

# ORTHODOX SYRIAN SUNDAY SCHOOL ASSOCIATION OF THE EAST OUTSIDE KERALA REGION

## CONSTITUTION

### Preface

*The basic text of the following is an English translation of the Constitution of OSSAE, which was approved by the Holy Episcopal Synod and is in use since January 1<sup>st</sup> 1989 as per the Kalpana of the Catholicos. The General Body of the OSSAE held on 13<sup>th</sup> August 2005 amended Clause 95 to say that there will be a separate region for the Outside Kerala Dioceses and it approved the Sub-Rules for this Outside Kerala Region. As per these developments some deletions and additions are made to the Constitution of the OSSAE just for the use of the OKR. These were already approved by the General Body of OKR held at Nagpur on 21<sup>st</sup> August 2004. The deletions are marked in the present constitution against the original number of the paragraphs and changes/ additions made are put in italics for the sake of visual impression.*

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### I. NAME

1. The name of this Association shall be **ORTHODOX SYRIAN SUNDAY SCHOOL ASSOCIATION OF THE EAST-Outside Kerala Region**, in short **O.S.S.A.E.-OKR**. *This Region was established by a Kalpana of the Catholicos H.H. Moran Mar Baselius Mar Thoma Mathews II in 2003 as per the recommendation of the Executive of the OSSAE and the decision of the Holy Episcopal Synod.*

### II. OBJECTIVES

2. The purpose of **OKR** shall be –
- a) to establish and run Sunday Schools and O.V.B.S. units with a view to bringing up the boys and girls of the Church *as true God-fearing children, service oriented and loyal to the Church;*
  - b) *to produce and distribute text books and other teaching aids for teaching the children the doctrines of the Church regarding the Holy Bible, precepts and practices of the Holy Church and the Church History, especially the History of the Malankara Church, and to inculcate moral values in their mind;*
  - c) *to equip the teachers for the above;*
  - d) *to conduct examinations for subjects of the curriculum and competitions for co-curricular talents; and*
  - e) *to award certificates and honors to teachers as well as students.*

### III. MEMBERSHIP

3. *All the Sunday Schools in the Outside Kerala Dioceses, viz. Chennai, Delhi, Kalkutta and Mumbai shall be member units of this Region of the OSSAE.*
4. Depending upon the dimensions of a Parish, there shall be one or more Sunday School units, affiliated to the Parish, and they shall be under the direct control and supervision of the Vicar of the parish.
5. The Headmasters/ Mistresses shall fill up Form Number-1 of the Annexure and forward the same to the *Director of OKR* along with the required registration fee of Rs.100/- (USD\$ 30), with a copy to the *Regional Directorate*.
6. The Director of OKR shall send copies of the letter of incorporation of the Sunday School to the Association (in Form No-2), to the Diocesan Director, *Zonal Secretary* and District Inspector and the Headmaster of the respective Sunday Schools.
7. All the member units shall follow the directions issued by the Association from time to time.
8. Every Sunday School shall *remit the Examination fee* to the Centre, as decided by the General Body.

### IV. ADMINISTRATION

#### A. SUPREME AUTHORITY

9. H.H. The Catholicos of the East, who sits on the Throne of apostle St. Thomas, shall be the Supreme Authority of this Association.

#### B. PRESIDENT

10. The Catholicos shall appoint a Metropolitan as President of the OSSAE in consultation with the Holy Episcopal synod. *H.H. The Catholicos of the East, in consultation with the Holy Episcopal Synod, shall appoint a Metropolitan who serves in Outside Kerala Region to head the OKR as its President, who shall also act as the Vice-President of the OSSAE.*

#### C. OKR DIRECTOR

11. a) There shall be a Director General, who shall be directly responsible to the President; and who shall, according to the provisions of the Constitution, take all necessary steps for the progress of the Association.

b) There shall be a Publication Officer for the OSSAE.

12. a) The Catholicos of the East shall appoint a Priest as full-time Director-General of OSSAE, in consultation with the Holy Episcopal Synod. *However, there shall be a Director for the OKR in subordination to the Director General. The Catholicos shall appoint a Priest, who serves in the Outside Kerala Dioceses, as the OKR Director in consultation with the President of the OKR.*

b) The Catholicos shall appoint a Publication Officer in consultation with the Holy Episcopal Synod. *The Publications of the OKR will be done by an Editor, who will be a priest of the Outside Kerala Region. He shall be appointed by the President of the OKR on the recommendation of the regional director. He shall prepare and*

*distribute the required textbooks and other teaching materials according to the curriculum of the OKR.*

13. The Director General shall be vested with responsibility of the Press and Book Depot of the Association, and also for printing, procurement, sale etc. of Textbooks and other publications. In the carrying out of these responsibilities, he will be assisted by the Publication Officer. *The Director of the OKR (in assistance with the Editor) will be responsible for the production and distribution of the textbooks and other teaching aids of the OKR..*

14. There shall be branches of the Central Depot in each Diocese to facilitate the distribution of textbooks and other publications. The Director of the respective Dioceses shall be responsible for such branches as per the directives of the Director General/ the OKR Director. *Because of their particular political situations in the Persian Gulf the Sunday Schools working in that area can print teaching materials produced by the OKR with the permission of the Regional Director. They shall pay 10% of the price of each book to the OKR office as royalty.*

#### D DIOCESAN DIRECTOR.

15. The authority and responsibility to regulate and control the functioning of Sunday Schools of a Diocese are vested in the Diocesan Metropolitan.

