

THE CONSTITUTION
OF
THE JAFFNA DIOCESAN COUNCIL
OF
THE CHURCH OF SOUTH INDIA
TOGETHER WITH
THE INSTITUTIONAL APPENDIX



(INCORPORATING ALL AMENDMENTS UP TO THE
END OF THE DIOCESAN COUNCIL OF 1995)

*Issued by authority of
The Diocesan Council*

THE CONSTITUTION
OF
THE JAFFNA DIOCESAN COUNCIL
OF
THE CHURCH OF SOUTH INDIA

I. Preamble :

Whereas the Jaffna Council of the South India United Church is a constituent part of the Church of South India which is an episcopal Church, it is necessary that the work of the Jaffna Council of the South India United Church and that of the American Ceylon Mission be co-ordinated under a common Diocesan Council.

II. Name :

The name of this organisation shall be "The Jaffna Diocesan Council of the Church of South India".

III. Purpose :

The purpose of the Diocesan Council shall be :

(1) To make Christ known by proclaiming His name, by presenting His teachings, by Christ-like living and by sharing of Christian experience, so that individuals and groups will have full opportunity to accept Him as Saviour and Lord; to unite such individuals in the communion of a Church in which Christian worship, teaching and living shall prevail ; to engage in appropriate and necessary forms of Christian service-pastoral, evangelistic, educational, industrial, medical, economic and social.

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(2) To promote mutual understanding and goodwill between the people of Sri Lanka and America,

inform the United Church Board for World Ministries, hereinafter referred to as the U.C.B.W.M. (formerly the American Board of Commissioners for Foreign Missions) and its constituency concerning the work of the Diocesan Council, exchange resource of persons, money and other forms of value with the U. C. B. W.M.

(3) In furtherance of these aims, to supervise, co-ordinate and control, subject to powers specially given to it in its Constitution, such institutions and departments of work hitherto supported and controlled wholly or in part by the Jaffna Council, by the American Ceylon Mission and the U. C. B. W. M. as are specifically mentioned in the Constitution and rules; and in the execution of its duties, to solicit, receive, hold, invest and grant to other bodies or otherwise, expend funds in any lawful manner and also to organise and conduct new institutions, departments and other forms of Christian activity, or to alter or discontinue existing ones in accordance with the provisions of its Constitution.

IV. Sphere of Work:

Its activities shall be carried on in such places in Sri Lanka already allotted to the American Ceylon Mission by interdenominational agreement, and such places as may hereafter be allotted by competent authority and among members of the Church of South India resident in Sri Lanka, subject to such provisions as are found in the Constitution of the Church of South India.

V. Organisation:

The organisation shall consist of the Diocesan Council, the Executive Committee of the Diocesan Council, the various Standing Committees and Boards working under the Diocesan Council.

VI. Membership :

1. COMPOSITION

There shall be two classes of members in the Diocesan Council, viz. Active or Voting members and Honorary or Non-Voting members.

Active Members

The following shall be Active or Voting members:

- (a) The Bishop.
- (b) Retired Bishops of the Jaffna Diocese of the Church of South India.
- (c) All Presbyters (i, e. ordained Workers in active service under the Diocesan Council).
- (d) All Presbyters who are heads of Institutions.
- (e) All Deacons (ordained) in active service.
- (f) Such retired Presbyters as have been elected to membership by the Executive Committee of the Diocesan Council.
- (g) Lay representatives, whether elected, nominated or ex-officio, at least equal in number to the Presbyters in the Diocese and not greater than twice that number.
- (i) Representatives from Pastorates (Congregations) on the basis of number of voting members and the amount of quotas given to the Diocese which shall be determined by the Executive Committee of the J. D. C. S. I. from time to time and approved by the Diocesan Council.

These provisions may be altered by the Diocesan Council from time to time by an ordinary majority.

- (ii) The following Ex-Officio members:-

The Principal of the Uduvil Girls' College, one of the Medical Superintendents, if he or she is a full mem-

ber of the C. S. I. elected by the Executive Committee of the Diocesan Council.

- (iii) Two from Jaffna College: the Principal and one from the Board of Directors of the College or the Tutorial Staff elected by the Executive Committee of the Diocesan Council. If the Principal is an ordained person belonging to class "d" of this section then one more person from the Board of Directors of the College or the Tutorial Staff elected by the Executive Committee of the Diocesan Council.
- (iv) Not more than four Missionaries elected by the Executive Committee of the Diocesan Council, If as many Missionaries as four and/or the Senior Missionary Nurse are not available, the remaining places be given to the general community.

If any person has a double delegateship, one place shall be voided and filled by the Executive Committee of the Diocesan Council.

- (v) Four members of the general community elected by the Executive Committee of the Diocesan Council.
- (vi) As many remaining members from the general community as are necessary to make up the maximum number, allowed by the Constitution of the Church of South India Synod, appointed by the Bishop.

Honorary Members

They shall be as follows-

All Church Workers under the Diocesan Council on a permanent basis of service who have not already found a place as members; and not more than seven others who may be elected annually by the Executive Committee of the Diocesan Council.

2. ELIGIBILITY of PASTORATES to SEND REPRESENTATIVES

Pastorates which fail to fulfil any of the following conditions will lose the right of sending delegates to the Diocesan Council :

(a) Their annual meeting should have been held on or before the 31st of January, unless the Bishop's permission has been obtained for holding it later; their annual accounts should have been closed according to rules laid down by the Council; and all their accounts should have been tendered to the Council for scrutiny.

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(b) All their dues to the Diocesan Council should have been settled before the 7th of February, unless the Bishop's permission has been obtained for paying them later.

