

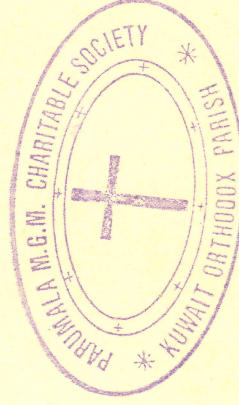
**PARUMALA MAR GREGORIOUS  
MEMORIAL CHARITABLE SOCIETY  
OF THE KUWAIT ORTHODOX PARISH**

**REGISTERED UNDER THE TRAVANCORE-COCHIN  
LITERARY, SCIENTIFIC AND CHARITABLE SOCIETIES**

**REGISTRATION ACT 1955**

**(ACT XII OF 1955)**

**(REGISTRATION NO A-563/86)**



**1129**

**(RULES AND REGULATIONS)**

**RULES AND REGULATIONS OF THE  
PARUMALA MAR GREGORIOUS MEMORIAL CHARITABLE  
SOCIETY OF  
THE KUWAIT ORTHODOX PARISH**

1. **NAME:** The name of the Society shall be «PARUMALA MAR GREGORIOUS MEMORIAL CHARITABLE SOCIETY OF THE KUWAIT ORTHODOX PARISH».
2. **OFFICE:** The Registered Office of the Society shall be at PARUMALA (MANNAR) in the State of Kerala.
3. **AREA OF OPERATION:** KERALA STATE.
4. **OBJECT:** The Objects of the Society shall be:
  - a. To render financial assistance to the deserving people.
  - b. To establish and administer orphanages, hospitals, educational institutions and other institutions for philanthropic purpose.
  - c. To take over, absorb or amalgamate with any other society whose objects are similar to the objects of this society.
  - d. To receive gifts and subscriptions in cash or kind, to acquire by any other lawful ways & means assets and to disburse the same in fulfilment of all or any of the objects of the society.
5. **DEFINITION** In these Rules & Regulations, unless there be anything repugnant to or inconsistent with the subject or context:-
  - a. «Act» means the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 (Act xii of 1955).
  - b. «Society» means «Parumala Mar Gregorious Memorial Charitable Society of the Kuwait Orthodox Parish».
  - c. «Member» means registered member of the Society male or female over 21 years of age under each class of

membership as stated hereunder, who shall have paid the membership fees and enlisted in the register of members maintained by the society and shall not have terminated in accordance with the rules and regulations stated hereunder and also those ex-officio members under rule 6 (a).

- d. «Parish» means Kuwait Parish of the Malankara Orthodox Syrian Church.
- e. «Fund» means money accumulated by the Society from various sources but excluding earnings from investments or assets.
- f. «Donation» shall include all receipts in cash and kind without consideration or other obligation to the donor which will form part of the fund/assets.
- g. «Income» means and include any earnings movable or immovable from the fund/assets of the society.
- h. «Proxy» means a person nominated by a member of any class of the society to attend the meeting of such class of the society. He shall have only the voting right.
- i. «Governing Body» means body constituted by the Society to manage the affairs of the Society as under this Rules & Regulations. For functional purposes the promoters shall form the first governing body of the society and its duration shall be only upto the first General Body meeting to be convened under rule 14 (b) of the Society.
- j. «Registrar» means officer empowered by the Government of Kerala to Register Societies under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, 1955. (Act XII of 1955).
- k. «General Body Meeting» means meeting of the registered members of the Society.
- l. Save as otherwise expressly stated hereunder the provisions in the Rules and Regulations shall apply subject

to the provisions in the Memorandum of Association of the Society.

6. **MEMBERSHIP:** The Society shall have three classes of registered members namely ex-officio members, founder members and honorary members.

- a. **Ex-Officio Members:** The respected persons holding the following offices of the Malankara Orthodox Syrian Church from time to time.
  1. His Holiness the Catholicos of the Malankara Orthodox Syrian Church, Kottayam.
  2. His Grace the Metropolitan of the Diocese of the Malankara Orthodox Syrian Church in which Kuwait Parish is affiliated.
- b. **Founder Members:** All members of the Kuwait Parish of the Malankara Orthodox Syrian Church registered in the members register maintained by the parish shall be eligible to be founder member of the society.
- c. **Honorary Members:** Ex-members of the Parish and still continuing as member of the Malankara Orthodox Syrian Church shall be eligible to be the honorary members of the society and also include those nominees under clause 6j.
- d. **Ex-Officio Members** are not to pay any membership fees whereas the founder members and honorary members shall pay a membership fee of Rs.100- or its equivalent in foreign currency alongwith the application for registration as such member.
- e. The Promoters of the Society as named and signed in the Memorandum of Association who have paid the prescribed subscriptions and hereunder shall be Founder or Honorary Members of the Society as the case be on its incorporation.
- f. Persons other than the promoters shall apply for founder membership or honorary membership in the society by

