present the income and expenses statement and balance sheet before the forane executive and forane assembly on behalf of the movement.

3.3.2.7.11 Bills and vouchers of all transaction should be filed. The movement will not be responsible for any other expenditure.

3.3.2.7.12 The treasurer shall commit expenses on behalf of the movement only with the backing of the executive decision

3.3.2.7.13 The Consent of the director of Arch Diocese/ Diocese/ Exarchate/ Mission centre is necessary to sell or mortgage any property belonging to the movement.

### **3.3.2.8 Forane Councilors**

3.3.2.8.1 A male and a female is elected as forane councilors from among the youth members.

3.3.2.8.2 The councilors should have atleast an year of experience in the archdiocesan/diocesan/exarchate/ mission center senate.

3.3.2.8.3 They should give leadership at the forane level activities by co-operating with other forane executive members.

3.3.2.8.4 They are members of archdiocesan/diocesan/exarchate/ mission center senate and it is from the councilors that the archdiocesan/diocesan/exarchate/ mission center executive members are elected.

### **3.4. Meeting**

3.4.1 The executive committee should be held once a month. The account and activities should be evaluated and monthly plans and directions should be prepared. 7 days notice should be given for executive meetings and one day notice should be given for immediate/ emergency meeting.

3.4.2 Two third of the members will constitute the quorum for an executive committee.

3.4.3 The decisions made in the executive should be based on simple majority.

3.4.4 The decisions concerning the administration of the forane unit, the agenda for the assembly, elements/ criticisms and complaints which have to be entertained are all planned in the executive. The Director has the power to take the disciplinary actions against the forane executive members in consultation with the executive. Final decision would be of the Director.

### **3.5 Tenure**

3.5.1 In the forane level the period of the executive body will be one working year.

3.5.2 A person should not become member of the in forane executive continuously for more than three years, also a person shall not become the executive member for more than 10 years in all.

### **3.6 Year Plan**

Within 20days of assuming office, the new governing body should draw up an action plan and submit it to the Arch Diocese/ Diocese/ Exarchate/ Mission centre office. Forane Assembly should be

convened twice a year (i.e. once in six months). The activities of the current year should be evaluated and a comprehensive summary should be submitted to the Arch Diocese/ Diocese/ Exarchate/ Mission centre office subsequently.

### **3.7 Resignation Procedures**

3.7.1 Executive members should submit their resignation letter to the President, who in turn should and it over to the director in two days.

3.7.2 The president should submit his/her resignation to the director.

3.7.3 The executive should accept or reject the resignation letter within a period of 20 days.

3.7.4 If the executive committee has not intimated the decision on the resignation in 20 days, it will be considered as accepted.

## **4. Archdiocese(AD),Diocese(DE),Exarchates(EX),Mission Centres(MC)**

### **4.1 AD, DE, EX, MC Senates**

This is a body to coordinate, encourage and impart leadership in the parish and forane level of the movement. And to draw up working plans for the smooth functioning of the movement.

#### **4.1.1 Powers and Responsibilities**

4.1.1.1 To formulate activities for the AD, DE, EX and MC.

4.1.1.2 To assess the activities of the movement and to give guide lines.

4.1.1.3 To elect the executive committee for AD, DE, EX and MC and to give them proper guide lines.

4.1.1.4 To approve the annual report of activities.

4.1.1.5 If any amendment is required in the SMYM byelaws, it shall be discussed in the AD, DE, EX and MC senates for approval by simple majority. And the same shall then be forwarded to the regional council of SMYM.

#### **4.1.2 Members**

1. Director
2. Animator
3. Forane Directors
4. Forane Animators
5. Forane Presidents
6. Forane Vice Presidents
7. Forane Deputy Presidents
8. Forane General Secretaries
9. Forane Secretaries
10. Forane Treasurers
11. Forane councilors

Only the elected councilors from Foranes are eligible to contest election to the senate for the executive committee of AD, DE, EX and MC.

#### **4.1.3 AD, DE, EX, MC Senate Meeting**

4.1.3.1 The senate should assemble atleast twice in a year.

4.1.3.2 The notice conveying the details of the senate shall be given 15 days in advance by AD/ DE/ EX/ MC general secretary to all members or responsible persons. It shall be clearly mention the place, date, time and agenda of the meeting.

4.1.3.3 The quorum for the senate is 2/3<sup>rd</sup> of the total strength. If the required quorum is not present, they senate shall wait for 15 minutes to start the meeting. All decisions of the meeting will be valid even in the absence of required quorum. AD/ DE/ EX/ MC director and animator must be present in the meeting.

4.1.3.4 All the matters that come for deliberation in the meeting should be decided by simple majority only. The decisions of the AD/DE/EX/MC senate are final. And final decision on any matter of grave importance shall be made by archbishop/ bishop/ exarch. However, any policy decision pertaining to the SMYM byelaw shall be made by the youth commission.