(c) They should in all matters co-operate with the Diocesan Council.

3. ELIGIBILITY OF MEMBERS

(a) All members of the Diocesan Council, ex-officio and otherwise, shall be communicant members belonging to the Church of South India in Sri Lanka, actively supporting the Church and its work through attendance at worship, giving and service.

(b) No one who is under discipline either of the Pastorate to which he / she belongs, or of the Bishop, shall be eligible to a seat in the Diocesan Council.

VII. Functions of the Diocesan Council :

1. To determine and direct the policy and the general government of all work under its charge,

2. To determine or sanction changes involving the establishment or closing down of Pastorates, or extensions, reorganization or retrenchment in any of its other branches of work,

3. To co-ordinate all branches of work under it for the promotion of their welfare and to settle matters pertaining to their inter-relationship,

4. To select candidates for church work and missionary nationals, to train and license them as the case may be, and to frame rules regarding the ordaining of ministerial candidates,

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5. To fix the stipend and allowances of Pastors and other Church Workers and arrange for their regular payment,

6. To make provision for the support of retired Workers appointed by it,

7. To receive and disburse all monies which come to it and present at the Annual Meeting a Balance Sheet and Budget,

8. To elect its office-bearers, except the Bishop, to set up its Executive Committee and Local Boards, to appoint its representatives to the Synod; and to furnish its quota of members to such bodies as provided for its representation by their constitutions and to appoint various Standing Committees (This well be done after receiving nominations of the Executive Committee.)

9. To appoint or create other Standing Committees or Boards that are mentioned hereinafter and any ad-hoc Committees that may be necessary,

10. To discipline institutions and churches; and if called upon to appoint a court to enquire into and decide on the discipline of Church Workers in terms of Sections 6 to 14 of Chapter XI of the Constitution of the C. S. I.,

11. To examine the evangelistic work done in its area and to see whether any part of it or any section of the population is being neglected,

12. To make nominations for the office of the Bishop in terms of Sections 16 to 26 of Chapter IV of the Constitution of the C.S.I.,

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13. To nominate the Bishop the Secretary and the Treasurer of the Diocesan Council to the U. C. B. W. M. for the appointment as the body corporate of the American Ceylon Mission for the purpose of fulfilling the provisions of the Act of Incorporation of 1908, till the diocesan Council is incorporated,

14. To consider if called upon by a vote of two-thirds of the members present any decision of the Executive Committee except in regard to finance. The stationing of Church Workers, while it may not be set aside, may be discussed under the above conditions,

to be able to carry out their responsibilities faithfully, members will be furnished with a list of all decisions of the Executive Committee at every annual meeting.

15. To decide to surrender its separate existence and unite with another Church or Churches and become part of the new Church thus formed on such terms as may seem fit to the Diocesan Council. Such a decision must be passed by not less than two-thirds of the members of the Diocesan Council present and voting at any ordinary or special meeting of the Council.

16. To decide any other matters referred to it and to perform any other task that may come within its competence.

If any motion is to be included in the agenda moved by a member on behalf of a Church, notice must be given of it at least one month before the meeting of the of the Diocesan Council and this will be placed before the Diocesan Council with the comments of the Executive Committee.

Every decision of the Diocesan Council is subject to the authority of the Synod which is the supreme governing body of the Church of South India.

VIII. Officers:

(a) The Officers of the Diocesan Council shall be the Bishop, Secretary and Treasurer. Of these, the Secretary shall be elected at the Annual Meeting by ballot from nominations made on the floor of the House.

(b) The Treasurer who should be a member of the C. S. I. shall be a full time officer of the Council and shall be appointed by the Executive Committee of the Diocese for not more than five years at a time. He shall be an ex-officio member of the Executive Committee and the Diocesan Council.

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Neither of these shall hold office for more than six years in succession without a break of at least one year.

The Bishop

The Bishop shall be elected according to procedure laid down in Chapter IV, Sections 16 to 26 of the Constitution of the C.S.I. and hold office in terms of Section 12 of Chapter IV of the Constitution of the C.S.I. He shall be ex-officio President of the Diocesan Council and the Executive Committee and shall have the right to call a meeting and take part in the proceedings of any Standing Committee, Board or Council of the Diocese. (Chapter IV, Section 9. Constitution of the C. S. I.)

His functions and responsibilities shall be those defined in Sections 1 to 15 of Chapter IV of the Constitution of the C.S.I. and may be summed up conveniently as follows:-

(a) Pastoral oversight of all Christian people in the Diocese, in discharging which responsibility he will minister at the service of Confirmation,

(b) Leadership in Evangelisation,

(C) Teaching: in the exercise of which task he shall do all in his power to edify ministers and congregations in the truths of the Christian religion, having the responsibility when need arises of publicly stating the doctrine of the Church Universal as understood by the Church of South India,

(d) To advise in matters of worship and, in case of grave irregularity, to forbid any form of worship pending action of the Synod,

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(e) To accept and ordain candidates according to rules 3 to 9, Chapter V of the Constitution of the C.S.I. ,

(f) To authorise Ministers at the time of ordination or at the beginning of any definite task, to preach and officiate; to exercise discipline by suspending from communion or in case of the penitent to restore to fellowship of the Church according to the rules of discipline in Chapter XI of the Constitution of the C.S.I.,

(g) To exercise discipline over Minister: according to the rules of the Church in Chapter XI of the Constitution of the C.S.I.,

(h) To suspend, if necessary, pending subsequent settlement or action by Synod, decisions of the Diocesan Council bearing directly on faith and doctrine of the Church, conditions of membership in the Church and rules governing excommunication, functions of ordained Ministers and worship of the Church,

(i) To appoint to the Diocesan Council as many from the general community as are necessary to make up the maximum number of lay representatives allowed by the Constitution of the C. S. I. Synod.