submitting an application alongwith membership fees. The application duly verified and recommended by the Vicar of the Parish and as approved by the Founder Member Body (By the Promoters till the first General Body Meeting) will be admitted as members of the respective category.

g. Clause 6 (f) shall be null and void in the event at a later stage the parish does not exist. In such case the general body shall decide and set rules for admitting new members from that date onwards.

h. Founder member shall cease to be a founder member, as and when he leaves the country of Kuwait. He shall apply for Honorary membership after leaving Kuwait and no membership fee is required for registering him a Honorary member.

i. Subject to clause 6 (b) An Honorary Member shall become founder member on his becoming a resident of Kuwait, and no membership fees is required for registering him as founder member.

j. A registered member may retire from his membership at any time at will by notification in writing to the Hon. Secretary. He may nominate another person as his successor, at the time of his retirement from membership, provided:-

(i) Such nominee is a member of the Malankara Orthodox Syrian Church.

(ii) He shall pay Rs.100/- as his membership fee.

(iii) Subject to clause 6 (f) and (i), the society shall register such nominee as a registered member with effect from the date following the approval of his nomination.

k. All classes of membership shall be automatically forfeited as and when the member loses the membership of the Malankara Orthodox Syrian Church.

l. Notwithstanding anything contained in clause 6 (j) and unless specifically nominated in the application form for

membership or applied separately in writing during the validity period of the membership; the death of a member shall automatically terminate his membership. In case of accepted nominations by the concerned authority the nominee shall become the successor of the respective member and the class of membership shall be in accordance with clause 6 (b) or (c).

7. **FUND:** Society shall collect donations, fees etc. and all such collections shall form part of the «Fund» of the society and shall not be used for any purpose other than investment in fixed assets or other secured investments. Such investments shall be made by the governing body as per rules framed by the general body. The main sources of fund shall be:-

a. The membership fee collected by the society.

b. The various contributions and donations from Kuwait Parish of the Malankara Orthodox Syrian Church from their Mar Gregorious Memorial Charity Fund and other sources.

c. Any other legal contribution/donation from any other source.

8. **PAYMENTS:** The earning from the investments and assets of the Society shall be the «Income» of the Society which shall be utilised for charitable purposes only as under:-

a. Forty percent of the net annual income shall be disbursed as sick-aid for deserving people, without bar of caste and creed, towards cost of medical assistance on actual basis or subject to a maximum of Rs. Two thousand per person unless otherwise so decided by the general body.

b. Forty percent of the earnings shall be disbursed in accordance with the decisions of the Governing body for other charitable purposes.

c. The remaining 20 percent shall be added to the fund.

d. Undisbursed money if any in any particular year under 8

(a) and (b) shall be carried forward to the next financial year and disbursed for the same purposes.

e. On emergency sick aid assistance cases which shall be justified; the Hon. Secretary of the society with the prior consent of the President or in his absence the Vice President shall disburse an amount not exceeding Rs. One thousand, per person subject to a maximum of Rs. 5,000/- in total until it is ratified by the immediately succeeding governing body.

9. **PATRON:** The patron of the society shall be His Holiness the Catholicos of the East.

10. **PRESIDENT:** The president of this society shall be His Grace the Metropolitan of the diocese of the Malankara Orthodox Syrian Church in which Kuwait Orthodox Parish is affiliated. He shall jointly operate the bank account of the society with the Secretary of the society. In the event of the non existence of the Parish, the director of the mission board shall be the president.

11. **VICE PRESIDENT** of the society shall be elected from among the members of the General Body for a period of one year. In the absence of the President the Vice President shall exercise all the powers of the President including operation of bank account as one of the signatories.

12. **HON. SECRETARY** shall be elected by the General body from among its members. The Hon. Secretary shall be paid an honorarium of Rs.500 p.m. or any other amount as decided by the General body, excluding actual expenses incurred for the business of the society. He shall use ordinary means of conveyance for travelling to conduct the business of the society.