4.1.3.5 If any member of the senate violates the proper code of conduct in the senate or if he/she boycotts the Meeting without the permission of the president, he/she/they shall be removed from all the responsibilities and positions in the movement except from the basic membership. Such members cannot contest election to any responsibilities for the next 2 years.

## **4.2 Election**

4.2.1 Within 20 days (or before 31<sup>st</sup> December) after the election of the forane AD/DE/EX/MC senate shall assemble and AD/DE/EX/MC executive committee should be elected.

4.2.2 Details regarding the place, date, time and agenda of the election should be informed before 20 days by the AD, DE, EX, MC general secretary to all the senate members.

4.2.3 The election of the bearers of the AD/DE/EX/MC should be held along with a 2 day senate camp. And only those who attend the camp throughout shall be eligible to contest and cast vote. The days of the camp can be decided by the AD/DE/EX/MC Executive committee.

4.2.4 The returning officer at the senate election will be the AD/DE/EX/MC director or his nominee.

4.2.5 If unanimous election is not possible the election will be conducted by secret ballot and secret ballot papers with the stamp of AD/DE/EX/MC office should be used. Those who get a simple majority will be elected.

4.2.6 Only those with at least a year of experience in the AD/DE/EX/MC senate are eligible to be elected to AD/DE/EX/MC Executive. It is from the forane councilors, that the executive members of the AD/DE/EX/MC are elected.

4.2.7 Two members from the AD/DE/EX/MC executive are selected as KCYM syndicate members and two others as senate members.

## **4.3 AD/DE/EX/MC Executive Committee**

The power to transact business under the direction of the AD/DE/EX/MC senate is invested with the AD/DE/EX/MC Executive.

### **4.3.1 Powers and Responsibilities**

4.3.1.1 To execute the directives of AD/DE/EX/MC senate.

4.3.1.2 To give working guide lines to units and foranes.

4.3.1.3 The Executive committee shall conduct various programmes for the movement. And for the smooth functioning of these, the executive may form various committees and rules.

4.3.1.4 To act immediately on any urgent and important thing that may involve the mother church and society.

4.3.1.5 To bring to the attention of the senate the contemporary issues and help the senate to draft motion and conduct urgent meetings.

4.3.1.6 In emergency situations act suitably on behalf of the senate.

4.3.1.7 When in need, draft and release motions in the name of the movement and submit such motion/memoranda in front of the authorities.

4.3.1.8 To appoint various study committees and to scrutinize the results of such committees and to take suitable decisions and actions regarding them.

4.3.1.9 Approve expenses based on the already approved budget.

4.3.1.10 To prepare the annual report, income and expenditure account and the budget for the following year and to submit them before the AD/DE/EX/MC senate.

4.3.1.11 To inspect the units and forane branches, to assess their activities and give guide lines for betterment.

#### **4.4 Members**

1. Director
  2. Animator
  3. President
  4. Vice- President
  5. Deputy President
  6. General Secretary
  7. Secretary
  8. Joint Secretary
  9. Treasurer
  10. Two Councilors (1 male, 1 female)
- These are the 11 members in the executive committee.

#### **Power and Responsibilities of the Executive Director**

##### **4.4.1 Director**

A priest appointed by the Archbishop/Bishop/Exarch shall be the SMYM director of the AD/DE/EX/MC.

4.4.1.1 The overall control and administration is vested with the director. To ensure the smooth functioning of the movement to give guide lines when necessary.

4.4.1.2 To preside over the meetings of the directors and animators. To coordinate and to give leadership to the activities of the directors.

4.4.1.3 To preside over the AD/DE/EX/MC senate convened for the election of the executive committee.

4.4.1.4 In an emergency to consult with the AD/DE/EX/MC executive and convene the meeting of the senate.

4.4.1.5 To control and manage the various AD/DE/EX/MC offices.

4.4.1.6 To give guide lines for improvement of the movement and to inspect the accounts and records of the AD/DE/EX/MC units.

4.4.1.7 To visit the various units of the movement and to give further guide lines for improvement and to inspect the accounts.

4.4.1.8 If any of the office bearers in the AD/DE/EX/MC executive submits their resignation, he should bring the matter to the attention of the executive committee and take a decision on it.

##### **4.4.2 Animator**

4.4.2.1 A nun appointed by the AD/DE/EX/MC director shall be the animator.

4.2.2.2 Animator has the responsibility to actively associate with the AD/DE/EX/MC executive and the director in all activities and to give special attention to the women members.

4.2.2.3 Day to day expenses and accounts are to be maintained by the animator.

#### **4.4.3 President**

4.4.3.1 Any senate member who has completed 18 years of age may be as the president of the AD/DE/EX/MC executive.

4.4.3.2 To request the general secretary to call the meeting of AD/DE/EX/MC senate and executive committee in consultation with the director or directly call the meeting.