16. There shall be a Director in each Diocese to look after the affairs of the Sunday Schools under the Diocese, who shall be directly responsible to the Diocesan Metropolitan.

17. Clause deleted.

18. The Diocesan Metropolitan shall be the authority to appoint the Director. The Metropolitan shall send a Kalpana in this regard to the Director General/ Director of the OKR and to all Parishes of the Diocese.

19. The person who is to be elected as the Director shall be one who has completed not less than three years of service as a Sunday School teacher.

20. The Diocesan Director shall be responsible to inspect Sunday Schools/ O.V.B.S classes. He shall conduct half yearly examinations, co-curricular competitions, Teachers' training classes and the conferences of Headmasters/Inspectors etc.

21. *There shall be a Committee in each Diocese to help and advise the Director in matters of administration. This Committee shall comprise of the Diocesan Vice-President, the Diocesan-Representative, the Zonal-Secretaries and the Zonal - Representatives.*

22. This Committee should meet twice a year at least.

23. The Diocesan Director shall perform his duties in consultation with the Executive Committee in matters, like conducting meetings of teachers, O.V.B.S unit activities, examinations, competitions, and similar other matters.

#### E. DIOCESAN REPRESENTATIVE

24. There shall be a Diocesan representative of teachers, to assist the Director in his responsibilities, and to represent the teachers in the meetings of the Association

*Executive Committee and the General Body meetings.*

25. The meeting of the Diocesan General Body shall elect the Diocesan representative.

F. ZONAL SECRETARY

26. Each Diocese of the OKR shall be divided into *Zones*, comprising of not more than 25 Sunday Schools, and each Zone shall be under the care of a Zonal Secretary. In exceptional circumstances the Director shall have the authority to include more Sunday Schools to a Zone. *Each Zone can be divided in to Sub-Zones or Districts as per the need of a Diocese and by the decision of the Diocesan General Body.*

27. The Zonal General Body, presided over by the Diocesan Director, shall elect the Zonal Secretary. This General Body shall consist of Sub-Zone/District Inspectors, Sub-Zone/ District Teachers Representatives and Headmasters of the Zone. It is the responsibility of the Diocesan Director to convene such a meeting; however, he can authorize another person to preside over the meeting, *depending upon* circumstances. *The district inspectors can be elected by the meeting of the headmasters of a district, which will be presided over by the Zonal Secretary.* The Diocesan Metropolitan shall issue a Kalpana regarding appointment of the Zonal Secretaries and the district inspectors, *provided* they are pleased to approve their election.

28. One who is appointed as the Zonal Secretary or District Inspector *must have* associated with Sunday School activities and should have served *in* Sunday School for not less than three years.

29. The Diocesan Director shall intimate the Metropolitan the details of the election of the Zonal Secretaries and the Inspectors within a period of one week after the election. The Metropolitan shall send a Kalpana, *approving the appointment of the said office bearers*, to the Zonal Secretaries, District Inspectors, the OKR Director and to the Parishes of the respective Zone and District.

30. The Zonal Secretary shall be responsible for starting of new Sunday Schools/ O.V.B.S units, to inspect the Sunday Schools of the Zone at least twice a year, and to organize Teachers' meetings and Headmasters' Conferences, etc. of the Zone.

31. Each Zone shall have a Committee to assist the Zonal Secretary. This Committee shall comprise of the Zonal Representative, Sub-Zone/District Inspectors and Teachers' Representatives. The District Inspector will be assisted by a committee of the Headmasters and the District Teachers' Representative.

32. This Committee shall have to meet not less than two times a year.

G. TEACHERS' REPRESENTATIVE

33. There shall be a *Zonal Teachers' Representative* to assist the Zonal Secretary in his duties and to represent the teachers in the meetings of the OKR General Body. There shall also be a District Teachers' Representative to assist the District Inspector , to represent the teachers and to participate in the General Body of the OKR.

34. The Zonal General Body, which meets to elect the Zonal Secretary, shall also elect the Zonal Teachers' Representative. *The Sub-Zone/ District Level general Body and Committee will be in the pattern of the Zonal Level General Body and Committee*

and it will elect the District Teachers' Representative.

#### H. TEACHERS.

35. There shall be a Staff Council in each Sunday School comprising of the Vicar, Headmaster/Mistress, Staff Secretary and Teachers.

