

# St. Peter's Jacobite Syrian Orthodox Christian Church Inc.

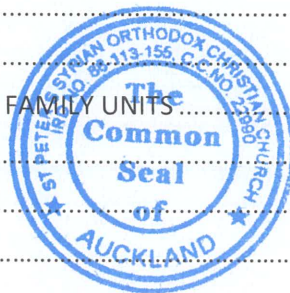
Under the Holy Apostolic See of Antioch and All the East




## CONSTITUTION

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Fr. Abin Manakkattu Varghese  
Vicar & President

  
Mr. Sujesh Geevarghese  
Vice-President

  
Ms. Dony Chennoth  
Secretary

Date: 31-05-2026

  
Ms. Eldo Cherian  
Treasurer

## **PREAMBLE**

Whereas some members of the Malankara Syrian Christian Community, now residing in and around Auckland, New Zealand, who owe their allegiance to The Patriarch of Antioch and All the East adorning the throne of St. Peter of the Universal Syrian Orthodox Church (herein referred to as The Patriarch), to the Catholicos of the East under the Holy Apostolic See of Antioch and All the East and his successors in Office and other Bishops duly ordained and or to be ordained by The Patriarch of Antioch and or by the Catholicos of the East under the Holy Apostolic See of Antioch and All the East or his successors, ordained by or under the authority of The Patriarch of Antioch, have formed themselves into a congregation named The St. Peter's Syrian Orthodox Christian Church with effect from 18<sup>th</sup> August 2003 and are desirous of continuing to function as St Peter's Jacobite Syrian Orthodox Christian Church in the future for the realization of the objectives specified hereunder.

### **1. NAME OF THE SOCIETY AND COMMENCEMENT**

The name of the society shall be "ST. PETER'S JACOBITE SYRIAN ORTHODOX CHRISTIAN CHURCH INC" ("the Society") which shall have its registered office at such place determined by the Executive Committee from time to time.



This Constitution shall take effect from the date that it is registered with the Registrar of Incorporated Societies pursuant to the Incorporated Societies Act 2022 ("the Act").

### **2. OBJECTIVES OF THE SOCIETY**

- 2.1 The Society aims to establish a Jacobite Syrian Orthodox Christian Church to conduct Holy Worship and such religious activities that may be part of this Constitution.
- 2.2 To conduct a Sunday school for providing religious education to children of the Christian community.
- 2.3 To conduct retreats for the members of the Christian community.
- 2.4 To undertake or partake in community development programs for the social welfare and spiritual development of the New Zealand community at large.
- 2.5 To collect the necessary funds from the members and the community for fulfilling the objectives of society.
- 2.6 To assist members in whatever way possible, especially in times of difficulties, misfortune and the like.
- 2.7 To assist migrants with necessary help and guidance for their smooth settlement in New Zealand.
- 2.8 (a) To acquire by purchase taken on lease or otherwise lands and buildings and all other property real and personal which the General Body of the Society may from time to time think proper or dispose of such property or any part thereof and to erect on any such land any building and to alter add to and maintain any building erected upon such land for the attainment of the above objectives.  
(b) To sell improve maintain manage exchange lease mortgage dispose of turn to account or otherwise deal with all or any part of the property assets and rights of the Society for fulfilling the objectives of the Society.



### **3. MEMBERSHIP**

- 3.1 Persons who are 18 years and above, who accept the Syrian Orthodox faith and who owe their allegiance to the Patriarch of Antioch and All the East are eligible to be members of the Society.
- 3.2 People who wish to apply for membership to the Society should make a written application in the prescribed form of the Society and hand it over to the Executive committee for consideration. A decision of the Executive Committee regarding membership will be conveyed to the members within 7 working days of the following Executive Committee meeting.
- 3.3 The Society shall maintain the minimum number of members required by the Act.
- 3.4 Every applicant for membership must consent in writing to become a member.
- 3.5 The signed written consent of every member to become a Society member shall be retained in the Society's membership records.

### **3.6 Fees**

#### **Membership fees**

Each member shall pay to the Society an annual membership fee. The membership fee is set by a majority decision at the Annual General Meeting at which the Executive Committee is elected.

#### **Subscription Fees**

Each member/family shall pay the Society a monthly subscription fee as set by a majority decision at the Annual General Meeting at which the Executive Committee is elected. Any changes to these contributions may be made by the Executive committee on the recommendation of Vicar based on the financial circumstances of the individual.

- 3.7 A Senior Citizen Member shall mean a member of the Church who has attained the age of sixty-five (65) years or above, has contributed a minimum of \$5,000 towards the Church Building Fund, and has been an eligible member of the Church for a continuous period of at least ten (10) years. Upon payment of an annual subscription fee of \$25, such member shall be recognized as an eligible member of the Church with full voting rights and eligibility to serve on the Executive Committee.
- 3.8 (a) The membership fee should be paid along with the application.
- (b) All members are required to pay the membership fee and the member/family the monthly subscription. Any changes to these contributions may be made by the Executive committee on the recommendation of Vicar based on the financial circumstances of the individual.
- (c) No refund of membership and monthly subscription will be made when a person withdraws their membership.
- 3.9 The Society shall keep a register of the members containing the names, addresses of all the members and the dates at which they became members.