(j) To appoint substitutes, in case representatives to other bodies appointed by the Diocesan Council are unable to attend any meeting of those bodies. Such substitutes shall be considered as the Diocesan Council's representatives according to Article VII Section 8.

(k) To see that the decisions of the Diocesan Council and the Executive Committee of the Diocesan Council are carried out and to perform any other task that may be assigned to him by competent authority.

When necessary, the Bishop may appoint a Commissary either on a general commission or for a particular purpose in terms of section 14 of Chapter IV of the Constitution of the C.S.I. (For Commissaries see Section 14, Chapter IV of the C. S. I. Constitution.)

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The Secretary

Shall keep all records of meetings of the Diocesan Council and the Executive Committee and carry on correspondence. He shall perform all normal duties pertaining to his office, including the convening of the

meetings of the Diocesan Council and the Executive Committee on the advice of the Bishop.

The Treasurer

Shall receive, disburse and invest all funds as authorised by the Diocesan Council. He shall keep all accounts and render a report of the accounts at the Annual Meeting of the Diocesan Council or whenever called upon to do so by the Executive Committee or the Finance & Property Board. He shall have general oversight of all funds under the Diocesan Council.

The Secretary and the Treasurer shall perform functions which may from time to time be assigned to them by the Diocesan Council or the Bishop.

Auditors

The Diocesan Council at its Annual Meeting shall appoint two auditors one of whom shall be a qualified auditor.

IX. The Executive Committee:

1 COMPOSITION

The Executive Committee shall be composed of 21 members, 5 of whom shall be ex-officio and 16 of whom shall be elected by the Diocesan Council. The ex-officio members shall be the Bishop, the Secretary and the Treasurer of the Diocesan Council, the Principal of Uduvil Girls College and a Medical Superintendent who is a full member of the C. S. I.

Only active members shall be entitled to a place in the Executive Committee.

2 ELECTION

The Election of the 16 members referred to above shall be by ballot at the Annual Meeting from nominations made on the floor of the House. The elected members shall be on the following basis: 5 from the Clergy and 11 from the Laity.

(According to a decision of the Diocesan Council at its meeting held in 1962, it was decided that places available for the laity each year on the Executive Committee will be in the order of 4, 4, 3,)

3 FUNCTIONS

(a) To act in all matters on behalf of the Diocesan Council between the meetings of the latter,

(b) To make recommendations to the Diocesan Council on any subject that comes within the competence of the latter,

(c) To elect members of the Diocesan Council who fall under the following classes; A representative from Jaffna College, Missionaries and representatives of the general community,

(d) To make nominations for election by the Diocesan Council to Standing Committees of the Diocesan Council (except the Executive Committee), the various Boards and other bodies as require such representation from the Diocesan Council by their Constitution.

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(e) To fill vacancies that may occur on itself or on Boards and Committee under the Diocesan Council between meetings of the latter,

(f) To be trustees of all monies belonging to the Diocesan Council and to be responsible for duly and legally administering them. It shall give an account of its administration to the Diocesan Council but, except for the Balance Sheet and Budget, the financial decisions of the Executive shall not be within the purview of the Diocesan Council, (Article 10, Chapter VIII of the Constitution of the C.S.I.)

The Executive shall also review and sanction the Balance Sheet and the Budget of each Board.

(g) To authorise the person or persons who shall operate the Bank Accounts of the Diocese and its Institutions, Boards and Committees.

(h) To appoint, discipline, discharge and fix the scales of salaries and allowances of the Heads and Vice-Heads of the institutions under the Diocesan Council. It shall station Church Workers, approve their resignation, retire them for reasons of health on the recommendation of a panel of three doctors appointed by the Executive Committee, discontinue them for disciplinary reasons, according to the terms of Chapter XI 13 (a) of the C.S.I. Synod Constitution: station, discipline and discharge Missionary nationals elected by the Diocesan Council. It shall station the Foreign Missionaries assigned to the Diocesan Council and also vote on their return after furlough, in accordance with the Hand Book of the A.B.C.F.M. It shall fix their salaries and allowances except where they are recruited by the U.C.B.W.M.

(i) To appoint annually the Manager of Uduvil Girls' College, the Manager of the Morning Star, the

English and Tamil Editors of the Morning Star and other officers (not elected by the Diocesan Council) as are necessary for the work of the Diocese.

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(j) To elect any ad-hoc committee that may be necessary from time to time,

(k) To adjudicate in any matter that may be referred to it in connection with any decision of a Local Board,

(l) To summon extraordinary meetings of the Diocesan Council when necessary,

(m) To do anything else that may be deputed to it by the Diocesan Council.

3 TENURE

The elected members of the Executive Committee shall serve for a period of three years. Any active member of the Diocesan Council is eligible for election to the Executive Committee. No one may serve for more than two consecutive terms without a break of at least one year. If any person who holds a place on the Executive Committee in an ex-officio capacity gets elected to an office, that person leaves the place vacant for the time-being. If a person having a place on the elected panel of the Executive Committee gets elected to an office, he also leaves a place vacant for the time-being. Such places shall be filled till the next annual elections. It is however, understood that the person on the elected panel who vacates his place to hold office retains his place in the Executive Committee in the place of a person appointed to office.

In any case, the maximum period at any one stretch for an elected member of the Executive Committee is six years.