36. The Vicar shall appoint the *Head Master/Mistress and new teachers* in consultation with the Staff Council. *The person who will be appointed as HM should have preferably three years of teaching experience. His tenure shall be three years, and could be extended two times for three years each at the maximum, if the Vicar and the Staff Council consider it necessary to do so.*

37. *The Sunday School Teacher should possess good character, conduct and reputation. He should be attending the Holy Qurbana regularly. Those who have passed X and XII classes of OSSAE or Divyabodhanam Courses, or any other Theological Courses, should be given preference. Teachers who abstain from teaching in the Sunday school consecutively for 12 Sundays in a year, without valid reasons, shall be removed from the position as teacher. Those who show indiscipline of any kind, which would adversely affect the functioning of a Sunday School, can be removed by the Vicar on the recommendation of the Headmaster/Mistress. However, the teacher shall have the freedom to appeal to the Diocesan Bishop in the matter, and the latter's decision will be final.*

38. a) Internal matters of the Sunday School, like allotment of classes, examinations, competitions, etc. shall be managed in consultation with the Staff Council, of which the Headmaster is a member. However, the dates for holding examinations and competitions will be decided by the Central Office, which shall not be changed.

b) *The decisions/recommendations of the Staff Council will be implemented with prior approval by the Vicar of the Parish. All money transactions will also be done with the approval of the vicar.*

c) *All financial transactions should properly be accounted by the HM/Secretary himself, and the annual account of income & expenditure shall be passed by the Staff Council, which shall be audited by the Internal Auditor of the Parish.*

d) *The Staff Council can request the Vicar to include a representative of the Staff Council in the Managing Committee of the Parish. This would ensure better co-ordination between the General Body of the Parish and the Staff Council.*

#### I. TREASURER

39. While there shall be a Treasurer to the OSSAE, who will be responsible for financial dealings of the Association, *there shall be a separate Treasurer for the OKR.*

40. The meeting of the Executive Committee, presided over by the President, shall elect one among the members of the Committee as Treasurer, *and he shall be appointed by the President against the post.*

41. The Treasurer shall prepare annual budgets and accounts of the OKR and shall get them passed by the OKR General Body.

42. The *Director of OKR* can keep a maximum amount of Rs. 5,000/- (Rupees five thousand only) as cash on hand at his Office. In case the amount exceeds this limit, the excess amount should be deposited in the Bank.

43. For the purpose of facilitating money transactions of the Association, as recommended by the Executive Committee, a Bank Account in the name of the Association, shall be opened with any Scheduled Bank. *OKR shall have a separate Bank Account which will be operated jointly by the OKR Director and Treasurer.*

J. TENURE.

44. The Sunday School academic year will be one year from 1<sup>st</sup> January to 31<sup>st</sup> December, and shall have 25 to 35 instructional days.

45. *The tenure of the appointed office-bearers of the Association, namely, the Director- General, Treasurer, Publication Officer, OKR Director, Editor of Curriculum, OKR Treasurer and the Diocesan Directors will be decided by the appointing authorities. But the tenure of the elected office bearers such as Zonal Secretaries, Sub-Zone/District Inspectors, Representatives of the Diocese, Zone and District, shall be three years.*

46. As the tenure nearing completion, fresh elections of office bearers to be held sufficiently in advance. However, the existing office-bearers will continue to function on their respective positions with voting rights, till such time the new office bearers are appointed and taking over charge of the offices.

47. A person can hold only one office at a time, viz. Headmaster/ Inspector/ Zonal Secretary/ Inspector.

48. Handing over of office should ordinarily be done in the following manner:

- Director General/OKR Director, Treasurer and Editor of the Curriculum in the presence of the President,
- Diocesan Director in the presence of the Diocesan Metropolitan,
- Zonal secretary in the presence of the Diocesan Director,
- District Inspector in the presence of the Zonal Secretary, and
- Head master in the presence of the Vicar.

49. The authority to remove an office bearer from the position, on valid reasons, shall be vested on the appointing authority. Nevertheless, the person thus removed shall have the right to make an appeal to the next higher authority.

50. In case any vacancy occurs in the Diocese for any of the elected posts prior to the completion of its full term, such vacancy should be filled up by holding fresh election. In the event that the Metropolitan is satisfied that there is not enough time to hold the election for the post, the Metropolitan may, at his discretion, appoint a person of his choice to the vacant post.

51. On completion of their tenure in the office, with satisfactory service record, the out-going office bearers shall be eligible to be re-elected.

K. EXECUTIVE COMMITTEE

52. There shall be an Executive Committee, comprising of the President Metropolitan, Director General, Publication Officer, Diocesan Directors, OVBS Director, Secretary, and a Diocesan Representative. The OKR Director, Treasurer and Editor of the Curriculum will also be members of the Executive Committee.

Besides, there will be a Regional Executive Committee for the OKR.. The

*OKR President, OKR Director, OVBS Director, OVBS Secretary, Editor of Curriculum, Treasurer, Secretary and Directors and Teachers' Representatives of the Outside Kerala Dioceses will be the members of this Executive Committee.*

53. The Executive Committee meetings shall be chaired by the President-Metropolitan and, in his absence, with his expressed permission, the meeting shall be presided over by the Director General. *The OKR President will preside over the Regional Executive Meeting. In his absence the meeting can be chaired by OKR director, if he is authorized by the former to do so.*

54. The Executive Committee shall be responsible for the implementation of the decisions of the General Body, preparation of the Annual Report, Budget and Balance Sheet, etc., in addition to holding of common Examinations, framing of necessary sub-rules, and to take steps which are essential for the improvement and progress of the Association *at Central and Regional levels.*

55. For the effective functioning of the Sunday School Association the President shall appoint sufficient office staff to the Central Office on the recommendation of the Executive Committee.

