

**MAR THOMA CHURCH  
DIOCESE OF NORTH AMERICA AND EUROPE  
YOUTH FELLOWSHIP**

**BY-LAWS**

**CHAPTER 1**

This organization will be known as the Mar Thoma Youth Fellowship of the Diocese of North America and Europe and will function as an official organization of the Diocese of North America of the Mar Thoma Church. This organization is affiliated to the Mar Thoma Youth Fellowship whose Head Quarters is in Thiruvalla, Kerala, India.

**Objectives**

1. To help the youth of the Mar Thoma Church to accept Jesus Christ as their Lord and Savior.
2. To help youth to grow into the maturity and knowledge of Jesus Christ
3. Equip youth for Christian fellowship and worship life.
4. To facilitate youth to develop loyalty to church and participate in the growth of various organizations and institutions in the church
5. To equip youth to participate in the mission of the church
6. To organize seminars, classes, workshops, conferences, etc. to create in youth interest in bible studies, faith and practice of the church, history of the church and ecumenical relationships

**Membership**

Members of the Mar Thoma Church who are 12 and up to 35 and willing to sign up the annual membership application, with a specific amount as membership fee and to fulfill the above objectives will be the members of the Youth Fellowship. Those who lose the membership of the church will lose the membership of the organization.

For the effective function of the organization, the Youth Fellowship is formed and divided into Parish Units, Regions and Zones.

**CHAPTER 2**

**Parish Unit**

**The General body.**

All the members whose names are in the membership list are members of the General body and the Vicar will be the President, Vice President, Secretary, Treasurer, representative for the executive committee, region, zone and the committee members as

per the need and size of the youth fellowship are elected from the General Body. If the parish unit includes a Diocesan Youth Fellowship Council member he /she shall also be a member of the parish youth fellowship committee.

Two auditors are elected from the General Body to audit the accounts. The term of the committee will be one year beginning from January.

The General body should meet at least twice a year. In Jan/Feb to present and pass the annual report, audited accounts and the budget for the next year.

In Nov/ Dec to elect the office bearers for the next year. It can be convened at any other occasion by the committee after announcing it for two consecutive weekly/Sunday meetings of the Youth Fellowship and in the Church.

### The Committee

The committee is elected by the General Body. Apart from the Vicar appointed from time to time, the Committee consists of Vice president, Secretary, Treasurer, Elected committee members, Regional and Zonal representatives, Diocesan Youth Fellowship Committee members (if any), and the Representative to the Executive committee. The committee is responsible to initiate various programs for the accomplishment of the objectives in the Chapter 1. It is desirable to present the accounts once in six months so as to make periodic review in financial matters.

The notice for the committee shall be given by the secretary as per the direction from the President. The agenda for the General body meeting is decided in the committee meeting. It has a corporate responsibility to bring proposals to the General Body and carry out its decisions.

The quorum shall be 1/3<sup>rd</sup> of the total members.

### Finance.

It is the moral responsibility of every member, particularly the earning members to contribute and support the activity of the organization financially. The Youth Fellowship should identify genuine needs in and around the society and initiate financial drive in order to meet them. After keeping a minimum amount as cash, balance amount if any, should be deposited in a bank in the name of Youth Fellowship and operated jointly by the President and the Treasurer.

### DUTIES OF OFFICE BEARERS

**PRESIDENT:** The vicar of the parish appointed from time to time shall be the President of the Youth Fellowship. His duty is to preside over, to supervise, to guide, to give suggestion and to coordinate various organizations for the effective functioning of the Youth Fellowship. He will be the President of Committee as well as the General body.

**Vice President:** As per the direction of the President, the vice president has to conduct the meetings and other sessions.

Secretary: Duties of the Secretary are to organize, coordinate and conduct the activities of the Youth Fellowship, to maintain and update records such as the membership list and other registers, to correspond with the Diocesan, Zonal and Regional offices for and on behalf of the Youth Fellowship, to record the minutes of every meeting, and to be a spokesperson of Parish unit as per the direction of the President.

Treasurer: Treasurer will be responsible for all the accounts, keep receipts and vouchers for all income and expenses as per the decision and direction of the General body and committee unless other wise specified. The Treasurer is also responsible to present the annual accounts audited by the Auditors and budget for the next year.

Regional and Zonal Representatives: To represent the Youth Fellowship in the regional and Zonal meetings respectively. They should be equipped to speak for the local unit and authorized to take up responsibilities assigned by the Regional and Zonal Committee. The term of the elected member(s) will be Three years corresponding to the term of the Diocesan Assembly.

Representative to the Executive Committee: To represent, communicate the needs and concerns of the Youth Fellowship in the Executive committee of the Parish.

### CHAPTER 3

#### REGIONAL YOUTH FELLOWSHIP

Each region of the Diocese should have its own General Body comprising of members of the Youth Fellowship of the parishes under the Region. An amount fixed by the region has to be remitted to the region annually by the local unit in proportion to the number of registered members. All the Youth Chaplains of the respective region shall also be the members of the regional General Body.