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5 QUORUM

Eleven shall form a quorum.

X. Vacancies:

Vacancies in the Diocesan Council or the Executive Committee may be caused by any of the following reasons:

- (a) Death,
- (b) Resignation,
- (c) Ceasing to be connected with the body that made the appointment,
- (d) Expiration of the term of service, by being recalled by the appointing body.
- (e) By decree of the Council or Bishop,
- (f) By being absent from three consecutive meetings without excuse accepted by the body.

If any vacancy occurs among officers (other than the Bishop) or among the elected members of the Executive Committee, the remaining members of the Executive Committee will cause the vacancy to be filled. The filling of the episcopal vacancy is provided for in sections 16 to 26 of Chapter IV of the Constitution of the C. S. I. If a vacancy occurs on a Local Board, it shall likewise be filled by the Executive Committee.

If a vacancy occurs among delegates to the Diocesan Council, the appointing body shall choose a sub-

titute. A substitute may only fill out the term of the person who vacated the seat.

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The vacancy created by the election to office of a person already on the Executive Committee, as stated under "Tenure," in Section IX, is filled till the next elections. If the vacancy occurs at the Annual Meeting, this will be done by the Diocesan Council; if between meetings of the Diocesan Council, by the Executive Committee.

XI. Meetings of the Diocesan Council:

The Annual Meeting of the Council shall be held normally before the end of March at the time and place decided by the Executive Committee. Two weeks notice shall be given before the Annual Meeting, together with the Agenda that will be taken up. The Agenda shall be prepared by the Office-bearers and shall include the Balance Sheet and Budget, the election of office-bearers and such members of the Committee and Boards as are necessary under the Constitution. The Diocesan Council may review any decision of the Executive excepting those bearing on finance. (The Constitution of the C. S. I.- Chapter VIII, Section 10- requires a majority of two-third of those present to allow such a decision to be taken up). The stationing of Church Workers may be discussed but not set aside.

A special meeting of the Diocesan Council may be called by the Bishop the Executive Committee or at the written request of not less than 20 members or 7 churches. At least 3 days clear notice should be

given of such meeting, together with the agenda to be considered at it. A majority of members shall form a quorum.

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XII. Standing Committees

The following shall be Standing Committees of the Diocesan Council. They shall carry on the duties assigned to them and in their respective spheres of work shall advise the Executive Committee and the Diocesan Council. The election of members of the Standing Committees who are not ex-officio members takes place at the Annual Meeting of the Diocesan Council.

The Conveners of the standing Committees shall be appointed by the Diocesan Council.

The diocesan Council may appoint other Standing Committees to carry out particular branches of work define the functions and size of such Committees

1. *Life and Work Committee :*

This shall consist of five members including the Treasurer, and shall receive reports and statistics of churches and institutions, digest, tabulate and present them to the Diocesan Council from a Church point of view.

2. *Ministers' Union:*

This shall consist of all ordained Presbyters under the Diocesan Council and shall meet from time to time, when convened by the Bishop to discuss matters concerning the ministry, the faith, order and discipline of the Church. It shall devise means for promoting the spiritual and intellectual welfare of its members and advise the Diocesan Council from time to time as to how to deepen the spiritual life of Churches.

3. *Building Committee:*

This shall consist of the Treasurer (Convener) and six others one of whom at least shall be a building expert. It shall co-op for the time -being a representative of the body for which the building is planned. Its duty shall be to examine plans, estimates and sites of any building to be put up under the Diocesan Council, or the repairs of any existing building, that may be forwarded to it by the Executive Committee and to submit them to the Executive Committee for its approval. After its approval, it shall become the duty of the building Committee to invite tenders, decide on a contractor and be responsible to the Executive Committee for the proper discharge of all work undertaken. Agreement and contracts will be signed on behalf of the Diocesan Council by the Treasurer of the Diocesan Council, who will also be in charge of making payments to the contractors. This will be done from funds placed at his disposal by the institution concerned, on the authority of the Head of that institution.

4. *PERSONNEL COMMITTEE*

This shall consist of five members. Its duty shall be to search out and remove causes that prevent young people from entering Christian service to be responsible for hand-picking candidates for all forms of service associated with the Diocesan Council to supervise their training and advise regarding their assignment. To make recommendations about candidates who are considered for appointments as Heads or Vice- Heads of Institutions and for employment in Group I of a Hospital.

5. *The A.C.M. Press and Thirumarai Illam Committee*

This committee shall consist of the Bishop the Manager of the Press the Manager of the Morning Star, one representative each from the Uduvil Girls' College Board, the Medical Board, the Christian Theological Seminary Council, the C.I.S.R.S. Board, the Jaffna College Board of Directors elected annually by the respective Boards or Council and three others elected annually by the Diocesan Council, of whom two may be from outside the C.S.I.

the duty of this Committee shall be to administer the American Ceylon Mission Press and the Thirumarai Illam Book Stall, manage their finances and present a report to the Diocesan Council every year.

6. *Morning Star Committee*

This shall consist of the manager of the A.C.M Press the Manager of the Morning Star, the English and Tamil Editors, one from the family of the late Mr. C. H. Cooke, three members elected by the Diocesan Council, two of whom may be from Churches other than the Jaffna Diocese of the Church of South India.

7. *MISSIONARY PERSONAL COMMITTEE*

This shall consist of full term Missionaries of at least a year's standing appointed by the U.C.B.W.M. and shall deal with Missionaries' residences, sanitarium and other Personal matters.