### **4. MANNER IN WHICH MEMBERS CEASE TO BE MEMBERS OF THE SOCIETY**

#### **4.1 Resignation**

Should a member wish to resign from the society, a written letter of resignation should be handed over to President / Secretary of the society.


## 4.2 Suspension

(a) A member who acts against the objectives of society is liable for disciplinary action.

(b) A special Executive Committee meeting will be called to which the members concerned will be invited to attend and submit written grounds to refute the allegation.

(c) The member shall remain suspended until the recommendation of the Executive Committee and is debated in the General Body. The members will be informed in writing of the decision of the General Body.

4.3 Any member who defaults payment of subscription fees for more than 3 months shall ipso facto forfeit the rights and privileges conferred upon him as member by these rules, which shall be revived by the clearance of the entire arrears before such date as the committee removes his/her name from the membership rolls.

## 5. AMENDMENTS

5.1 (a) The Preamble to this Constitution is the established principles of this Church and is of a fundamental nature and cannot be altered, amended or expunged by any of the bodies or officers constituted in this Constitution.

(b) Any amendment to this Constitution requires the approval of not less than three-fourths (3/4) of the total existing members of the Society at any Special General Meeting of the Society. Eligible members of the Society who are unable to attend this Special General Meeting shall submit their opinion or cast their vote in writing via email to the official church email at least one day prior to the meeting, and such votes shall be counted towards the total.

(c) The quorum for this Special General Meeting shall be not less than three-fourths (3/4) of the total existing Members of the Society. If, within half an hour from the time appointed for the Special General Meeting, a quorum is not present, the meeting shall be adjourned to time and place as determined by the majority of the Members then present, and written notice of the adjourned meeting shall be provided to members at least seven (7) days beforehand. If a quorum is not present at the adjourned Special General Meeting, the members present shall constitute a quorum for that meeting. However, no resolution to amend the Constitution shall be passed unless approval is obtained, in accordance with clause 5.1 (b).

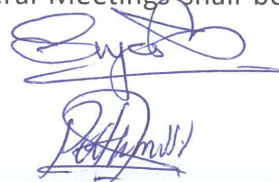
(d) All fundamental amendments approved in accordance with the above provisions shall be submitted to the Diocesan Metropolitan, appointed by the Patriarch of Antioch, or the Patriarch of Antioch for final approval. Only upon receiving such approval shall the amendments be submitted to the Registrar of Incorporated Societies for formal registration and incorporation.

5.2 The agenda of this meeting should explicitly indicate the proposed amendments and should be officially notified to members at least ten working days in advance.

## 6. MEETINGS

6.1 (a) There shall be a general body of the Society consisting of the valid members of the Society at the time of the meetings.

(b) A General Meeting of the Society shall be held once in every calendar year on the second Sunday of April. If this falls on Easter Sunday, the AGM will be held on the following Sunday at such time (not being more than fifteen months after the holding of the last preceding General Meeting) and place as the Committee may determine. The above-mentioned General Meeting shall be called Annual General Meetings. All other General Meetings shall be called Special General Meetings.



(c) Sections 89 to 92 inclusive of the Act will apply to this Constitution as if they have been set out as links herein.

(d) Half yearly Special General Meeting shall be convened in the month of October every year, which shall examine the half-yearly report by the Secretary and accounts by the Treasurer. This meeting shall also consider matters allowed by the Chairperson.

## 6.2 Summoning

(a) Special General Meetings of the Society may be convened at any time by the Secretary or the President under the direction of the Committee and shall be convened on the written requisition of not less than five members of the Committee or not less than one-third of the existing members of the Society.

(b) Notice summoning all General meetings will be provided electronically or in writing to the General Body ten working days prior to the date in the case of Special General meetings and fifteen working days prior to the date in the case of Annual General Meeting.

## 6.3 Quorum

(a) The quorum for all Special General Meetings shall be one-fourth the existing membership of the society.

(b) The quorum for all meetings of the Executive Committee shall be at least half the membership of the committee except in the case of a committee with fewer than four members, when the entire committee shall constitute the quorum.

(c) At every Annual General Meeting or Special General Meeting the chair shall be taken by the President or, in his or her absence, the Vice President. In the absence of both the President and Vice President a Chairperson shall be nominated from members of the Committee by the persons present at the meeting.

(d) The voting at an Annual General Meeting or Special General Meeting shall be taken as the Chairperson shall direct. However, any member present may demand a secret ballot which shall be immediately taken in a manner determined by the Chairperson and the results declared by the Chairperson. In case of equality of votes, the Chairperson shall have a casting vote.

(e) The business of the Annual General Meeting shall be: -

(i) To approve the Annual Report of the Secretary.