13. **CHAIRMAN OF THE MEETING:** The president or vice president or vicar of the parish or in their absence any of the members elected by the respective meeting shall be the Chairman of the meeting of governing body, General Body or Founder Members of the society. The Chairman shall control the meetings, adjourn the meetings from time to time and allow any matter for discussion and dissolve the meeting as deemed fit.

14. **GENERAL BODY MEETING:**

a. The general body meeting of the society shall be the meeting of the registered members of the society.

b. The promoters of the society shall convene the first general body meeting of the society within six months from the date of its registration.

c. All general meetings of the Registered members other than annual general meeting shall be called extra ordinary general meetings.

d. The annual general meeting of the society shall be held at least once every calendar year and not later than fifteen months after the holding of the last annual general meeting.

e. The Hon. Secretary of the Society shall convene the annual general meeting or extra ordinary general meeting of the society at the request of the governing body or 25% of the registered members or by resolution passed by the founder members of the society.

f. The registered members as per the members register shall be given one months notice to convene the general meeting of the society. A notification in this respect in the Malayala Manorama daily and a telegram to the Vicar of the Parish shall be treated as served notice. The Vicar shall announce the contents of the telegram in the Parish in the immediately succeeding two normal services.

- g. The quorum for the general meeting shall be one third of its strength, fractions being ignored. If there be no quorum the meeting shall be adjourned and at the adjourned meeting the business of the original meeting shall be disposed of and the members present shall be quorum.
- h. The annual general meeting shall:-
- i) Elect members to the governing body to hold office until the next annual general meeting of the society.
  - ii) Receive and consider audited balance sheet and income & expenditure accounts for the year/period ended on the date of closing of the books of accounts of the society.
  - iii) Appoint auditors to audit the balance sheet and income & expenditure accounts of the society.
  - iv) Consider such other matters as allowed by the Chairman of the meeting.
- i. The Hon. Secretary of the Society shall cause minutes of all proceedings of general meeting to be recorded in the minutes book maintained for the purpose and such minutes shall be signed by the Chairman of the meeting.
- j. A list of the members of the governing body of the society shall be filed with the registrar within fourteen days from the date of registration of the society and the date of each annual general meeting of the society.
- k. The general body meeting shall pass resolutions with simple majority.
- l. The general body meeting specially convened for the purpose may at its 2/3 majority opinion terminate any of the Regd. members from their membership; change any of the office bearers excluding the ex officio members of the society from their office; suspend any member/office bearer for specific period without assigning any reason which is unquestionable and binding.

#### 15. FOUNDER MEMBERS MEETING:

- a. The Vicar of the Parish shall cause to convene by one month notice by announcing twice in the Parish after the regular service, the meeting of Founder Members, atleast once in a year or as necessary, in the State of Kuwait or at the request of the President, Vice President or by not less than twenty five percent of the founder members.
- b. The quorum of the meeting shall be 30% of its strength as per the founder members register maintained at Kuwait, fractions being ignored. If there be no quorum the meeting shall be adjourned and at the adjourned meeting the business of the original meeting shall be disposed of and the members present shall be quorum.
- c. The meeting of founder members shall:-
  - (i) Elect, from among themselves, a member as Hon. Secretary of the founder member body for a period of one year or as allowed by the meeting.
  - (ii) Discuss the function of the society and give necessary instructions to the governing body of the society.
  - (iii) Discuss the balance sheet and income & expenditure account of the society.
  - (iv) Maintain minutes of the meeting signed by the chairman of the respective meeting.
  - (v) Elect members to the governing body of the society.
  - (vi) Consider such other matters as allowed by the chairman of the meeting.
- d. Duties of Hon. Secretary of the Founder Member body:-
  - (1) To implement the decisions of the Founder member body meetings.
  - (2) To receive communications from the Secretary of the society and do the necessary correspondence with the consent of the Vicar of the Parish.

- (3) To convene meetings of the Founder Member body on the direction of the Vicar of the Parish and maintain the minutes book of the Founder member body meetings.
- (4) Maintain and update records of the Founder Member body as per decisions of the body and also an up to date record of all the registered members of the Society and Governing Body.
- (5) To receive applications and membership fees; process the same and forward the eligible cases to the Secretary of the society and dispose other cases as per the rules etc.
- (6) Any other duties to be assigned by the Founder Member body meetings from time to time.