4.4.3.3 In consultation with the director arrange to release statements, motions etc for the movement taking into view its objectives.

4.4.3.4 If any problems arise in the parish-Forane units, solutions are to be worked out in consultation with AD/DE/EX/MC director.

4.4.3.5 To preside over the meeting of the AD/DE/EX/MC senate and Executive committee.

4.4.3.6 To visit parish and Forane units and to inspect their records.

4.4.3.7 If any office bearer is showing negligence at discharging his/her task, proper alternatives and actions are to be taken in consultation with AD/DE/EX/MC director.

4.4.3.8 The president has the power to take suitable decisions in emergency situations in consultation with AD/DE/EX/MC director. But the same has to be informed at the next executive meeting.

#### **4.4.4 Vice-president and Deputy President**

4.4.4.1 One vice-president and deputy president elected from the youth is also part of the AD/DE/EX/MC executive.

4.4.4.2 The vice president will discharge duty of the president in his/ her absence. And the deputy president shall act on behalf of the president and vice-president if both are absent.

4.4.4.3 Other tasks entrusted by the president and the executive shall also be the vice-president's and deputy president's responsibility.

#### **4.4.5 General Secretary**

4.4.5.1 Any youth who has completed 18 years can be elected as the general secretary of the movement.

4.4.5.2 To call the meetings in consultation with AD/DE/EX/MC director and president.

4.4.5.3 To present reports before the senate.

4.4.5.4 To make notices regarding the movement and to maintain files of copies same.

4.4.5.5 To keep all the registers and records of the movement properly.

4.4.5.6 Present reports in the executive committee and other meetings.

#### **4.5.6 Secretary and Joint secretary**

4.5.6.1 One secretary and joint secretary elected from the youth will be part of the AD/DE/EX/MC executive.

4.5.6.2 In the absence of general secretary, the secretary will discharge the duties and in the absence of both the general secretary and joint secretary the duties will be vested with the joint secretary. The secretary has to prepare the minutes the executive meeting.

4.5.6.3 Secretary and joint secretary will discharge the duties entrusted to them by the executive committee.

4.5.6.4 It is the responsibility of the joint secretary to make and keep the chronicle and history of the movement.

#### **4.4.7 Treasurer**

4.4.7.1 A youth who has completed 18 years is duty elected as the treasurer. The money of the movement has to be deposited in a joint account in the name of the director and treasurer in a convenient nationalized bank.

4.4.7.2 Expenses to be made as per the directions of the AD/DE/EX/MC senate and executive only.

4.4.7.3 To receive all the cash that comes to the movement by the way of fees, subscription or donation and to give duly stamped receipts.

4.4.7.4 To keep record of all the belongings of the movement with income and expenditure properly accounted. To keep all the documents, passbooks etc in safe custody and to hand them over to the animator.

4.4.7.5 To prepare the balance sheet and submit them in the AD/DE/EX/MC executive meeting within the stipulated time (the executive can decide this) and to prepare the budget for the following year in consultation with other office bearers.

4.4.7.6 To submit before the AD/DE/EX/MC senate the balance sheet.

4.4.7.7 Maintain all the receipts properly for all the expenses and the movement shall not be responsible for any unrecorded expenses.

4.4.7.8 Expenses up to Rs 5000/-can are made by treasurer subject to sanction of the AD/DE/EX/MC president. For anything that exceeds Rs 5000/-approval by the executive committee is mandatory. All money transaction should have the approval of the director.

4.4.7.9 The treasurer shall enter into any sort of arrangement involving monetary transactions for the movement only with the approval of the AD/DE/EX/MC executive.

4.4.7.10 To sell or mortgage any asset of the movement, the treasurer have the permission of AD/DE/EX/MC director.

#### **4.4.8 Councilors**

One male and one female shall be eligible to be councilors provided they have completed 18 years of age and who have at least a year of working experience in the AD/DE/EX/MC senate.

#### **4.4.9 Representatives of KCYM (Exclusively for Kerala Region)**

4.4.9.1 Two syndicate and two senate members shall be selected from the AD/DE/ EX/MC executive committee. Each pair shall have a male and female representative each. They will be AD/DE / EX/MC KCYM representatives.

4.4.9.2 It will be the duty of the syndicate and state senate members to bring to the attention of the KCYM state committee all the opinions and decisions taken in the AD/DE / EX/MC regarding KCYM.

#### **4.5 Executive Meeting**

4.5.1 Every month the AD/DE/EX/MC executive should meet. It will be the duty of the secretary to arrange the meeting as per the direction of the director and president.