8. *THE WOMEN'S FELLOWSHIP*

This shall consist of 10 members. Its purpose shall be to:-

- (a) Raise the standard of Christian life among women and children.
- (b) Help in the evangelistic effort of the Diocese.
- (c) Find financial support for evangelistic work in the Islands or any other specific area of work.
- (e) To help in establishing and running Day Care Centres and Nurseries for children.

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9. *MINISTERIAL CANDIDATE'S COMMITTEE*

This Committee shall consist of three Presbyters and two laymen. Its duties shall be to examine and report on the fitness of candidates seeking to be Workers in the Diocese.

10 MUSIC COMMITTEE:

This Committee shall consist of five members and its duty shall be the develop church music in the Diocese on Carnatic lines.

11 THE PENSION FUND COMMITTEE:

A. The Pension Fund shall be administered by a Committee, called the Pension Fund Committee composed of seven members made up as follows:-

- (a) Treasurer, Pension Fund (Convener)
- (b) Treasurer, Diocesan Council
- (c) Secretary, Ministers' Union and
- (d) Four lay people, at least one of whom shall be a woman.

Those referred to in (a) and (d) shall be elected annually by the Diocesan Council. Any vacancy during the year may be filled by the Executive Committee of the Diocesan Council.

B. The Treasurer of the Fund and another appointed by the Executive Committee of the Diocese shall jointly operate the Bank accounts of the Fund and the Treasurer of the Pension Fund shall maintain the records of accounts

12 LITERATURE COMMITTEE:

This Committee shall consist of five members whose duty shall be to produce and foster Christian literature.

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13 FOREIGN MISSIONS COMMITTEE:

This committee shall consist of five members. Its duty shall be to keep the members of the Diocese informed about the Foreign Mission work of the Synod of the Church of South India, to foster an interest in that work and collect money for its support.

14 LITURGY COMMITTEE:

This shall consist of five members and its duty shall be to give advice on forms of worship.

15 THEOLOGICAL COMMITTEE:

This shall consist of five members. Its duty shall be to give advice on the doctrinal points submitted to it by the Bishop.

16. *C. C. F. C. Committee*

This Committee shall consist of the Bishop, the Diocesan Project Officer for the C. C. F. C., the Treasurer of the Diocese and four others elected annually by the Diocesan Council.

It shall administer the children's assistance project in the Diocese supported by the Christian Children's Fund of Canada.

17. *Bishop Kulandran foundation Committee*

This Committee shall consist of the Bishop, the Treasurer of the Foundation and five others elected annually by the Diocesan Council.

It shall invest the funds of the Foundation and disburse the dividends for the purposes for which the Foundation was set up. It shall also make efforts to augment the fund of the Foundation.

18. *Diocesan Charities Fund Committee*

This committee shall consist of the Bishop, the Treasurer of the Fund and five others elected annually by the Diocesan Council.

It shall arrange for the investment and administration of the Fund and disburse the dividends for the purposes for which the Fund was set up.

19. *Counselling Programme Committee*

It shall consist of seven members appointed every year by the Diocesan Council. It shall be in charge of planned programmes of Pastoral Counselling and shall set up appropriate institutional structures to carry out its work.

20. *Panel for Diocesan Court*

This shall consist of Presbyters and laymen chosen by the Diocesan Council, out of whom the Bishop may set up a Diocesan Court to inquire into and pronounce on charges against Ministers in accordance with Chapter XI Section 6-14 of the C. S. I. Constitution.

XIII. *Local Boards*

The Diocesan Council shall set up Boards to administer the various Institutions and projects under it. The Boards under the Diocesan Council at present are: The Evangelistic Board, the Medical Board, the Uduvil Girls' College Board.

The Religious Education Board, the Finance and Property Board, The Children's Home Board, and the Social Action and Development Board.

General Provisions

Membership:

Each Board shall consist of certain ex-officio members and certain elected members as hereinafter set forth. To the Medical Board and the Uduvil Girls' College Board, the elected members shall be elected at the Annual Meeting of the Diocesan Council and hold office for three years. Vacancies during interim Periods will be filled by the Executive Committee of the Diocesan Council. Any person so elected will fill out the term of the person who has vacated the seat. No elected person may serve for more than two consecutive terms without a break of at least one year. Other rules governing membership shall be as follows;

Members of the other Boards shall be elected annually by the Diocesan Council.

(a) All members of the various Boards, except ex-officio members shall be communicant members belonging to the Church of South India in Srilanka, actively supporting the Church and its work through attendance at worship, giving and service, unless other-wise provided for in the Constitution (for exceptions see under Medical Board.)

(b) The Diocesan Council shall elect the members of the various Boards after receiving the nominations of the Executive Committee.

(c) No member other than the Bishop and the Treasurer is eligible to serve on more than Four Boards at one and the same time.

(d) NO person working in an institution shall be a member of the governing Board of the institution, except in an ex-officio capacity.

(e) No person under the decree of the Bishop shall be a member of any Local Board.

2 POWERS:

The following shall be the powers Common to all Boards:

(a) They shall carry out changes, determined or sanctioned by the Diocesan Council.

(b) They shall plan and make recommendations concerning new buildings to the Executive Committee, which, if it approves the main principles, will refer them to the Building and Property Committee and will finally adopt them if recommended by the latter.

(c) They shall shape the internal policy of the several institutions under them.

(d) They shall administer the finances of the institutions in their care in accordance with the Budget prepared by them and approved by the Executive Committee of the Diocesan Council.

(e) They shall fix the salary scales of their staff except Heads of institutions and Missionaries, foreign or national, subject to the approval of the Executive Committee of the Diocesan Council.