56. The Executive Committee shall meet, not less than three times in a year, and every such meeting shall review the activities undertaken up to that point of time, inspect and pass the income expenditure accounts, and consider and decide the future course of activities. *The OKR Executive shall meet twice a year.*

57. The Quorum of the Executive Committee shall be eleven *at Central level and five at the Regional level.*

#### L. OVBS

58. There shall be an OVBS Department under the control of the OSSAE Executive Committee, for conducting the Bible Study Classes during vacation time. *The St. Thomas Orthodox Theological Seminary, Nagpur, will give the necessary leadership and guidance in this regard to OVBS programs in the Outside Kerala Region.*

59. There shall be an 11 Member Committee inclusive of an experienced person as its Director and a Secretary, in order to conduct the OVBS. Seven of the members of the committee shall be from the OSSAE Executive Committee and the remaining four from outside the committee.

60. As per the recommendation of the Sunday School Executive Committee, the President Metropolitan shall appoint the Director, the Secretary and the Committee Members. Their tenure of office shall be co-terminus with that of the Executive Committee. *The Outside Kerala OVBS will have a Director, a Secretary and a Joint Secretary. The Director and the Secretary will be appointed by the President on the recommendation of the OKR General Body. The Joint Secretary will be a final year student of the Seminary who shall be appointed by the Principal of the Seminary.*

61. The President of the OSSAE shall also be the President of OVBS Committee, the Director General its Vice-president, and the OVBS Director the Convener. *The same pattern will be followed at the Regional level by the OKR office bearers.*

62. The textbooks, prepared by the Committee shall be submitted to the OSSAE

Office by the Director-General after careful scrutiny. These books will carry his *Preface* page as well as the *Permission (Imprimatur) of the Supreme Authority of the Church*. The OSSAE office shall publish them in due course. *Text books and other teaching aids for conducting OVBS in OKR will be prepared by a Curriculum Committee elected by the OKR General Body. The OKR Director will be the Chairman, and the OVBS Director of OKR will be the Convener, of this Committee.*

63. Income and expenditures of the OVBS will be handled by the OSSAE Office, and accounts of the same will be maintained by the OSSAE Office. (see Annexure -A). *However, for the time being,, the accounts of the OVBS in the OKR will be treated as part of the accounts of STOTS., Nagpur.*

M. GENERAL BODY.

64. The administrative authority of the Association shall be vested with its General Body, subject to the Supremacy of H.H. the Catholicos. *There shall be a separate General Body for the OKR for the functioning of the Regions. However, the decisions and recommendations of this General Body shall have to be intimated to the Central Executive Body.*

65. The members of the Executive Committee, Inspectors and District Teachers' Representatives, shall be the members of the General Body, too. *The OKR General Body will consist of the Members of OKR Executive, Zonal Secretaries, District Inspectors and Representatives of the Zones and Districts.*

66. The General Body shall meet at least once a year, which will be chaired by the President-Metropolitan or, with his direction, by any other Metropolitan, on or before 1<sup>st</sup> May. *More such meetings may be convened, if need arises. The OKR General Body shall meet once in every year in the month of August.*

67. The Director General shall send the notice of the meeting of the General Body, along with the Agenda, to all the members, so as to reach them not less than 14 days prior to the meeting. *The OKR Director shall send the notice of Regional General Body meeting well in advance so that railway reservations can be obtained.*

68. Resolutions and questions to be put up for consideration by the General Body should reach the Director-General minimum four days prior to the meeting and, after the scrutiny by the Executive Committee, the approved ones will be placed before the General Body.

69. The responsibilities vested in the General Body are: adopting the budget, passing the report and accounts, appointing the Auditor and chalking out programs necessary for the progress of the Association. *The OKR General Body will follow the same pattern.*

N. TEXT-BOOKS.

70. Textbooks of the OKR shall be published by the Association on its own initiative. The Executive Committee shall form the necessary Sub-Committee for this purpose.

71. The Director General shall be the Convener of the aforesaid Committee. *The Sub-Committee for OKR will be headed by the OKR Director, and the Editor of the Curriculum will be the Convener of the*<sub>8</sub>*Committee.*

72. The sub-committee shall scrutinize the proposed textbooks and rectify their shortcomings, if any. It shall prepare the necessary new textbooks and other teaching aids like song-books, Teachers' reference books, etc.

73. The copyright of the books, brought out in this manner, shall be vested with the Association, and such books shall be published with the permission of H.H., The Catholicos. The emblem of the Association shall be printed on such books.

74. The Committee may be dissolved, on completion of its work, and reconstituted, as and when need arises.

#### O. RECORDS

75. Every Sunday School shall maintain the following records:- Admission Register, Attendance register, Log Book, Visitors' Diary, Inspection Diary, Accounts Book, Record Register, Stock Register, Circular file, Letters file, Minutes Book, Return file and Staff Register.

76. The Headmaster shall submit a statement to the District Inspector/Zonal Secretary in the beginning of the year. It shall contain (i) details of the Students and Teachers (**Form No: 3**); and (ii) Examination statement with details of the students appearing for the annual examination (**Form No. 4**). These statements should be sent to the Inspector in the month of September every year.