(ii) To approve the duly audited Annual Statements of the income and expenditure and assets and liabilities of the Society.

(iii) To appoint an auditor for the ensuing year.

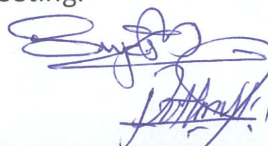
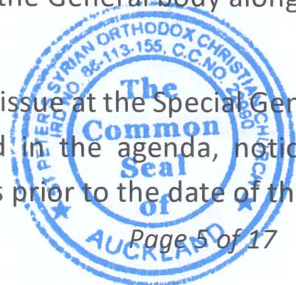
(iv) To transact any other business, provided that written notice of such business has been given to the Secretary at least ten (10) days prior to the date of the meeting.

(v) To elect the Officers and Executive Committee members for the next year.

6.4 The agenda for all General Meetings will be discussed and decided by the Executive Committee of the society and intimated to the General body along with the notice calling the meetings.

## 6.5 Notices of Motion

If a member wishes to raise any issue at the Special General Meetings or Annual General Meeting other than the items specified in the agenda, notice in writing should be provided to the Executive body at least ten days prior to the date of the meeting.



6.6 (a) Voting on all issues at all meetings will be by a majority show of hands or secret ballot.

(b) Subject to the foregoing provisions every member shall have one vote.

(c) Votes may only be recorded personally or by proxy. The form of proxy must be in the hands of the Secretary at the office of the Society before the commencement of the meeting at which it is proposed to be used. An instrument appointing a proxy shall be signed by the member making the appointment and shall be in the following form or such other form as the Committee shall approve:

*I/We \_\_\_\_\_ being a Member of St. Peter's Jacobite Syrian Orthodox Christian Church hereby appoint \_\_\_\_\_ as my proxy to vote for me and on my behalf at the Annual/Special General Meeting of the Society to be held on the \_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) or any adjournment thereof.*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

6.7 (a) If within half an hour from the time appointed for a Special General Meeting a quorum of members is not present the Meeting shall be dissolved. In any other case it shall stand adjourned to some convenient time and place as is determined by a majority of the members then present and shall be notified in writing to members at least seven (7 days) before such adjourned Meeting. If a quorum of members is not present at such adjourned Meeting, the members then present shall constitute a quorum.

(b) Only a valid member shall be eligible to vote at any Meeting. A valid member shall have no arrears of subscription fee in excess of one month.

6.8 Minutes of the Annual General Meeting and Special General Meetings shall be recorded by the Secretary, and the minutes shall be presented and confirmed with or without amendment at the next meeting. Such minutes shall be signed by the Chairperson and at least two members present at the meeting and carefully kept under the custody of the Secretary and shall be open for inspection to members on request in writing to the Executive Committee.

**7. EXECUTIVE COMMITTEE**

**7.1 Executive Committee Membership**

(a) An Executive Committee elected by the members at the Annual General Meeting will administer the society.

(b) The Vicar of the Church appointed by the Diocesan Metropolitan appointed by the Patriarch of Antioch, in consultation with the General body, shall be the President of the Society.

(c) Any existing member of society who is of good character and without any charges of dishonesty can become an office bearer of the Executive Committee of the society.

(d) An existing member with a valid membership in the society for at least one financial year, who does not have any arrears of membership fees and monthly donations due as of the end of the last financial year and has contributed at least NZ \$2500 towards the building fund of \$5000, will only be eligible for appointment to the executive committee.

(e) No two members of the same family can become members of the Executive Committee.




(f) The Executive Committee will consist of the President, Vice-President, Secretary, Treasurer, three other members and the immediate past Secretary and Treasurer. For the purposes of this Constitution the Contact Person as defined in the Act shall be the Secretary.

(g) Any two members of the Executive Committee shall be lady members.

## 7.2 Executive Committee Nominations and Election Process

(a) The President of the Church, or in his absence the Vice-President, shall oversee and preside over the nomination process at each Family Unit Prayer Meeting. Nominations for election to the Executive Committee shall be received during the Family Unit Prayer Meetings before the Annual General Meeting.

(b) Each Family Unit shall nominate two members to the Executive Committee. The Annual General Meeting or a Special General Meeting shall have the authority to vary this number, taking into consideration the membership strength of the respective Family Units. It is encouraged that nominations include one male and one female member in order to promote balanced representation.

(c) All nominations shall require a proposer and a seconder, both of whom must be eligible members. Nominees must be listed in the official register of eligible members maintained by the Church. Each eligible member may submit only one nomination.

(d) Members who are unable to attend the nomination meeting may submit their nominations in writing via email to the Church Office, provided such submission is received no later than 11:59 p.m. on Friday preceding the scheduled Family Unit Prayer Meeting. All such nominations must be made with the prior consent of the nominee.



(e) The existing practice whereby the Secretary and Treasurer continue as members of the Executive Committee for the following year shall remain in effect. As these officers already represent their respective Family Units, an additional member shall be nominated from the same Family Unit and elected at the Annual General Meeting. All other Executive Committee members shall observe a mandatory one-year break upon completion of their term.