(f) They may appoint various Standing or ad-hoc Committees to carry on particular branches of their work.

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3. OFFICERS.

The Chairman and Secretary of each Board shall be elected annually by the Board. They shall not hold office for more than 6 years in succession without a break of at least one year. The Head of each institution shall function as its Treasurer.

The Secretary of a Board on the advice of the Chairman shall convene the meeting of the Board.

Each Treasurer shall receive and disburse all funds in accordance with the budget prepared by his own Board and approved by the Executive Committee of the Diocesan Council.

The Auditors of the Diocesan Council shall also be Auditors of these Boards.

4. QUORUM:

A majority of members shall form a quorum. However for the Evangelistic Board and the Religious Education Board five shall form a quorum.

5. VACATION OF SEAT BY UNDUE ABSENCE:

Any member, absenting himself from three consecutive meetings of a Board without reason accepted by that body, will cease to be a member of that body.

6. LIAISON:

A Copy of the minutes of each Board shall be sent to the Executive Committee through the Secretary of the Diocesan Council.

Specific Provisions:

The Evangelistic Board:

(a) COMPOSITION

The Evangelistic Board shall consist of the Bishop, the Evangelistic officer and nine others of whom four shall be from the Clergy and five from the laity. All nine members shall be elected annually by the Diocesan Council. The Evangelistic Officer shall be appointed by the Executive Committee for a period as it deems fit.

(b) POWERS

This Board shall both carry on Evangelistic work on its own account and help the Churches and Institutions to carry on theirs. It shall advise the Executive Committee and the Diocesan Council about the possibilities and methods of Evangelism. It shall present a report of its work to the Diocesan Council every year.

THE MEDICAL BOARD :

It shall have charge of all Medical work of the Diocesan Council.

COMPOSITION

The Medical Board shall consist of the following

The Medical Superintendents of the two Hospitals, the Principal of the Nursing School, if they be full members of the C. S. I. the Bishop and eight others elected by the Diocesan Council of whom three at least, -one of whom shall be a Doctor- may be Communicant members of churches other than the Church of South India. The Hospital Secretaries of both Hospitals shall be Ex-Officio non-voting members.

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There shall be two *Hospital Committees* one for each Hospital, responsible to the Medical Board, with powers as defined in the Institutional Appendix Section A.

Each Committee shall consist of all qualified Doctors and the permanent Nursing Superintendent serving in its Hospital, one from the Board elected by the Board, Missionaries - foreign and nationals

working in the Hospital, and a representative from the Staff appointed by the Executive Committee, and the Hospital Secretary of each Hospital,

Standing Committee;

There shall be a *Standing Committee* consisting of the two Medical Superintendents, the Chairman and one person appointed by the Executive Committee of the Diocese, and the Bishop or his representative,

The Chairman of the Board shall be the Chairman of the Standing Committee which shall appoint its own Secretary.

(b) POWERS

For powers of the Medical Board and the Hospital Committee see Institutional Appendix Section A.

THE UDIVIL GIRLS' COLLEGE BOARD:

It shall have charge of the Uduvil Girls' College

(a) COMPOSITION

The Board shall consist of the Principal of the College, the Manager of the College appointed by the Executive Committee, the Bishop and seven members elected by the Diocesan Council, two of whom may be from outside the Diocesan Council, but a Christian of good standing in a Church related to the N. C. C. of Sri Lanka and one member elected by the Old Girls' Association of the College who should be a Christian of good standing in a Church related to the N. C. C. of Sri Lanka.

(b) ELECTION

The members other than the ex-officio shall be elected as follows: In the first instance, three for three years, three for two years, and two for one year thereafter everyone elected shall serve for three years.

(c) POWERS

For powers of the Uduvil Girls College Board, see Institutional Appendix Section B. (174)

Standing Committee

There shall be a Standing Committee consisting of the Bishop, the Principal, the Chairman of the Board; the Manager of the College and one more elected annually by the Board. This committee shall function in between the meetings of the Board. The Chairman of the Board shall be the Chairman of the Standing Committee which shall appoint its own Secretary:

Powers

See Appendix.

RELIGIOUS EDUCATION BOARD :

(a) COMPOSITION

The Board shall consist of the following: The Bishop, four members of the clergy and seven from the laity, elected by the Diocesan Council one person appointed annually by the Executive Committee to be in charge of carrying out the policy and decisions of the Board and to raise and disburse funds as directed by it.

POWERS

For powers of the Religious Education Board, see Institutional Appendix Section C,

THE FINANCE AND PROPERTY BOARD :

This Board shall consist of the Bishop, the Secretary the Treasurer (convener) and eight others elected annually by the Diocesan Council. One of these at least should be from outside the Executive Committee.

It shall frame rules and regulations pertaining to investment of funds, property and other matters of a common nature for the observance of all local boards committees and churches and advise the boards, Committees and churches on financial matters which come within its purview; all this however, subject to the approval of the Executive Committee of the Diocesan Council. It shall receive and scrutinize the accounts of the Committees, the boards and the institutions under them and forward them to the Executive committee with observations and recommendations. It shall monitor all permanent funds of the Diocese and arrange for their investments.

It shall also advise the Executive Committee in regard to the purchase, sale and care of properties belonging to the Diocese.

The Children's Homes Board

This Board shall consist of the Bishop, the Treasurer of the Diocese and nine others who shall be elected by the Diocesan Council. Not less than four of these should be women.

This Board shall supervise all Children's Homes, Day Care Centres and Nurseries under the Diocese. It shall recommend to the Executive Committee the setting up of new Homes or Day Care Centres and the extension of the existing ones.