77. The Headmaster shall intimate the Inspector, in writing, change in the timing of the Sunday School, change of teachers and appointment of new teachers, without delay. In case of the change of Headmaster, the Vicar, or the person authorized by the Vicar, shall intimate the same to the Director or the Inspector.

78. The Inspector/Zonal Secretary shall maintain the following records:- Sunday School register, Log book, Circular file, Letters file, Examination file, Competitions file, Minutes book, Return file, Income & Expenditure accounts and Teachers Register.

79. *The Inspector shall prepare the District statement (Form No.5) from the statements received from the Sunday Schools and forward the same to the Zonal Secretary.*

*The Zonal secretary should, in turn, send a statement of the Zone to the Diocesan Director in the month of February.*

*The Director of the Diocese shall send the Diocesan statement to the OKR Director during the month of March.*

*The OKR Director will send the report of the Region to the Director-General in the month of April*

Likewise **Form No. 6** should be prepared for the purpose of the examination and it should be directed to the OKR Director during the month of September.

80. Along with the half-yearly statement (**Form No. 8**) regarding the functioning of the Inspectors, sent during the month of June, information regarding conducting the OVBS programs in each District shall also be forwarded (**Form No. 9**) to the OKR Director. A copy of the same shall be forwarded to the OVBS Director.

81. The Diocesan Director shall maintain the following records:- District-wise Sunday School Register, Log book, Stock Register, Record Register, Circular file,

Letters file, Examination file, Competitions file, Minutes Book, Income and Expenditure Accounts.

82. The Director shall prepare the whole Diocesan statement in **Form No.7** from the Commencement of year statements in Form No: 5 received from the Inspectors and forward the same to the OKR Director in the month of June.

83. The Half-yearly statements (**Form No.7**), regarding performance of the Director, shall be prepared and forwarded to the Diocesan Metropolitan and OKR Director in the month of June and December.

84. The Director General shall present the monthly statements regarding, printing, sale, stock, and accounts of the Press and Book Depot, in every meeting of the Executive Committee. *The OKR Director shall present the statements of the Region in the OKR Executive meetings. The OKR Director will send a report along with necessary statements of the Region to the Director-General.*

85. The Director General/*OKR Director* shall dispatch the Annual Report and Accounts to H.H The Catholicos, all Metropolitans, Office-bearers of Sunday Schools and to all Sunday Schools.

P. EXAMINATIONS AND COMPETITIONS.

86. The academic year of OKR shall have three terms. In each term an examination shall be held during the months of *March, July and December.*

87. The examination during the month of *March* shall be at the Unit level, for which the Headmaster is responsible; whereas the half-yearly examination during the month of July shall be conducted at the Diocesan level, for which the Diocesan Director is responsible. The final examination at OKR level, during the month of *December*, will be conducted by a Board constituted for this purpose.

88. Certificates shall be issued from the Centre for candidates passing the Examination of Classes *X and XII.*

Q. MISCELLANEOUS.

89. The Association shall have a seal, and the same shall be under the safe custody of the *OKR Director, and all the important documents of the Association shall be affixed with OKR seal.*

90. All revenues of OKR shall be remitted in the name of the OKR Director.

91. All the receipt books for the revenues of OKR shall be under the safe custody of the OKR-Director, and all of them shall be affixed with the OKR seal.

92. The President shall have the authority to inspect at any time, without notice, the records, accounts, stocks etc., of the Director General and Treasurer, and take suitable actions, if so warranted. *The OKR President shall have the same right at the regional level.*

93. If an amendment is to be brought about to the Constitution, a proposal for the same shall be submitted to the Executive Committee by not less than 10 members of the General Body jointly. The proposal shall be included in the Agenda of the

meeting of the Executive Committee, and after due deliberations if the Committee is satisfied of the proposed amendment, the same shall be sent to every member of the General Body, along with any other amendment passed by the Committee *suo motu*, at least 14 days prior to the meeting of the General Body. If the amendment is passed with a two third majority of the members who present and vote, the amendment so passed shall be submitted to the Holy Synod for its approval. The said amendment shall come into effect on receipt of the Approval Kalpana (Order of Approval) from the Holy Synod. Nevertheless, The Holy Synod shall have the freedom and authority to bring about any amendment, change or alteration to the amendment which, in its wisdom, is deemed fit, without following the aforementioned procedure. *All amendments passed by the OKR General Body shall be submitted in the Executive Committee of the OSSAE and the latter shall get them approved by the Holy Episcopal synod.*

94. The Executive Committee (of *OKR*) shall have the right to make proposals on matters which are not defined in the Constitution, but which are felt absolutely essential in the interest of OKR. Such proposals could be put into effect with the approval of the Holy Synod.

[This Constitution was passed by the Association General Body in the year 1964 and approved by the Holy Synod, and subsequently amended in 1971, 1987 and 1988 and approved by the Holy Synod]

95. A separate region shall be constituted in the Outside Kerala Region for the effective co-ordination of activities in the four Outside Kerala Dioceses, viz. Mumbai, Delhi, Calcutta and Chennai. This will be called the Outside Kerala Region (OKR) of the OSSAE. There will be a regional director to co-ordinate the programs of OKR. Appendix B of the constitution will show how this region will be functioning. *(This was passed in the General Body of the OSSAE held at Devalokam on 13<sup>th</sup> august 2005. However, the clauses of the said Appendix are incorporated in the present constitution wherever it is applicable. This has been made just to avoid confusion).*

## APPENDIX A - O.V.B.S. SUB – RULES

### A. OBJECTIVE

To define the responsibilities and functions of the OVBS Committee, Director, Secretary and so on and so forth, with a view to make the OVBS activities effective.