(f) If more than two individuals are nominated from a Family Unit, a random draw shall be conducted during the Family Unit Prayer Meeting to determine the final two nominees. If a Family Unit fails to nominate representatives, the Annual General Meeting shall conduct a random draw from among the remaining Family Units to select a Family Unit, and the resulting vacancy shall be filled by selecting an eligible member from that Unit.

(g) The final approval of all nominated members, as well as the allocation of offices including Vice-President, Secretary, and Treasurer, shall be determined at the Annual General Meeting.

(h) The President of the Church or in his absence the Vice-President shall oversee the election process during the Annual General Meeting and declare the election of the Executive Committee for the new operational year.

7.3 The Committee shall meet at least once every two months. Notice calling the Executive Committee must be notified to the committee members at least one week in advance. Sections 89 to 92 inclusive of the Act will apply to Committee meetings as if they have been set out and linked in this Constitution with the words "the Society" replaced with "the Committee."

- 7.4 Members of the Executive Committee shall hold office until the election of their successors. The Executive Committee is authorized to fill any vacancy of its office bearers due to resignation, incapacity, and suspension from within the Committee and the post vacated can be filled by nomination from the members of the society and subsequently ratified by the General Body.
- 7.5 The Executive Committee can form sub-committees with the other members of the society for any special administration or operation of the society.
- 7.6 The Executive committee shall keep proper minutes of their meetings' proceedings.
- 7.7 The annual report and accounts shall be prepared by the Secretary and the Treasurer respectively and submitted to the Executive committee prior to presenting at the Annual General Meetings for their approval.
- 7.8 Any member of the Executive Committee abstaining from three consecutive meeting of the committee without giving valid reasons to the President shall forfeit his/her membership to the Executive committee and shall be replaced as per clause 7.4.

**8. DISQUALIFICATION AND REMOVAL OF EXECUTIVE COMMITTEE MEMBERS**

8.1 An individual is not permitted to be elected or appointed, or to continue to hold office, as a member of the Executive Committee if the individual:

(a) is, or becomes, an undischarged bankrupt;

(b) is, or becomes, prohibited from being a director or promoter of, or from being concerned or taking part in the management of, a company under any of the Companies Act 1993, the Financial Markets Conduct Act 2013, or the Takeovers Act 1993;

(c) has been, or is, convicted of, and sentenced within the last seven years for, any crime involving dishonesty (within the meaning of section 2(1) of the Crimes Act 1961), or any offence under section 143B of the Tax Administration Act 1994, or any offence in a country other than New Zealand that is substantially similar to those offences, or any money laundering offence or offence relating to the financing of terrorism whether in New Zealand or elsewhere;

(d) is, or becomes, subject to an order under section 108 of the Credit Contracts and Consumer Finance Act 2003, or a confiscation order under the Proceeds of Crimes Act 1991;

(e) is, or becomes, subject to an order made under the Protection of Personal and Property Rights Act 1988 or a mentally disordered person within the meaning of the Mental Health (Compulsory Assessment and Treatment) Act 1992; or

(f) is, or becomes, disqualified from acting as an officer of an incorporated society under the Act or any other applicable legislation, or as an officer of a charitable entity under section 31(4)(b) of the Charities Act 2005.



- 8.2 The Association may, by resolution passed at a General Meeting, remove and replace any member of the Executive Committee from office before the expiration of the member's term of office, provided that the proposed resolution must be notified to the relevant member of the Executive Committee at the time the General Meeting is called.
- 8.3 A member of the Executive Committee to whom a proposed resolution referred to in Rule 8.2 relates may:
- (a) make representations in writing (not exceeding a reasonable length) to the Secretary or Chairperson; and
  - (b) request that the representations be notified to the Members of the Society; and the Secretary or Chairperson may send a copy of the representations to the Members of the Society. If they are not so sent, the member is entitled to require that the representations be read out at the General Meeting at which the resolution is considered.

## 9. THE COMMON SEAL

- 9.1 The Society shall have a common seal on which shall be engraved the name of the Society, and which shall be kept in custody of the Secretary. Such seal shall not be affixed to any document except pursuant to resolution of the Committee and in the presence of at least two members thereof who shall sign every document so sealed.
- 9.2 The Society shall have a Vicar's Seal for use by Vicar to affix onto certificates of the Society required for Character, Baptisms, Marriages and Deaths or any other document that the Executive committee so decides.