It shall appoint or discontinue employees of the Homes and Day Care Centres.

It shall carry out promotional efforts to raise funds and other support for the Homes and Day Care Centres.

It shall appoint an Administrative Committee of five of its members which shall function in between the meetings of the Board.

It shall appoint the Home committees and advisory committees for the various Homes and Day Care Centres. Each committee shall be responsible to the Board. It shall present a report of its work to the Diocesan Council every year.

The Social Action and Development Board

This Board shall consist of the Bishop, the Treasurer of the Diocese and nine others who shall be elected annually by the Diocesan Council.

It shall be in charge of starting and operating development projects and engaging in appropriate forms of social action to further the mission and service of the Church with a view to promoting social justice and economic and human development.

It shall supervise the Farms, Industrial Projects and Vocational Training Centres in the Diocese and recommend the starting of new projects to the Executive Committee. It shall be responsible for the relief and rehabilitation work undertaken by the Diocese.

It shall appoint the advisory committees for the various Farms, Industrial projects and Vocational Training Centres which shall be responsible to the Board.

It shall present a report of its work to the Diocesan Council every year.

XIV, Rules of Order:

For Rules of Order and Debate see Handbook Appendix Chapter I.

XIV. Relationship to the U. C. B. W. M:

The Executive Committee shall, whenever necessary, forward to the U. C. B. W. M. a statement of the

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number of missionaries it requires to be sent out to this field. The assignment of a missionary to any place is done by the Executive Committee. If a missionary desires to protest against any assignment, that missionary's request has to be forwarded to the Bishop who will consider whether the position should be reviewed. If the missionary is not satisfied, that missionary may appeal to the U. C. B. W. M. The conditions of service of missionaries, their salaries, allowances, period of service and the procedure to be adopted at the termination of each furlough will be governed by the terms laid down by the U. C. B. W. M. in the Handbook issued by it from time to time.

X. I. Relation to the Church of South India:

The Diocese of Jaffna is a constituent part of the Church of South India and any decision of the Church of South India, bearing on the Jaffna Diocesan Council in general or in particular, will be binding on this Council and will supersede any contrary decision on any subject by the latter. Every article or provision set forth in the Constitution of the C. S. I. which may have relevance to this Council, though not specifically mentioned above, will be binding on the Jaffna Diocesan Council and its units.

XVII. Amendments to the Constitution:

1. Section XII and XIV, bearing respectively on the number, powers and function of the Standing Committees, the rules of debate and the conduct of the meetings may be amended by an ordinary vote in the Diocesan Council.

2. All other Sections, require for their amendment, notice at a previous meeting of the Diocesan Council and the consent of two-thirds of those present when the subject is put to vote. To become operative such amendments, excepting the ones on Section XIII, require also the consent of three-fourth of the total number of churches under the Diocesan Council. If no written reply is received from a church within three months, that church is presumed to have given consent.

3. Any change that comes within the purview of the Synod of the Church of South India, shall in addition to the procedure laid down above, require the sanction of latter.

INSTITUTIONAL APPENDIX

Powers of various authorities

in relation to Institutions

(A) The Hospitals

1. THE DIOCESAN COUNCIL:

- (a) Establishment or closing of institution;
- (b) Determination or alteration of general policy.

2. THE EXECUTIVE COMMITTEE:

- (a) Appointment and discontinuance of Superintendent, the Assistant Superintendents, qualified Doctors, the Director of Nursing, the Nursing Superintendents and the Hospital Secretaries
- (b) Fixing the scales of salaries and allowances of the Superintendents, Asst. Superintendents and group A staff and sanctioning scales of salaries and allowances of all other members of the staff.
- (c) Assignment and re-assignment of work involving loss of salary of above officers.
- (d) Adoption of Accounts and Budget.
- (e) Sanction of excess on Budget in regard to capital items
- (f) Sanction of expenditure on repair of plant and buildings over Rs 6,000/-
- (g) Election of new buildings and demolition of old.
- (h) Approval of campaign of raising funds.
- (i) Recommendations regarding general policy.

3. THE MEDICAL BOARD;

- (a) Recommending the appointment and discontinuance of The Superintendents, the Asst. Superintendents, qualified Doctors, the Director of Nursing the Nursing Superintendents and the Hospital Secretaries.

- (b) Recommending the assignment and re-assignment of work involving loss of salary of above officers.

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- (c) Appointment and discontinuance of: the Medical Assistant, the Laboratory Assistant, the R. Ns., Accountants, Clerks and Store-keepers.
- (d) Recommending the scales of salaries and allowances of all members of the staff excepting those of the Superintendents and Asst. Superintendents, subjects to the approval of the Executive Committee.
- (e) Recommending the adoption of Accounts and Budget.
- (f) Sanctioning deviations within the approved Budget.
- (g) Sanctioning of expenditure on repair of plant and building up to Rs. 6,000/-
- (h) Recommending the erection of new buildings and demolition of old.
- (i) Recommending campaign for raising funds.
- (j) Recommending alteration of general policy.

4. *STANDING COMMITTEE:*

- (a) Assist in the selection and recruitment of Doctors.
- (b) Help in the preparation of the Budgets of both Hospitals and making re-allocations in them.
- (c) The appointment, discontinuance and transfer of qualified female and Male Nurses, Midwives, Pharmacists, X-Ray Technicians, Overseers, Warden of Nurses and Electricians.
- (d) The recruitment of Nursing Students.
- (e) The recommendation to the Medical Board of the creation of posts outside the cadre when necessity arises.
- (f) Sanction the expenditure on repair of plants and building* upto Rs. 2,000/-

5. THE HOSPITAL COMMITTEE:

- (a) Advising the Superintendent in the appointment and discontinuance of graduate female Nurses, trained male Nurses, Pharmacists, Warden of Nurses, and trained Electricians.
- (b) Advising the Superintendent in regard to the assignment and re-assignment involving loss of salary of above.
- (c) Advising the Superintendent in preparing the Budget.
- (d) Advising the Superintendent to recommend the erection of new buildings and demolition of old.