### B. RESPONSIBILITIES OF THE OVBS COMMITTEE

- a) The Committee shall meet, minimum, three times a year. The first meeting the committee shall be held on the 15<sup>th</sup> of November (*15<sup>th</sup> of July in the OKR*) and prepare, the annual report of the current year and the Budget and the schedule of activities of the ensuing year.
- b) Deliberate and approve the account presented by the treasurer.
- c) Organize teachers' training classes, with a view to bring about greater improvement in OVBS activities.
- d) Fix the THEME and approve the syllabus.
- e) Conduct follow-up meetings.
- f) The second meeting shall be convened in the month of January and evaluate the activities of the previous year.
- g) The third meeting shall be held in the month of June, and assess the current year's activities of the units and make arrangements to hold follow-up meetings.
- h) The quorum of the committee shall be six.
- i) As the tenure of the committee is completed, till the time a new committee is elected and installed, the existing committee shall continue.

### C. DIRECTOR.

- a) Prepare the OVBS Syllabus in consultation with the secretary and place the same before the committee.
- b) Implement the schedule prepared by the committee.
- c) Write the preface, for the materials prepared by the OVBS Committee and obtain the superior imprimatur and submit them in the Sunday School Office for printing and sale.
- d) Lead the Teachers' training classes.
- e) Take all necessary steps, to start more new units.
- f) Visit at least 10% of the units every year and give guidance.

### D. SECRETARY

- a) Write and maintain the minutes of the O V B S Committee.
- b) Undertake day –to-day communications.
- c) Collect the money needed for the O V B S activities, from the Sunday School office and meet the necessary expenses and submit the monthly accounts and vouchers to the Sunday School Office.
- d) Prepare the year-by-year, annual report of the O.V.B.S in consultation with the Director and with the approval of the same by the committee, submit it in the Sunday School Office for Publication.
- e) Help the Treasurer in preparing the annual account and Budget and place them in the O V B S committee and in the Sunday School Executive Committee.
- f) Maintain the records of the O V B S.
- g) Assist the Director in the timely preparation of notifications and their publication.
- h) Assist the Director for the Teachers' training classes.
- i) Visit at least 10% O.V.B.S units.

#### E PUBLICATIONS

The responsibility to print the materials, to fix their prices in consultation with the Director and to distribute them to the units shall be vested in the Sunday School office.

#### F. INCOME AND EXPENDITURE ACCOUNT.

1. The income and expenditure account shall be made and maintained in the Sunday School Office subject to the rules of the Sunday School Association. The Director, Secretary and Treasurer shall verify and get convinced of the accuracy of this account from time to time.
2. The amounts received through the sale of materials shall be deposited in the Bank, as per the decision of the Sunday School Executive Committee.

#### G TREASURER

The Sunday School Treasurer shall be the Treasurer of the OVBS also. The Treasurer shall be responsible to present the credit-debit account, ledger and budget to the OVBS Committee, Executive Committee and the General Body, for their approval and adoption.

#### H UNITS

The Diocesan Metropolitans shall be the patrons of the OVBS in their respective Dioceses. Unit level activities are to be conducted as per the direction of the Centre, under the leadership of the Directors and with the co-operation of the district Inspectors, as far as possible in all the parishes of a Diocese.

#### I TEACHERS' TRAINING CLASSES

Teachers' Training Classes are to be organized, before the 30<sup>th</sup> of September at the central level under the Stewardship of the OVBS Director and the Secretary and at the Diocesan level under the leadership of the Diocesan Director.

**J.** In case of any grievance against the decisions or performance of the O.V.B.S Committee, it is open to the aggrieved party to file a petition to the Director General and a decision on such petitions may be taken by the meeting of the Executive Committee, which is presided over by the President Metropolitan. If not satisfied by the decision of the Executive committee, within a month of the decision, an appeal can be filed to the Holy Synod and a copy of the appeal, has to be forwarded to the Director General .

**K.** All interpretations and explanations regarding the sub-rules shall be within the ambit of the O.S.S. A.E constitution.

**L.** OVBS activities are to be conducted on the basis of these sub-rules. If changes are felt essential for the smooth running of the said activities the O.V.B.S committee can deliberate and take decisions on such changes and submit them to the Executive Committee for its approval. They come in to force only after the approval of the Executive Committee.

## Sub-Rules for Sunday School Examinations

As per the decision of the General Body of OKR held on 13<sup>th</sup> August 2005 at Nagpur, following sub-rules are to be observed for conducting Sunday School examinations and competitive examinations.

### (i) Half Yearly Examination

1. Unit Head Master shall be responsible for preparation of question papers under the guidance of the Diocesan Director.
2. Half yearly examinations should be conducted in all dioceses on a fixed date and time. The examination should be conducted before July 15.
3. Valuation of the answer sheets should be completed within two weeks after the date of examination. The marks are to be entered in the register kept by the Headmaster. Corrections or over-writing in this register should be attested by the Head Master.