## 10. THE CONTROL AND INVESTMENT OF THE SOCIETY'S FINANCE

- 10.1 All funds of the Society shall be deposited in a bank account in the name of "St. Peters Jacobite Syrian Orthodox Christian Church." without delay.
- 10.2 The Executive Committee will be responsible for the day-to-day management and allocation of funds available to the society in keeping with the objectives of the society, as per 10.11.
- 10.3 The Treasurer of the society is authorized to issue receipts for funds collected or received by society and the banking of such funds. The President, Secretary or Treasurer (any two) of the society is authorized to jointly sign cheques on behalf of the society and shall be notified at the next Executive Committee meeting.
- 10.4 All monetary transactions shall be made in the name of "St. Peter's Jacobite Syrian Orthodox Christian Church."
- 10.5 The income and expenditure of accounts of the society shall be subject to yearly audit by an auditor appointed at the AGM.
- 10.6 The St. Peter's Jacobite Syrian Orthodox Christian Church is a charitable and a non-profitable organization and no individual may obtain private financial gain from the Society. The members may, however, be reimbursed for expenditure incurred on behalf of the Society subject to approval of such expenses by the Executive Committee and the wages of the employee.
- 10.7 Any donations received towards the Society from any non-member or other organizations will be used only for the activities catering to the objectives of society as defined in paragraph 2.
- 10.8 The Treasurer shall distribute annually to members a copy of the audited statement of accounts or a summary thereof. The detailed accounts should be made available to members who may demand to inspect them.



- 10.9 The Secretary of the Executive committee shall publish the existing membership list before the AGM.
- 10.10 Early in the term of the Executive Committee, the Treasurer shall prepare and present a budget of the society for the following year.
- 10.11 The Secretary/Treasurer of the Society is authorized to spend an amount not exceeding \$500.00 The Executive Committee is authorized to spend upto \$10,000.00 and any expenditure exceeding \$10,000.00 should have the prior approval of the General Body.

## 11. WINDING UP OF THE SOCIETY AND THE DISPOSITION OF ITS PROPERTY

### 11.1 Winding up

A resolution in favor of winding up the society must be passed by three-fourth of the existing membership of the society at a General Body Meeting. This resolution should be ratified at a subsequent meeting held not earlier than one month from the date of the resolution.

### 11.2 Disposal

All assets of the society maybe disposed off after the resolution for winding up the society is ratified by the General body. Payment of all costs, debts and liabilities are to be met from the sale proceeds of the assets. Any remaining property will be donated to another organization that is charitable under New Zealand law or for some other charitable purpose recognized under New Zealand law, as decided by the General Body.

## 12. BAPTISMS, MARRIAGES & DEATHS

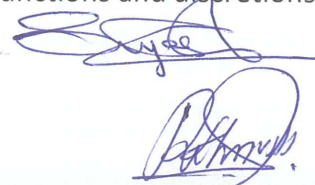
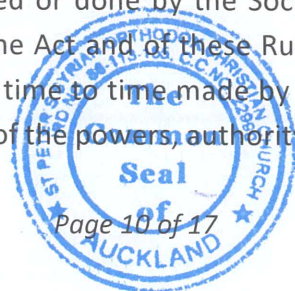
- 12.1 All baptisms, marriages and funeral services will be conducted in accordance with the rules set out by the Jacobite Syrian Orthodox rites.
- 12.2 A fee is payable to the Church for the conduct of the baptism, marriages and funeral services which will be recommended by the Executive Committee and ratified by the AGM from time to time.
- 12.3 A register of Baptisms, Marriages and Deaths is to be maintained by the Church.

## 13. INDEMNITY OF OFFICERS

- 13.1 No Officer or ordinary Committee member shall be liable for the acts, receipts, neglects or defaults of any other Officer or ordinary Committee member or for any loss occasioned by any error of judgement or oversight on his or her part or for any other loss damage or misfortune whatever which shall happen in the execution of the duties of his or her office or Committee membership or in relation thereto unless the same has been through his or her own wilful default, dishonesty or fraud.

## 14. POWERS OF THE COMMITTEE

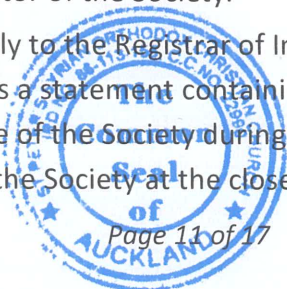
- 14.1 The administration of the business of the Society shall be vested with the Executive Committee and the Committee may exercise all such powers and do all such acts and things as the Society is by its Rules or otherwise authorised to exercise and do and are not hereby or by Statute directed or required to be exercised or done by the Society in General Meeting but subject nevertheless to the provisions of the Act and of these Rules and to any regulations not being inconsistent with these Rules from time to time made by the Society in General Meeting. The Committee may exercise all or any of the powers, authority, functions and discretions vested in the Society including:



- (a) To provide suitable premises for meetings and carrying on the work of and for the purpose of carrying into effect the objects of the Society and to employ and dismiss servants and agents.
- (b) To acquire by purchase taken on lease or otherwise lands and buildings and all other property real and personal which the General Body of the Society may from time to time think proper or dispose of such property or any part thereof and to erect on any such land any building and to alter add to and maintain any building erected upon such land.
- (c) To sell improve maintain manage exchange, lease, mortgage, dispose of turn to account or otherwise deal with all or any part of the property assets and rights of the Society, which the General Body of the Society may from time to time think proper or dispose of such property or any part thereof.
- (d) To raise or borrow money in such manner and upon such security (if any) as the General Body of the Society shall think fit and in particular upon the security of any mortgage or mortgages charge or charges of all or any part of the Society's property assets and rights (both present and future) or by the issue of debentures charges or not upon all or any part of the Society's property assets and rights (both present and future) and generally with such rights and upon such terms and conditions in all respects as the General Body of the Society shall see fit and to purchase redeem or pay off any such securities and re-issue same.
- (e) To give guarantees, bonds and indemnities and to make draw accept endorse discount execute and issue promissory notes, bills of exchange, drafts, debentures and all or any negotiable or transferable instruments subject to approval of the General Body.
- (f) To invest, to establish a subsidiary society/company for fulfilling the objectives of the society and deal with the money of the Society not immediately required upon such securities or otherwise in such manner as may from time to time be determined and subject to approval of the General Body.
- (g) To enter into any contract or agreement for any purpose within the power of the Society or for the furtherance of any of its objects.
- (h) To receive gifts and grants of money and property.
- (i) To employ a person or person to carry out its objects and to remunerate such employees by way of reasonable payment including wage or salary for work and/or services actually performed. Where such a person (or persons) is a member of the Society, such person shall not take part in any discussions or decisions directly or indirectly affecting the amount of remuneration or conditions of such employment.

**15. BOOKS AND FINANCIAL STATEMENTS**

- 15.1 The Society shall cause to be kept proper books of account in which shall be kept true and complete accounts of the Society, assets and transactions of the Society.
- 15.2 At the close of each financial year, an income and expenditure account and a statement of assets and liabilities of the Society shall be prepared and shall be examined and the correctness thereof ascertained by the auditor of the Society.
- 15.3 The Society shall deliver annually to the Registrar of Incorporated Societies in such form and at such times as he or she requires a statement containing the following particulars:
  - (a) The income and expenditure of the Society during the Society's last financial year.
  - (b) The assets and liabilities of the Society at the close of the said year.



(c) All mortgages, charges and securities of any description affecting any of the property of the Society at the close of the said year.

(d) The said statement shall be accompanied by a Certificate signed by the Treasurer or in his or her absence another Officer of the Society authorised by the Committee to the effect that the statement has been submitted to and approved by the members of the Society at a General Meeting.

**16. VICAR**

**16.1** The Vicar of the Parish shall be appointed by the Diocesan Metropolitan (Bishop) in consultation with the General Body of the Society.

**16.2** The term of the Vicar shall be for 2 years or other such term as determined by the Diocesan Metropolitan from time to time. The Diocesan Metropolitan, appointed by the Patriarch of Antioch, or the Patriarch of Antioch, shall have the authority to appoint, remove, or transfer the Vicar and other Priests of the Parish. Upon the removal or transfer of the Vicar, his stewardship, authority, and administrative responsibilities over the Parish shall cease immediately.

**16.3** The Vicar shall officiate the church services at the appointed days and also cater to the spiritual needs of the members of the church.

**16.4** The Vicar shall be the President of the Executive Committee meetings and all the General Body meetings.

**16.5** The Vicar shall be responsible along with the Secretary and the Treasurer to write, maintain and keep the Baptism register, Marriage Register, Death Register, Membership register and voter's registers.

**16.6** The Vicar shall be responsible to issue certificates, if necessary, as per the registers mentioned above. He shall maintain copies of the certificates issued.

**16.7** The working conditions, remuneration and perquisites of the Vicar shall be in accordance with the New Zealand labour laws.

**17. AUDITOR**

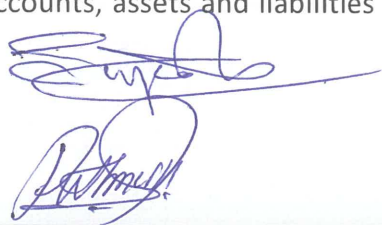
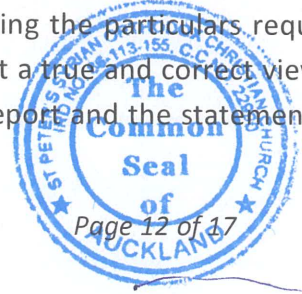
**17.1** The remuneration of the auditor shall be fixed by the Committee.

**17.2** If any casual vacancy occurs in the office of any auditor appointed by the Society, the Executive Committee shall appoint an auditor to carry on the duties of the auditor until the next Annual General Meeting.

**17.3** Every auditor shall be supplied with a copy of the accounts and statements referred to in Rule 14 hereof. It shall be the auditor's duty to thoroughly examine the same in detail with the books, accounts and vouchers relating thereto.

**17.4** Every auditor shall have a list delivered to him of all books kept by the Society. The auditor shall have access at all reasonable times to the books and documents of the Society and the auditor may in investigating such accounts examine the Committee members who shall at all times render all possible assistance to the auditor.