4.5.2 The quorum for the Executive meeting is fixed as 2/3<sup>rd</sup> of the total strength.

4.5.3 Normally 7 days notice should be given for the meetings and in case of emergency 2 days notice is to be given.

4.5.4 An executive member who does not attend 3 consecutive executive meetings without stating any reason in writing for absenting himself/herself to the director and president shall automatically lose executive membership and the director can nominate another person in his/her place with the knowledge of the executive.

#### **4.6 Tenure**

4.6.1 The tenure of the AD/DE/EX/MC executive will be for 1 year. However if necessary it can be extended with the permission of the Archbishop/bishop/exarch.

4.6.2 If any executive member resigns or is removed from the executive before the expiry of the tenure with the knowledge of the AD/DE/EX/MC executive, another person can be nominated to the executive by the director with the knowledge of the AD/DE/EX/MC executive.

#### **4.7 Resignation**

4.7.1 President has to submit his / her resignation to the director.

4.7.2 Executive members should submit their resignation to the president who in turn should forward the same to the director in 2 days.

4.7.3 Executive should inform its decision within 20 days to the concerned person.

4.7.4 If executive has not taken a decision about the resignation within 20 days it shall be deemed as accepted.

## **5. REGIONAL UNITS**

For the effective functioning of the SMYM the archdioceses/dioceses within a state and nearby AD/DE/EX/MC can join together and form a regional unit. Even people, cooperating with different mission centers, who do not belong to the Syro Malabar church, can work together with SMYM. However, such members are not to be elected as office bearers. The activities of a particular region can be decided and coordinated by the bishops at region and regional council.

### **5.1 Regional Council**

The representatives of different AD/DE/EX/MC of a region join together to form a regional council.

#### **5.1.1 Powers and Duties**

5.1.1.1 To coordinate and ensure efficient working of the activities of the lower units of SMYM that come under a region.

5.1.1.2 Making the activities of a region effective and thereby contributing to enhancing the activities of SMYM in the global level.

5.1.1.3 To plan and enact the activities for that particular region.

5.1.1.4 To give recommendations for the amendment of SMYM bye-law.

#### **5.1.2 Members of the Regional Council**

1. Regional Director
2. Regional Animator
3. AD/DE/EX/MC Directors
4. AD/DE/EX/MC Animators
5. AD/DE/EX/MC presidents
6. AD/DE/EX/MC General Secretaries
7. AD/DE/EX/MC Councilors

#### **5.1.3 Meeting of the Regional Council**

5.1.3.1 Regional Council executives should meet once in six months.

5.1.3.2 Regional Secretary shall convene the meeting as per the directive of the director and president. 30 days notice which includes the agenda of the meeting should be made available by the general secretary to the council members.



5.1.3.3 2/3<sup>rd</sup> of the total strength is the quorum for a meeting of the council. However, if the quorum is not present for the council, the meeting can still be held, and decisions can be made. And the general secretary is required to inform the absentee members all the decisions made in the council.

## **5.2 Election**

5.2.1 Within 30 days of the election in the AD/DE/EX/MC, office bearers shall assemble for the regional council to elect the regional executive members. The regional election should be completed before 15<sup>th</sup> of January.

5.2.2 The regional general secretary shall inform the AD/DE/EX/MC directors/ presidents / general secretaries / offices about the election at least 20 days prior to the election camp before. The general secretary shall also notify the central office details of the election and he/she shall also receive the details of the returning officer from the central office for the council.

5.2.3 The regional election shall be conducted along with the 2 day regional council. Only those who are eligible by the bye law to attend the camp, and those who attend the camp throughout shall be eligible to contest and vote in the election. Those who are not eligible shall be dismissed from the meeting.

5.2.4 The returning officer for the election will be either the Youth commission secretary or someone nominated by him.

5.2.5 If any of the elected members are unwilling to accept their regional executive post, the regional chairman can nominate another in his /her stead. But the regional executive should solely consist of AD/DE/EX/MC councilors.

5.2.6 If unanimous election is not possible, the election shall be held by secret ballot. Only ballot papers bearing the official seal of SMYM regional office should be used for such election.

5.2.7 All the regional executive members shall have atleast one year of experience in the AD/DE/EX/MC executives.

5.2.8 If there are more than one AD/DE/EX/MC units care should be taken not to elect more than one member from one AD/DE/EX/MC unit. The returning officer should see that all units are fairly represented.

5.2.9 All aspects of the election and the final word also rests with the returning officer.

5.2.10 If any complaint arises on election, the person who has grievances should submit such grievances /complaints to the SMYM central office, with his/her director's sign (e-mail can also be used). On receiving such complaints, the commission shall inform the decision to the person through his director within a week. The decision of the chairman of the youth commission will be final in such cases.

5.2.11 Returning officer, before starting the election procedures should make sure bye-law approved ballot papers with SMYM seal are available and that all contestants are eligible for the election.