### (ii) Annual Examination

4. Annual examinations and competitive examinations shall be conducted as per the dates prescribed in the notification of the OKR director.
5. District inspectors should submit the statement of annual examination (Form No.6), which gives the number of question papers required for each class from each unit, to the Diocesan director before Sept.30.
6. Diocesan director with the assistance of Diocesan examination board should prepare the questions for annual examination and competitive examinations.
7. Valuation of the answer sheets of annual examinations should be done under the supervision of headmasters and marks are to be entered in the register. Qualified candidates are to be promoted to the next higher class. 50% attendance is mandatory for a candidate to qualify for promotion to the higher class and minimum pass mark is 35%.

### (iii) Examination Board

8. There shall be an examination board to ensure smooth conduct of competitive examinations and arts competitions. The board shall consist of 11 members (two each from four OKR dioceses' Sunday School committee, OKR director, Editor of the Curriculum and Treasurer).
9. The tenure of Examination Board shall be 3 years.
10. Details of examination and competitions should be decided in the examination board meeting. Regional Director shall issue a notification by Jan 30 every year with all the details. Copy of the notification should be distributed to the unit Sunday Schools through district inspectors. OKR office shall send a copy of

notification to Diocesan Metropolitans and vicars directly. In case of non-receipt of the notification at any unit by March 31<sup>st</sup>, they should intimate the same to OKR office and collect a copy.

(iv) Examination for Class X and XII

11. There will not be any competitive examination for classes 10 and 12. The annual examination itself will be treated as a competitive examination. Only those students who have passed class X examination shall be permitted to appear in the examinations of class XII. Headmaster should register the names of students appearing for class X and class XII with OKR office, through district inspectors in the prescribed form before October 31.

12. Students who have got at least 50% of attendance will only be considered as regular students.

13. Two forms will be given from the OKR office for registration of students of class X and class XII. Both the forms should be completed and returned to the Central Office. OKR office will allot register numbers for each student and one form will be returned to the concerned Sunday school along with question paper at the time of examination.

14. Registration fees (at present Rs.50) should be remitted along with registration form.

15. Name of the student should be same in admission and registration forms. Change in name is not allowed. Name of the student in the secular school should be used in the Sunday school also. Hall tickets will be issued to students of class X and XII from OKR office two weeks before the examination. Students without hall tickets will not be permitted to appear in the examination. The head master should attest the photo of the student.

16. Students who haven't got a hall ticket with a registration number should not be permitted to appear for the examinations.

17. Face sheet given to the students has Part-A and Part-B. Out of these, Part B will be filled by the students, which will be countersigned by the Chief Supt after verification.

18. Any vacant space available in the last page of answer sheet should be cancelled (Cross marked).

19. Answer sheets should be packed and sealed in the presence of deputy chief, after arranging them in the ascending order. A class wise list of the answer sheets should be prepared in duplicate. The Chief Supt should send the sealed packet of answer sheets along with the list to the OKR office on the day after the examination by registered (A.D.) post and should obtain a receipt for the same.

20. The papers distributed to the students for writing the examination should not bear any seal of the church or school. It should only have an initial of the Chief Supt. The Chief Supt should sign on the face sheet of the answer book .

21. OKR office should dispatch the packets containing the question paper of competitive examination to the district<sub>15</sub> inspectors under the supervision of

Diocesan Directors, so as to reach the District inspector at least 10 days before the commencement of examination. District inspector should intimate Headmasters to collect the question paper at least 5 days before the date of examination. Headmaster should open the question paper packet only on the day of examination and in the presence of other teachers.

22. Valuation of the answer sheets (of Class X and XII ) are to be done under the supervision of Regional director and the results will be announced by him in the last week of February with the approval of the Examination Board.

23. The mark list of the students appeared in the examination and names of the rank holders should be intimated to the Diocesan Directors and District Inspectors before March 5 from the OKR office.

24. In case of any complaints about the examination results, the application for revaluation with necessary fees (at present Rs 100) should be sent to regional director through the headmaster. Headmaster should dispatch a copy of the application to district inspector and Diocesan Director.

25. The Regional Director should intimate the result of re-valuation to the headmaster, district inspector and diocesan director before April 20. If the revaluation result is not received before April 20, headmaster should intimate the same to Regional Director.

26. Students who have registered their names or studied in class X once, are not to be permitted to appear again as regular students. Also, they cannot participate in arts/sports competitions. These students shall be considered as private students.

#### (v) Private Registration

27. There shall be a provision for appearing in the examinations of 10<sup>th</sup> and 12<sup>th</sup> class as private candidate. Those who want to appear in the 10<sup>th</sup> class examination should have completed 15 years. Only those who have passed 10<sup>th</sup> class can appear in the 12<sup>th</sup> class examination. The candidates who would like to appear as private students should give written application to the headmaster with the recommendation of vicar before October 15 with a registration fee (at present Rs 100). Headmaster should handover the same to OKR office through district inspector. No ranks will be given to private students.

### **B. Diocesan Competitive examinations**

18. Competitive examinations shall be conducted only for classes 5 to 9 and 11 at the diocesan level. Students who secure 60% and above marks are eligible for appearing in competitive examinations. Only two students who secure the highest marks will be permitted to appear in the competitive examinations from one class.