#### Regional Committee

All the Vicars of the parishes, Achen with official responsibilities (like Youth Chaplain), Secretaries and Regional Representative/s of parish Youth Fellowship of the region form the regional committee and the office bearers must be elected from the Annual General Body of the region. They are President (Achen), Vice President, Secretary, and Treasurer. The term will be three years corresponding to the term of the Diocesan Assembly.

All the Achens of the region shall be the Vice Presidents in addition to the elected Lay Vice President.

Two auditors are elected from the general body for a term of three years.

Reports, Audited Accounts, and Budget will be presented at the General Body for approval.

**DUTIES OF OFFICE BEARERS**

**PRESIDENT:** The president is to supervise the proper organizing, conducting and functioning of the Regional Youth Fellowship by providing timely advice and guidance.

**VICE PRESIDENT:** As per the direction of the president, the vice president shall chair the meetings.

**SECRETARY:** The secretary will issue the notice for the committee and the General Body and record the minutes, coordinate and organize regional programs and meetings, and make necessary correspondence and keep the records of the correspondence as per the direction of the President.

**TREASURER:** Treasurer is responsible for the maintenance of all Accounts and to present it in the regional committee for acceptance. The audited accounts shall be presented in the General Body along with the Budget for the next year. Treasurer is also responsible for all financial matters with regard to the duties of the regional committee unless otherwise mentioned.

**REGIONAL AND ZONAL REPRESENTATIVES:** Very responsible posts with regard to the organizing and functioning of the various offices of youth fellowship in the Diocese. They should function as channels of effective communication between the local unit and the Diocese.

**Duties of Regional Committee**

- 1) To execute the decisions of the General Body
- 2) To organize conferences, retreats, camps, seminars, workshops, and other appropriate programs.
- 3) To initiate projects and programs with the approval of the Diocesan Bishop.

**CHAPTER 4**

**ZONAL YOUTH FELLOWSHIP**

Different Regions of the Diocese together will constitute the Zonal Youth Fellowship. Each zone should have its own general body and shall function independently under the guidance and direction of the Diocesan Bishop.

**Membership**

Diocesan Bishop, Diocesan Secretary (ex-officio), Vice President (Clergy and Lay), Vicars, Aghens with official responsibilities (like youth chaplain), Regional Youth

Fellowship Secretaries, Parish Youth Fellowship Secretaries, and Representative/es from each parish (one representative up to 50 registered members and two representatives above 50 members) and two members nominated by the Diocesan Bishop.

### Term of Office

The term of the zonal general body shall be for three years corresponding to the term of the Diocesan Assembly. The General Body should meet once a year to approve and pass annual report, annual audited accounts, budget, and to chalk out programs.

### Zonal Committee

The zonal committee, which comprises of the President, Clergy Vice President (elected), Youth Chaplains of the Zone, Lay Vice-President (elected by General Body), Diocesan Secretary (ex-officio), Zonal Secretary (elected by General Body), Zonal Treasurer (elected by General Body), Regional Secretaries, One representative from each Region.

### Duties of the Zonal Committee

1. To execute the decisions of the General Body
2. To organize conferences, retreats, camps, seminars, workshops, and other appropriate programs.
3. To initiate projects and programs with the approval of the Diocesan Bishop

### President

Diocesan Bishop shall be the President of the Zonal General Body and Zonal Committee. The Diocesan Bishop will supervise the activities and give advices for the smooth functioning of the organization. The Clergy Vice President (elected) will function as working President as per the directive of the Diocesan Bishop.

### Lay Vice President

In the absence of the Bishop and Clergy Vice-President, the Lay Vice President can preside over the meetings, called by the President.

### Zonal Secretary

Zonal Secretary will be the Secretary of the General Body and the Zonal Committee. When conveners are not elected for sub-committees, the Zonal Secretary will be the convener for those sub-committees. The Secretary will present the annual report, keep the records, and do the correspondences.

**Treasurer**

The Treasurer will present the audited annual accounts and annual budget in the General Body. Money transaction will be as per the directive of the General Body.

**Auditors**

Two auditors from the General Body will be elected for the term of three years.

The Zonal Committee should meet a minimum of two times a year and quorum should be one third of the total members.

**CHAPTER 5****Diocesan Youth Fellowship**

To coordinate the activities of the zone and to organize programs like National Youth Conference, Leadership Conference etc..

To take steps to vitalize Parish, Regional and Zonal units

**Diocesan Youth Fellowship Council**

Consist of the Diocesan Bishop, Diocesan Secretary, Youth Chaplains, Zonal Vice President (Clergy and Lay), Zonal Secretaries and Zonal Treasures. The Vice President will be appointed by the Diocesan Bishop. The diocesan council will elect the diocesan secretary and diocesan treasurer. A uditors will be elected to audit the accounts. The representative to the Diocesan Assembly is elected from the Diocesan Council. The term will be for three years corresponding to the term of the Diocesan Assembly.

Each zone will have to pay a fixed amount as directed by the Diocesan Bishop to the diocesan Youth Fellowship council and the committee will pass the accounts.

In matters which are not mentioned in the by-laws and in matters of dispute, the directive of the Diocesan Episcopa will be final.