5.2.12 If an ineligible person is elected, as soon as this comes to notice, he/she shall be removed from all positions and shall be barred from elections for the next 3 years. However, if there are no other obstacles, the primary membership of the said person will continue.

## **5.3 The Powers and Duties**

5.3.1 Regional executive committee is fully responsible for the activities of all the SMYM youth units under the region.

5.3.2 To effectively execute the decision of the regional council.

5.3.3 To conduct studies about the current topics of interest and activities concerning the mother church in the regional level.

5.3.4 To bring out statements if needed on the current issues and developments. But before releasing such statements consent should be sought from the concerned authorities.

5.3.5 To visit and encourage the lower bodies under the region.

5.3.6 To form subcommittees, recruit volunteers, formulate guide lines and collect financial aid for the effective execution of the activities.

5.3.7 Allow expenses subject to the already allowed budget.

5.3.8 To place before the regional council the annual report, accounts and budget for the next year.

#### **5.4 Members of the regional executive committee**

1. Director
2. Animator
3. President
4. Vice- President
5. Deputy President
6. General Secretary
7. Secretary
8. Joint Secretary
9. Treasurer

10. Two Councilors from youth: one male and female who have completed 18 years of age and have worked at least for one year as a senate member. Also, the president, general secretary, treasurer and councilors should be graduates.

##### **5.4.1 Director**

5.4.1.1 Chairman of the SMYM youth commission shall appoint one of the AD/DE/EX/MC directors as the regional director. It shall be the duty of the regional director to give guide lines to effectively execute the directives of the Syro Malabar Youth Movement and the activities at the regional level.

5.4.1.2 To preside over the meetings of the SMYM directors and animators of the region.

5.4.1.3 To conduct the regional executive election.

5.4.1.4 In case of emergency request regional secretary to convene regional council meetings.

5.4.1.5 Effective leadership to run the activities and offices at the regional level.

5.4.1.6 To visit the units under the region and to attend the meetings.

5.4.1.7 To take decision on the matters of resignation of the members of the regional executive.

##### **5.4.2 Animator**

5.4.2.1 A religious nun appointed by the regional director shall be the regional animator. The appointment should be duly communicated to the central office of Syro Malabar youth movement.

5.4.2.2 An animator from among the unit animators of the region shall be appointed as the regional animator.

5.4.2.3 In the absence of the director the animator shall act on his behalf and she will have the added responsibility of the women members.

5.4.2.4 Animator should record and keep the day to day expenses.

##### **5.4.3 President**

5.4.3.1 A youth elected from the region shall be the regional president.

5.4.3.2 To convene or ask the general secretary to convene regional council and executive in consultation with the regional director.

5.4.3.3 Release suitable statements when necessary in accordance with the ideals of the movement in consultation with the regional director.

5.4.3.4 If any sort of problem/dispute occurs in any of the SMYM units under the region, steps to be initiated in consultation with regional director to solve the issue.

5.4.3.5 To preside over the meetings of the regional council and regional executive.

5.4.3.6 To visit the SMYM units under the region and inspect the wards and records.

5.4.3.7 If any regional officer bearer is found to be negligent in the discharge of his/her duties, take necessary action in consultation with the regional director.

5.4.3.8 In case of an emergency where an executive cannot be convened, the president shall take proper action in consultation with the director, and the same shall be conveyed in the next executive meeting. To bring the decisions to the attention of the executive members, any available media may be used.

#### **5.4.4 Vice President and Deputy Secretary**

5.4.4.1 There must a vice president and deputy president duly elected from the youth.

5.4.4.2 In the absence of the president, the vice president and in the absence of the vice president the deputy president shall discharge the duties accordingly.

5.4.4.3 To attend other duties delegated by the president or executive committee.

#### **5.4.5 General Secretary**

5.4.5.1 Any graduate from among the youth can be duly elected as the regional secretary.

5.4.5.2 Arrange the meetings in consultation with the regional director and president. And to present the reports in the meetings.

5.4.5.3 To bring out notices pertaining to SMYM in any of the available media but has to ensure that such notices and press releases have reached the concerned persons. And the printed copies of the same shall be filed.

5.4.5.4 To write and keep all the registers and records of SMYM.

5.4.5.5 To present before the executive committee the report on SMYM.

#### **5.4.6 Secretary and Joint Secretary**

5.4.6.1 A secretary and joint secretary shall be elected from the youth.

5.4.6.2 In the absence of the general secretary the secretary and in the absence of the secretary the joint secretary shall discharge the duties of the general secretary. The joint secretary shall write and the minutes of the regional executive meeting.

5.4.6.3 The secretaries shall also discharge other duties entrusted to them by the executive committee at any given time.

5.4.6.4 The secretary has to write and keep the chronicle and history of the regional council.

#### **5.4.7 Treasurer**

5.4.7.1 Any graduate who is elected by the regional council shall be the regional treasurer. The liquid money of the regional unit shall be deposited in any nationalized bank in a jointly operated account in the names of the regional director and treasurer.