**17.5** The auditor shall make a report to the members upon the accounts and statements aforesaid. Every such report shall state whether in his or her opinion the same is or are full and fair accounts and statements containing the particulars required by the rules of the Society and properly drawn up so as to exhibit a true and correct view of the Society's affairs. Such report shall be read together with the report and the statement of accounts, assets and liabilities at the Annual General Meeting.



**18. THE SECRETARY**

The Secretary shall:

- (a) Notify each person when elected of his or her election to membership of the Society or the Committee or an office.
- (b) Notify members of the Society of each Meeting of the Society, and Members of the Executive Committee of meetings of the Committee and give all such notices as may be required by these rules.
- (c) Keep a Register of Members as herein before mentioned. The Register of Members shall include each Members name and contact details, the types of membership, the date of commencement of membership and any other information required to be included in the register of Members under the Act or any other applicable legislation. Members shall notify the Secretary as soon as reasonably practical if there is any change to any of the information in the register of Members relating to that Member.
- (d) Keep a record of proceedings of all meetings and of the attendance of officers and members of the Society at such meetings.
- (e) Keep a record of the number of members voting at the election of candidates for membership and of the result of such voting.

**19. THE TREASURER**

The Treasurer shall:

- (a) Bank or cause to be banked in the name of the Society all monies received within 5 working days.
- (b) Disburse the funds of the Society as may be determined by the Committee.
- (c) Keep the Society books of accounts and prepare the necessary financial accounts and statements.

**20. AFFILIATED SPIRITUAL MINISTRIES AND FAMILY UNITS**

- 20.1 St. Peter's Jacobite Syrian Sunday School serves as a ministry where children and youth gather to learn the Word of God, deepen their faith, and establish a strong foundation in Christian values.
- 20.2 St. Peter's Senior and Junior Youth serve as a dedicated spiritual organization, bringing together young members of the Church to grow in faith, engage in service, and actively participate in community life.
- 20.3 Morth Mariam Vanitha Samajam serves as the women's wing of the Church and one of its principal spiritual organizations, uniting all female members to nurture faith, participate in service, and contribute actively to the life and mission of the Church.
- 20.4 Family Units - The Church community is organized into four distinct Family Units, each named in honor of a saint and designated according to geographical regions:
  - (i) St. George Family Unit (West)
  - (ii) St. Elias Family Unit (Central)
  - (iii) St. Mary's Family Unit (South)
  - (iv) St. Gregorios Family Unit (North)



Each Family Unit shall function as a fundamental organizational unit of the Church, fostering spiritual development, encouraging active participation in Church ministries, and providing mutual support among its members.

**21. DISPUTE RESOLUTION PROCEDURES**

**21.1 How complaints are made**

(a) A member or an officer may make a complaint by giving the Executive Committee a notice in writing that -

- (i) states that the member or officer is starting a procedure for resolving a dispute in accordance with the society's constitution; and
- (ii) sets out the allegation to which the dispute relates and whom the allegation is against; and
- (iii) sets out any other information reasonably required by the society.

(b) The society may make a complaint involving an allegation against a member or an officer by giving to the member or officer a notice in writing that —

- (i) states that the society is starting a procedure for resolving a dispute in accordance with the society's constitution; and
- (ii) sets out the allegation to which the dispute relates.

(c) The information given under subclause 21.1(b) or 21.2(b) must be enough to ensure that a person against whom an allegation is made is fairly advised of the allegation concerning them, with sufficient details given to enable them to prepare a response.

(d) A complaint may be made in any other reasonable manner permitted by the society's constitution.

**21.2 Person who makes complaint has right to be heard**

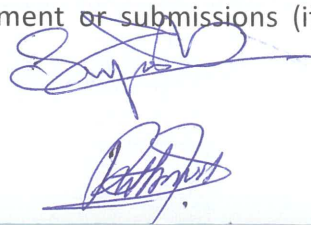
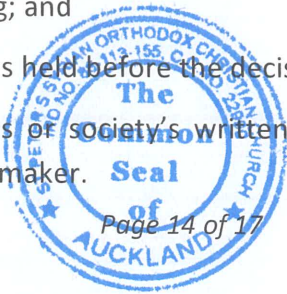
(a) A member or an officer who makes a complaint has a right to be heard before the complaint is resolved or any outcome is determined.

(b) If the society makes a complaint

- (i) the society has a right to be heard before the complaint is resolved or any outcome is determined; and
- (ii) an officer may exercise that right on behalf of the society.

(c) Without limiting the manner in which the member, officer, or society may be given the right to be heard, they must be taken to have been given the right if —

- (i) they have a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and
- (ii) an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and
- (iii) an oral hearing (if any) is held before the decision maker; and
- (iv) the member's, officer's or society's written statement or submissions (if any) are considered by the decision maker.