19. Headmaster shall submit the details of the students appear for the competitive examinations to district inspector in the prescribed form at least seven days before the date of examination.

20. Annual examinations for class 10 and competitive examination for class 5 to 9 and 11 should be conducted on the dates given by the OKR director through notification and at the place decided by the district inspector. District inspector will be the Chief Examination Superintendent and a person deputed by Diocesan

Director will be Deputy Chief Supt. Diocesan director should visit the examination centers wherever possible.

21. The examination board shall prepare the question papers for this examination and it should reach the district inspector at least eight days before the date of examination.

24. Chief supt. should open the question paper packet in the presence of Deputy Chief Supt. and other teachers only 5 minutes before the examination starts. Left over question papers should be kept by the Chief Supt under safe custody till the examination finishes.

25. Competitive examination valuation of the answer sheets are to be done under the supervision of Regional director and results should be announced in the fourth week of February with the approval of examination board.

#### (vii) General

35. Annual and competitive examinations should be conducted strictly as per schedule.

36. Head Master and District inspector are responsible for conducting Annual examination and Competitive examination respectively. In case of any inconvenience for the Headmaster he should delegate the senior teacher for conducting the examination and intimate the same to district inspector. The teacher's representative should conduct the competitive examination in case of any inconvenience for the District inspector. This arrangement should be intimated to the Diocesan Director and OKR Director.

37. Diocesan Director should visit maximum possible units/centers on the examination day.

38. District inspector should inspect and put his signature in the admission register during his visit to units.

## B. Arts Competition

1. Age Group: All students should be divided into groups according to their age as given below. Age should be calculated as on 1<sup>st</sup> January.

- (i) Sub Junior: Upto 7 Years
- (ii) Junior : Above 7 years and upto 10 years
- (iii) Intermediate : Above 10 years and upto 13 years
- (iv) Seniors: Above 13 years and upto 16 years
- (v) Secondary: From 16 to 19 years

2. Events

- (i) Elocution: The subject for elocution will be selected by OKR committee.

Rules

- (a) Language: English/Hindi/Malayalam
- (b) Time : 5 minutes ( warning bell at 4 mn. and final bell at 5 mn.)
- (c) Total marks: 30 (Subject matter-10, Presentation (clarity, expression, stage boldness, references etc.-10, Language-10)
- (ii) Solo: (Any Christian song)

- (a) Language: English/Hindi/Any regional language
- (b) Time : 3 mnts
- (c) Total marks : 30 (tune-10, rhythm-10 and voice-10)

(iii) Group Song (Any one liturgical song in English, Hindi or Any regional language)

- (a) No. of participants : three to five
- (b) Time : 3 mnts
- (c) Marks : Same as solo

Note: For all the events, if the participants exceed the time limit, 0.50 marks will be reduced for every additional 30 seconds.

- (iv) Quiz (only for senior and secondary group)
  - (a) Time : 30 mnts
  - (b) Topic : will be selected by OKR committee.
- (v) Essay (only for senior and secondary group)
  - (c) Time : 30 mnts
  - (d) Topic : will be selected by OKR committee.

### 3. General rules

3. The subjects for elocution competition and all other necessary details regarding the competition shall be given in the notification issued by Regional Director.

4. Competitions shall be conducted impartially under the supervision of the Headmaster, District inspector, Zonal Secretary and Diocesan Director at school, district, zone and diocesan levels respectively. If the competitions are held at OKR level, Chief Supt will be a person nominated by examination board.

5. Details of the students participating in the zonal / diocesan level competitions should be intimated to the zonal/diocesan conveners at least one week before the event. The details of participant should include the following (a) Name (b) Item (c) Sunday school class (d) Date of birth and (e) Secular school class. This is applicable to all the members in the group song also.

6. One participant from the group song team should announce the detailed reference of the song before starting the song . In case of any complaints about the song the team leader should produce required evidence to clear the complaint.

7. Drawing lots by the participant should decide sequence of participation for a particular item.

8. Dates for unit/zonal /diocesan arts competitions should be decided by respective unit/zone/diocese committees. Competitions at the lower level should be completed well in advance so that participants may get enough time for preparation for higher level competitions.

9. There should be three judges for evaluation. The decision taken by the panel of judges constituted for the purpose in the competitions will be final and binding on all participants.

10. Students who have registered their names or studied in Class X once, are not to be permitted to appear again as regular student. Also, they cannot participate in arts/sports competitions.

11. The students who haven't got 18 regular attendance of 50% (willful

absence) or who are under serious disciplinary actions are not qualified to participate in the competitions.

12. If two persons win the first prize and only one person comes second, the winner of second prize is not qualified to participate in next higher level competition. If one person win first prize and more than one person win second prize, the winner of first prize and one person who is selected through lot from second prize winners should be sent to next higher level.

13. Judges may be instructed to use decimal numbers. This will reduce the chances of winning the same prizes (especially first/second) by more than one person. Judges should sign wherever corrections are made in the mark sheet. Chief supt should preserve the details of the competitions (score sheets and answer sheets etc.) till the completion of academic year and produce the same if asked by any higher authority.