5.4.7.2. All the expenses that may become necessary will have to be met, subject to the approval of the regional council and regional executives.

5.4.7.3 To accept what is due to the regional SMYM in the form of donations, subscriptions and fees and to issue proper receipt with the stamp of the regional unit.

5.4.7.4 To make proper records in writing of all the assets, revenue income and expenditure of the region and to entrust all the documents concerning them - bank passbook etc, to the regional director or to keep them in safe custody in the office under the director's care or entrust them to the animator for safe custody.

5.4.7.5 The accounts should be properly maintained and presented before the regional executive within the stipulated time (which the regional executive can decide). And budget for the next year should be prepared in consultation with the regional executive.

5.4.7.6 Annual income and expenditure bill should be submitted before regional council.

5.4.7.7 proper bills and receipts should be maintained. SMYM will not be responsible for other expenses.

5.4.7.8 With the permission of regional president, treasurer can spend up to Rs 5000. And for any expense above that, consent of executive is necessary.

5.4.7.9 Treasurer should obtain the consent of regional executive committee before entering into any kind of monetary arrangements on behalf of the movement.

5.4.7.10 Treasurer should obtain the consent of regional executive committee before entering into any kind agreements on behalf of the movement for selling /leasing / mortgaging the assets of the regional unit. Regional director should take permission from the regional chairman for selling and encumbering the properties of the regional unit.

#### **5.4.8 Councilors**

5.4.8.1 One graduate male and female each shall be elected as the two regional councilors. It is the regional councilors who shall represent the region in the global election.

5.4.8.2 Regional councilors shall collect the details of all the SMYM unit executives and transfer it immediately to regional general secretary.

5.4.8.3 Councilors must cooperate with other leaders in all the activities of the region.

#### **5.5. Duration**

5.5.1 The tenure of a regional executive is for two years.

5.5.2 If the regional executive does not complete or is dissolved before the expiry of the tenure, the complete responsibility shall be on the director and animator. And they shall continue until another feasible alternative is found.

5.5.3 The animator must help the director in the discharge of duties until the next election.

#### **5.6 ICYM Representatives (exclusively for regions in INDIA)**

If there is need for representatives from Syro-Malabar church to ICYM, the central committee shall find means select representatives from the regional executives.

#### **5.7. Resignation Procedures**

5.7.1 If regional president has a plan to withdraw his position he/she can give the withdrawal letter to the regional director.

5.7.2 Regional executive members can submit their withdrawal letters to regional president.

5.7.3 Executive should assemble within 20 days and accept or reject the withdrawal letters.

5.7.4 If the executive does not respond within 20 days it shall be taken for granted that the withdrawal letter is accepted.

5.7.5 If the regional president is withdrawing from his position that shall not be considered as the withdrawal of the whole executive. A new president can be nominated to the post by the regional chairman. The same is the case with any withdrawals in the executive.

5.7.6 In the absence of president at any time, the vice-president should take up the responsibilities of the president.

### **6. GLOBAL UNIT**

It is for the co-ordination and execution of SMYM Activities in the global level. The different regional units from the various countries come together to form the global unit.

#### **6.1 Global Syndicate**

For the smooth movement of the SMYM in the global level, representatives from different parts of the world join together to form global syndicate.

### **6.1.1 Members**

1. Global director
2. Global animator
3. Regional directors
4. Regional animators
5. Regional councilors
6. Regional presidents
7. Regional general secretaries

### **6.1.2. Powers and Duties**

The Following are the duties of the global syndicate:

To give required instructions for the amendment of the bye-law, prepare working year plans for the movement, give proper and creative advice for the betterment of the SMYM movement, prepare manuals for the youth in accordance with the times, co-ordinate global level youth assembly, facilitate the opportunities & privileges available for the movement at international level, co-ordinate the activities at global level etc.

### **6.2 Election**

6.2.1 Within 30 days of the election at the regional level (before 31<sup>st</sup> of January), global syndicate should be convened for the election of executive members.

6.2.2 The returning officer of the global election will be the Youth commission secretary or his nominee. He shall be solely responsible for the election. But the existing executive members shall help him at all stages of election. The decision taken by the returning officer regarding the election shall be final.

6.2.3 Global executive election must be conducted during the three day global syndicate. The leaders who participate throughout in the 3 day camp with the written permission of regional director alone shall be eligible for contesting and voting in the election.

6.2.4 If there is more than one region in a country, returning officer should ensure the fair representation of executive members from all countries in the election.

6.2.5 It is from among the members of the global syndicate who have completed graduation and have crossed twenty years that the global executive is elected.

6.2.6 If unanimous election is impossible, election can be arranged through secret ballot. Ballot papers should carry the seal of SMYM central office.