### 21.3 Person who is subject of complaint has right to be heard

(a) This clause applies if a complaint involves an allegation that a member, an officer, or the society (the respondent) —

(i) has engaged in misconduct; or

(ii) has breached, or is likely to breach, a duty under the society's constitution or the Incorporated Societies Act 2022; or

(iii) has damaged the rights or interests of a member or the rights or interests of members generally.

(b) The respondent has a right to be heard before the complaint is resolved or any outcome is determined.

(c) If the respondent is the society, an officer may exercise the right on behalf of the society.

(d) Without limiting the manner in which a respondent may be given a right to be heard, a respondent must be taken to have been given the right if —

(i) the respondent is fairly advised of all allegations concerning the respondent, with sufficient details and time given to enable the respondent to prepare a response; and

(ii) the respondent has a reasonable opportunity to be heard in writing or at an oral hearing (if one is held); and

(iii) an oral hearing is held if the decision maker considers that an oral hearing is needed to ensure an adequate hearing; and

(iv) an oral hearing (if any) is held before the decision maker; and

(v) the respondent's written statement or submissions (if any) are considered by the decision maker.

### 21.4 Investigating and determining dispute

(a) The Executive Committee of society must, as soon as is reasonably practicable after receiving or becoming aware of a complaint made in accordance with its constitution, ensure that the dispute is investigated and determined.

(b) Disputes must be dealt with under the constitution in a fair, efficient, and effective manner.

### 21.5 Society may decide not to proceed further with complaint

Despite the clause 'Investigating and determining dispute' above, the society may decide not to proceed further with a complaint if —

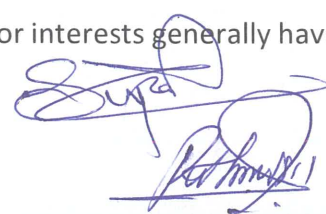
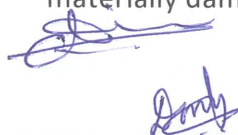
(a) the complaint is trivial; or

(b) the complaint does not appear to disclose or involve any allegation of the following kind:

(i) that a member or an officer has engaged in material misconduct:

(ii) that a member, an officer or the society has materially breached, or is likely to materially breach, a duty under the society's constitution or bylaws or the Incorporated Societies Act 2022:

(iii) that a member's rights or interests or members' rights or interests generally have been materially damaged:



- (c) the complaint appears to be without foundation or there is no apparent evidence to support it; or
- (d) the person who makes the complaint has an insignificant interest in the matter; or
- (e) the conduct, incident, event, or issue giving rise to the complaint has already been investigated and dealt with under the constitution; or
- (f) there has been an undue delay in making the complaint.

#### 21.6 Society may refer complaint

- (a) The society may refer a complaint to —
  - (i) a subcommittee or an external person to investigate and report; or
  - (ii) a subcommittee, an arbitral tribunal, or an external person to investigate and make a decision.
- (b) The society may, with the consent of all parties to a complaint, refer the complaint to any type of consensual dispute resolution (for example, mediation, facilitation, or a tikanga-based practice).

#### 21.7 Decision makers

A person may not act as a decision maker in relation to a complaint if two or more members of the committee or a complaints subcommittee consider that there are reasonable grounds to believe that the person may not be —

- (a) impartial; or
- (b) able to consider the matter without a predetermined view.

#### 22. FINANCIAL GAIN

No member shall derive any financial gain from the property or operations of the Society. Provided however that in the event of the winding up or intended winding up of the Society or its dissolution by any means whatever, the funds, property and assets of the Society shall be dealt with and disposed of in such manner as the three-fourth majority of the members of the Society shall from time to time resolve or decide. Provided also that although no member of the Society shall receive or participate in any direct personal benefit from the Society, the fact that any member derives from the Society financial gain by way of salary or grant, as a servant, agent or Officer of the Society, or derives personal gain to which the member would be equally entitled if he or she were not a member of the Society such payment shall not be deemed to be personal benefit under this clause.

#### 23. CONTACT PERSON

23.1 The Society shall have at least 1 but no more than 3 contact persons(s) whom the Registrar can contact when needed.

23.2 The society's contact person must be

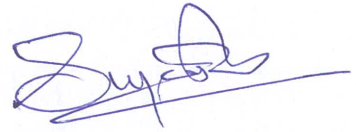
- (a) At least 18 years of age; and
- (b) ordinarily resident in New Zealand


- 23.3 A contact person can be appointed by the Committee or elected by the Members at a General Meeting.
- 23.4 Each contact person's name must be provided to the Registrar of Incorporated Societies, along with their contact details, including:
- (a) A physical or an electronic address; and
  - (b) A telephone number
- 23.5 Any change in that contact person or that person's name or contact details shall be advised to the Registrar of Incorporated Societies within 20 Working Days of that change occurring, or the Society becoming aware of the change.



Fr. Absin Manakkattu Varghese  
Vicar & President



Mr. Sujesh Geervarghese  
Vice-President



Mrs. Dony Chennoth  
Secretary



Mr. Eldo Cherian  
Treasurer