#### 16. GOVERNING BODY:

- a. The society and its properties shall be managed and controlled by a governing body consisting of:-
  - (i) Patron of the society.
  - (ii) President of the society.
  - (iii) Vice President of the society.
  - (iv) Hon. Secretary of the society.
  - (v) Eleven members in total out of which 5 elected by the General Body and 6 nominated by the Founder Members.
- b. The governing body shall be responsible to the general body and founder member body of the society.
- c. It shall send soon after its each meeting, a detailed report of the meeting to the Vicar of the parish to be placed before the immediately succeeding founder member body.
- d. The quorum of the governing body shall be 50% of its strength excluding the patron.
- e. The governing body shall be convened by the Hon. Secretary of the society whenever needed by giving one month's notice either personally or by registered post alongwith agenda of the meeting.

- f. The governing body meeting shall consider and adopt the annual financial statements of the society such as balance sheet, Income & Expenditure etc, auditors report, report of the Hon. Secretary and budget for the next year before these are presented to the General Body meeting.
- g. The founder members of the governing body shall attend the meeting personally or delegate a registered member of the Society on his behalf through written authorisation to attend the meeting and such delegates will have the full rights and privileges of the Governing Body Member.

17. **PROPERTIES:** The property, movable & immovable, belonging to the society shall be vested in the governing body of the society, and in all civil or criminal proceedings, may be described as the property of the governing body of the society.

18. **ACCOUNTS:** The funds of the society shall be operated through State owned/Nationalised Banks located nearest to the Registered office of the Society and shall be operated jointly by the President or Vice President and the Secretary. The Hon. Secretary of the society shall maintain or cause to maintain books of accounts and other records of the society and the accounts shall be closed on 31st day of December every year. The annual audited accounts of the society shall be presented to the governing body within six months from the closing of the financial year. The balance sheet and income and expenditure account shall be signed by not less than three members of the governing body of the society including President or Vice President, Secretary and anyone as decided by the governing body.

19. **REGISTER:** The Hon. Secretary of the society shall maintain or cause to maintain registers of each class of members separately and shall include therein.

- a. The name, address and occupation if any; of the members.

meeting until the conclusion of the next annual general meeting of the society.

c. In the case of casual vacancies due to death or other disability of the auditors, the governing body shall appoint auditors to hold the office until the conclusion of the next annual general meeting.

**23. AMENDMENTS:** The amendments of the rules and regulations shall be made through the following procedure read with section 22 of the Act:-

- a. If any member is desirous of amending one or more of the clause of the rules and regulations, he shall bring this to the notice of the governing body with reasons for such amendment, in writing.
- b. Hon. Secretary shall include this in the agenda before the next meeting of the governing body for consideration.
- c. If the governing body, passed the amendment resolution with simple majority, the resolution shall then be brought to the consideration of the founder member meeting.
- d. If the resolution with a 2/3 majority of members present in the founder member meeting passed the amendment, the resolution shall then be returned to the Secretary of the Society who shall convene an extra ordinary general meeting to consider the amendment resolution. If the general meeting with the 2/3 majority of the members present passed the resolution it shall be considered as secured the final approval.

**23. DISSOLUTION:** The dissolution of the society shall be done in accordance with the provisions of the Act. In case of dissolution all the assets including funds movable/immovable shall be given to other society with the same objects or to the government of Kerala.

- b. The date on which each person became a member.
- c. The date on which any person ceased to be a member.

**20. DUTIES OF THE HON. SECRETARY OF THE SOCIETY:**

The Secretary of the society shall be responsible:-

- a. To implement the decision of the various meetings.
- b. General administration of the Society under the provision of law and of this rules and regulations.
- c. To operate jointly the bank account of the Society with either the President or in his absence with the Vice President.
- d. To convene meetings of the governing body and general body of the society.
- e. To receive membership fees, donations and other amounts.
- f. To maintain books of accounts, registers and other records of the society and prepare balance sheet.
- g. To send detailed reports as required under rule 16 (c) to the Vicar of the Parish.
- h. Submit periodical reports and returns to the Registrar as required under the act.