6.2.7 If any objection arises about election, the petitioner should submit his/her written petition, with the testimony of his/her regional director to youth commission chairman within three days of election. The youth commission chairman's decision should be considered as final word regarding the petition.

6.2.8 The returning officer, before starting the election procedures should make sure that bye-law approved ballot papers with SMYM seal are available and that all contestants and voters are eligible candidates.

6.2.9 If an ineligible person is elected, as soon as this comes to notice, he/she shall be removed from all executive positions and shall be barred from elections for the next 3 years. However, if there are no other obstacles, the primary membership of the said person will continue.

6.2.10 No candidate from a region which has incurred dues shall be eligible to contest election.

### **6.3. Global Executive Committee**

Global executive committee members shall be those people who have experience in regional level and have completed twenty years of age with atleast a minimum qualification of, elected in the global syndicate meeting.

### **6.3.1 Powers & Duties**

- 6.3.1 Global executive committee is solely responsible for all global level programs.
- 6.3.2 Provide awareness about recent developments and issues in the society and give attention to the faith formation and moral code of the youth in the Syro - Malabar Church.
- 6.3.3 Execute and put into practice the decisions and advises of the global syndicate.
- 6.3.4 With the permission of global director, respond to global issues and events.
- 6.3.5 Visit different units and extend support to them.
- 6.3.6 Create subcommittees for the various activities, collect funds, create rules, and select service minded volunteers for the successful execution of all the activities.
- 6.3.7 Give permission to spend on pre approved items in the budget.
- 6.3.8 Present the annual report, income and expenditure report and the budget for the coming year before global syndicate.
- 6.3.9 Study the recent problems related with the mother church and take suitable actions
- 6.3.10 Facilitate opportunities & privileges available for the Syro-Malabar youth from national and international organizations.
- 6.3.11 Organize world youth days once in three years.
- 6.3.12 Make arrangements and extend help for the members to participate in the world youth convention.
- 6.3.13 Strengthen the dying units and establish new ones as well.

### **6.3.2 Global Executive Meeting**

- 6.3.2.1 Global Executive should assemble once in six months.
- 6.3.2.2 The quorum for a Global Executive meeting is 6 members.
- 6.3.2.3 Global general secretary should inform the global executive members about the meeting 2 months ahead with the help of any available media. In emergency situations, meetings should be convened with the available members and the general secretary should inform all the other executive members details of the meeting within four days.
- 6.3.2.4 If any member of the global executive abstains himself / herself from 2 consecutive meetings without submitting any valid reason, the global director should inform the matter to youth commission chairman. And the chairman, shall dismiss the person and nominate another in his/her stead.

## **6.4 Global Executive Members**

### **6.4.1. Director**

- 6.4.1.1 Syro-Malabar youth commission secretary shall be the SMYM global director.
- 6.4.1.2 Management and administration of SMYM, directing and guiding the global activities of SMYM, visiting various units and evaluating and encouraging them.
- 6.4.1.3 Presiding the global level directors and animators meeting.
- 6.4.1.4 Lead and manage the global executive election.
- 6.4.1.5 In critical situations conduct global executive meetings with the help of modern media.
- 6.4.1.6 Administration and management of the Syro Malabar youth commission and Syro Malabar youth movement offices in the global level.
- 6.4.1.7 Represent the movement in national and international meetings.

6.4.1.8 Manage the activities of the movement at the time of withdrawal of global executive committee.

6.4.1.9 Check the records and other documents of different units and take final decision regarding any issues that may come up.

#### **6.4.2. Animator**

6.4.1 Youth Commission Chairman shall nominate nun as global animator.

6.4.2 In the absence of the global director, take up official duties of the global director.

6.4.3 Engaging in the routine transactions for the movement. The recording of the transactions, safe keeping of the financial documents is also the animator's responsibility. She shall also submit them for auditing.

6.4.4 Keep in constant contact with the SMYM animators at various levels and ensure the co-operation of women representatives and animators and coordinate their activities.

6.4.5 Animator will especially be in charge of the women representatives.

#### **6.4.3. President**

6.4.3.1 Global president shall be a full time member.

6.4.3.2 Convene Global syndicate and executive in consultation with the Director.

6.4.3.3 Preside over the global syndicate and executive meetings.

6.4.3.4 Participate in national and international meetings on behalf of the movement or request the director to send a representative in his/her stead with the consent of the executive.

6.4.3.5 Publish statements and motions, totally fitting to the aims and policies of the movement, with the permission of global director.

6.4.3.6 Visit different SMYM units personally or with the aid of modern media and evaluate their records.

6.4.3.7 If there is any negligence in the discharge of duties by the executive members, inform the global director and take proper actions.

6.4.3.8 In critical situations and matters, take decisions with the global director and convey the matter to other executive members.