6. THE MEDICAL SUPERINTENDENT:

- (a) Recommending to the Medical Board the appointment and discontinuance of the Medical Assistants, the Laboratory Assistants, the Registered Nurses, Accountants Clerks and Store-keepers.
- (b) Recommending to the Standing Committee the Appointment, Discontinuance and Assignments of:-Qualified Female and male Nurses Midwives Pharmacists, X-Ray Technicians, Overseers. Warden of Nurses and Electricians.
- (c) Appointment and discontinuance of minor staff within the cadre.
- (d) Assignments not involving loss of salary of all Employees of the Hospitals.

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- (e) The Medical Superintendant shall be in over all charge of the administration of the Hospital and shall have oversight over them. He shall have the power to discontinue any employee, other than those appointed by the Executive Committee, on disciplinary grounds
- (f) Letters of Appointments and Discontinuance of all employees other than those appointed by the Executive committee shall be issued by the Medical Superintendent.

- (g) Preparing Budget.
- (h) Expenditure over Budget up to 5%.
- (i) Expenditure on repair of plant and building up to Rs. 1000/-.
- (j) Disbursement according to Budget.
- (k) Correspondence with others.
- (l) Creating minor posts.
- (m) Proposing campaign for raising Funds.
- (n) Bringing to the notice of the Bishop, as convener of the Personnel Committee, vacancies on Medical Staff.

(B) Uduvil Girls' College Board

1. THE DIOCESAN COUNCIL:

To act in terms of Section VII 2 of the Constitution.

2. THE EXECUTIVE COMMITTEE:

- (a) Appointment and discontinuance of the Principal, Vice-Principal, special-post holders and Missionaries.
- (b) Sanctioning scales of salaries and allowances of all members of staff except those of the above;
- (c) Assignment and re-assignment of work involving loss of salary of above.
- (d) Approval of Accounts and Budget.
- (e) Sanction of expenditure over allowed amounts in Budget.
- (f) Sanction of expenditure on repair of plants and building over allowed amounts,
- (g) Sanction of the erection of new buildings and demolition of old.
- (h) Approval of campaign for raising funds,
- (i) Recommendations regarding alteration in general policy.

3. THE BOARD:

- (a) Recommending the appointment and discontinuance of the Principal, Vice-Principal, special-post holders and Missionaries,
- (b) Appointment and discontinuance of all other members of the staff.
- (c) Recommending scales of salaries and allowances of members of the staff to the Executive Committee, except those of the Principal, Vice-Principal, special-post holders and Missionaries,
- (d) Recommending the assignment and re-assignment of work involving loss of salary of Principal, Vice-Principal, special-post holders and Missionaries,
- (e) Recommending the approval of Accounts and Budget.
- (f) Sanctioning the expenditure over Budget of Rs. 25,000/- up to 7.5%
- (g) Repair of plant and buildings within the above allowed amounts.
- (h) Recommending the erection of new buildings and demolition of old.
- (i) Recommending campaign for raising funds
- (j) Recommending alteration of general policy.

Standing Committee

Assist in the selection and recruitment of Teachers.
 Recommend to the Board temporary and permanent members of the tutorial staff.
 Appointment of Non-Tutorial staff.
 Assist in the preparation of the budget and in the collection of the welfare Fund.

4. THE PRINCIPAL:

- (a) Recommending the appointment and discontinuance of all members of the staff except the Principal, the Vice-Principal, special-post holders and Missionaries.
- (b) Assignment, change of assignment and adjustment of work not involving loss of salary.

- (c) Advising the Uduvil Girls' College Board in regard to assignment of work involving loss of salary of the Vice-Principal, special-post holders, and Missionaries.
- (d) Recommending the assignment of work involving loss of salary of the other members of the staff.

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- (e) Appointment, assignment of work and discontinuance of the minor staff.
- (f) Academic work, administration and maintenance of internal discipline.
- (g) Creating minor posts of Administration.
- (h) Correspondence with the Education Department.
- (i) Preparing the Budget
- (j) Expenditure over Budget up to 5%
- (k) Repair of plant and buildings within above allowed amounts.
- (l) Collection of fees and disbursement according to Budget?
- (m) Proposing the erection of new buildings and demolition of old.
- (n) Proposing campaign for raising funds.

(C) Religious Education Board

1. Diocesan Council

Determination or alteration of policy

2. Excutive Committee:

- (a) Recommending to the Council alteration of general policy.
- (b) Appointment of one person in charge of implementing the policy and decisions of the Board and to raise and disburse funds as directed by the Board,
- (c) Approving the Accounts and the general Budget.
- (d) Sanctioning expenditure over Budget.

3. The Board

- (a) Recommending to the Executive Committee the policy of religious education of all children and young people to be followed in churches and institutions in our area.
- (b) Implementing and co-ordinating the policy.
- (c) Setting up organisations necessary for this purpose with a view to deepening spiritual life, strengthening Christian faith, and promoting a knowledge of the Bible.
- (d) Recommending to the Executive Committee for its approval the Accounts and Budget.
- (e) Raising funds.