**21. AUDITORS:** The auditors of the society, to audit the balance sheet and income and expenditure account of the society as required u/s 13 (2) of the Travancore-Cochin Literary, Scientific and Charitable societies registration Act, 1955 and u/s 12A (b) of the income tax act 1961 and other provisions of law, shall be appointed:

- a. In the case of the first auditors; by the governing body meeting of the society, to hold office of the auditors up to the first annual general body meeting of the society.
- b. In other case; by the general meeting of the society, to hold the office of the auditors from the conclusion of that

We the following members of the governing body hereby confirm and certify that the above is true and correct copy of the rules and regulations of Parumala Mar Gregorious Memorial Charitable Society of the Kuwait Orthodox Parish.

SLN.	Name & Address	Designation	Occupation	Position	Permanent address	Signature
1.	REV.FR.ABRAHAM VARGHESE	VICAR KWT ORTHODOX PARISH	VICAR	PRESIDENT	PALAKALTHAZHA HOUSE KANICHANALLOOR MUTTOM, HARI PAD	Sd/-
2.	T.V.JOHN P.O.BOX 26058 SAFAT	CHIEF ENGINEER	ENGINEER	VICE PRESIDENT	C-264 GIRINAGAR COLONY, COCHIN-20	Sd/-
3.	K.K. GEORGE P.O.BOX 22392 SAFAT	DY GENERAL MANAGER	COMPANY EXECUTIVE	SECRETARY	KUNNUMPURATHU KAYAMKULAM	Sd/-
4.	P.C. GEORGE P.O.BOX 43747 HAWALLI	SR. DESIGN ENGINEER	ENGINEER	JOINT SECRETARY	PULLIYATTU HOUSE COORAMANA MCOVATTUPUZHA	Sd/-
5.	M.J. THOMAS P.O.BOX 6152 HAWALLY, KUWAIT	ENGINEER	ENGINEER	MEMBER	MATTAMALA HOUSE KAVIYUR TIRUVALLA	Sd/-
6.	V. THOMAS KURIEN P.O.BOX 3670 SAFAT	GOVERNMENT EMPLOYEE	GOVERNMENT EMPLOYEE	"	38 HUTCHING ROADS HUTCHING ROAD ST. THOMAS TOWN BANGALORE	Sd/-
7.	GEORGE JOHN P.O.BOX 20174 SAFAT	PRINCIPAL AUDIT MANAGER	CHARTERED ACCOUNTANT	"	PUTHENPURAYIL KARIPUZHA	Sd/-
8.	E. JAMES PETER P.O.BOX 20203 SAFAT	LAB. TECH.	ASST. CHIEF TECHNICIAN	"	ELANJICKAL ATTUMALIL NIPANAM, TIRUVALLA	Sd/-

SLN.	Name & Address	Designation	Occupation	Position	Permanent address	Signature
9.	SAMUEL JOHN P.O.BOX 20154 SAFAT	SENIOR CLERK	SERVICE	MEMBER	SUJIT BHAWAN MACKAMKUNNU PATHANAMTHITTA	Sd/-
10.	C.T. THOMAS P.O.BOX 24978 SAFAT	ASST. HEAD D.S.S. (D&S)	ENGINEER	"	55 DE COSTA LAY OUT COOKE TOWN BANGALORE	Sd/-
11.	K.K. SAMUEL P.O.BOX 3559 SAFAT	TECH. ASST	SERVICE	"	KIZHAKANETH HOUSE KAVIYUR TIRUVALLA	Sd/-
12.	GEORGE THOMAS VILLOTH P.O.BOX 208 SAFAT	COMPANY EMPLOYEE	COMPANY EXECUTIVE	"	VILLOTH HOUSE KANJETUKARA AYRACOR SOUTH PATHANAMTHITTA	Sd/-
13.	VARGHESE V. DANIEL P.O.BOX 3964 SAFAT	SENIOR ADMINISTRATOR	SERVICE	"	VADAKKEDATHU HOUSE OMALLOOR PATHANAMTHITTA	Sd/-
14.	P.M. ZACHARIAH P.O.BOX 24028 SAFAT	CLERK	CLERK	"	PUTHENWEETIL MALUTHATHIL HOUSE KIDANGANNOOR PATHANAMTHITTA	
15.	K.C. KURIEN KAYCEE'S LODGE KOTTAYAM		PRIVATE BUSINESS	"	KAYCEE'S LODGE KOTTAYAM	
16.	T.T. KURUVILLA THEMALIL HOUSE NEDUMPRAYAR MARANION P.O. PATHANAMTHITTA		PRIVATE BUSINESS	"	THEMALIL HOUSE NEDUMPRAYAR MARANION P.O. PATHANAMTHITTA	