#### **6.4.4 Vice President & Deputy President**

6.4.4.1 The eleven member executive includes a vice president and a deputy president. If president is a man, vice president should be a woman and deputy president must be a man. And if president is a woman, then the vice president should be a man and deputy president must be a woman.

6.4.4.2 In the absence of the president or in case if the president has resigned, all duties shall be carried out by the vice president, and if he/she is absent all responsibilities rest with the deputy president.

6.4.4.3 They shall also cooperate with the executive and take up any responsibility entrusted to them.

#### **6.4.5 GENERAL SECRETARY**

6.4.5.1 Any elected syndicate member can be the general secretary.

6.4.5.2 Announce the meetings in consultation with the global director and president.

6.4.5.3 Prepare notices regarding the movement and ensure the receipt of the same by the concerned parties (new media may be used for notification). The printed copies of all documents should be filed.

6.4.5.4 Maintain proper written registers and records of the movement.

6.4.5.5 Present the minutes and report of the movement before the syndicate and executive committee.

#### **6.4.6 Secretaries**

6.4.6.1 The executive committee has a secretary and a joint secretary.

6.4.6.2 If the general secretary is absent or in his/her withdrawal, the secretary will do his/her duties and in the absence of the secretary the joint secretary shall do his/her duties.

6.4.6.3 Joint secretary must prepare the chronicle and history of global syndicate. And the secretary must write the minutes of the global executive meeting.

6.4.6.4 Execute any and all other advices of executive committee.

#### **6.4.7 Treasurer**

6.4.7.1. One of the members of the executive is the treasurer.

6.4.7.2 Deposit the liquid cash related with the movement in the SMYM account.

6.4.7.3 Spend the money with the permission of global council and global executive.

6.4.7.4 Receive fees, subscriptions, donations etc and give the receipts with the seal of the movement.

6.4.7.5 The income and expenditure accounts must be written clearly and related bank passbooks and other documents should be kept in safe custody in the movement office.

6.4.7.6 The accounts should be properly maintained and presented before the regional executive within the stipulated time (which the regional executive can decide). And budget for the next year should be prepared in consultation with the regional executive.

6.4.7.7 An account of the annual income expenditure and closing balance must be prepared and presented before the global syndicate.

6.4.7.8 Bills for all expenditures should be filed. Otherwise movement will not take responsibility.

6.4.7.9 The treasurer can be spent upto Rs 10000/- with the permission of the president. For any amount exceeding the limit, the consent of the executive committee is required to make the transactions. All monetary transactions require permission from the global director.

6.4.7.10 Treasurer should obtain the consent of the global executive committee before entering into any kind of monetary arrangements on behalf of the movement.

6.4.7.11 For selling/ buying/mortgaging assets of the movement, permission from the youth commission chairman with the knowledge and consent of the executive is necessary.

#### **6.4.8 Councilors**

6.4.8.1 There shall be two councilors in the global executive.

6.4.8.2 Global councilors shall collect the details of all the SMYM unit executives and communicate it to regional general secretary.

6.4.8.3 Co-operate in all activities of the movement with the executive.

6.4.8.4 The councilors shall also take up any responsibility entrusted to them.

#### **6.5 Duration**

6.5.1 The tenure of the global executive is for three years.

6.5.2 If the global executive committee crashes before the period by any means or happens to be dissolved, the complete responsibility of the committee shall rest with the director and animator. They both should continue in their positions until such time, as when an alternative is found according to the bye-law.

#### **6.6 Resignation Procedures**

6.6.1 Global president shall submit his/ her withdrawal letter to the global director.

6.6.2 Global executive members can submit their resignation/withdrawal letters to the global president who in turn shall forward the same to the global director in 2 days time.

6.6.3 Executive should take a decision on the withdrawal letter within 20 days.



6.6.4 If executive fails to respond within 20 days, it shall be considered as the acceptance of withdrawal.

6.6.5 If the global president withdraws from his/her position, it does not signify the withdrawal of the whole global executive. Youth commission chairman can nominate another person to that position. The same shall be followed for all withdrawals within the executive.

6.6.6 In the absence of president, the vice president and in the absence of both the president and the vice president, the deputy president shall be in charge of the responsibilities.

### **7. Bylaw Amendments**

The bye-law may be subjected to timely amendments. The suggestions and the advices for amendment, accepted by the 2/3<sup>rd</sup> majority in the Archdiocese/ Diocese/Exarchate/ Mission center Senates, and the regional councils shall be presented in writing to the global syndicate by the regional presidents. And those amendments accepted by a 2/3<sup>rd</sup> majority in the global syndicate shall then be forwarded to the youth commission chairman. He shall present them before the Syro-Malabar synod. A suggestion or amendment shall become part of the bye-law only when the youth commission chairman declares it with the acceptance of the Synod.