



# KUKI WORSHIP SERVICE, BANGALORE

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## **THE PREAMBLE OF THE KUKI WORSHIP SERVICE, BANGALORE**

(As amended on 5<sup>th</sup> February, 2012)

The Kuki Worship Service, Bangalore (KWS-B) is a non-denominational, Fellowship of the Kukis in Bangalore with the main purpose of worshipping, edification and service based on Biblical principles. To practice and promote the spiritual well-being; brotherly and sisterly love and unity within the members and to proclaim the gospel of our Lord Jesus Christ. To spread the knowledge about salvation and the freedom to choose eternal life in accordance with the Biblical teachings. To manifest the presence of the Father, the Son and the Holy Spirit as one God within oneself and amongst the church members. Herein Kuki Worship Service Bangalore solemnly resolves and undertakes the doctrines of our lord savior Jesus Christ as our forerunner in our faith, belief and love amongst humanities as God's creation.

### **Article 1 - NAME OF THE FELLOWSHIP**

- a) The name of the fellowship shall be called 'Kuki Worship Service, Bangalore' or KWS (B) in short.

### **Article 2 – OFFICE OF THE FELLOWSHIP**

- a) The office of the fellowship shall be located in the Church premises.
- b) The worship center/ church building own by Kuki worship service or used from the third party shall be the responsibility of the Executive Committee elected by the church members in the General Assembly. The Executive Committee, the Trustees of Kuki Worship Service and the Church Building Committee has the same responsibilities in all aspects.
- c) The said Kuki Worship Service center responsibilities mentioned in Art 2(b) shall decide whether to continue or arrange a new center for the fellowship to worship God. They shall have the authority to act as per the responsibilities bestowed upon for the benefits of the church and society.
- d) Property owned by Kuki Worship Service or used by the fellowship shall be used in accordance with the Biblical ways and norms. The Executive Committee shall have full responsibility in acquiring and maintaining the said property for day to day usages. The Executive Committee shall ensure that the said property is used in the right manner.
- e) Herein mention in Art 2(b) branches of Kuki Worship service (B), the Prayer Cell leaders shall also have the same responsibilities within their jurisdiction.
- f) The Executive Committee, Sub-Committees, Trustees and the Pastor of Kuki Worship Service (B) shall be held responsible over any uneventful circumstances in case of negligence to their responsibilities, so shall be responsible with full authority to organized and promote that the fellowship with God is not hampered.

### **Article 3 - AIMS AND OBJECTIVES**

The aims and objectives of the Fellowship shall be –

- a) To glorify God through worship and service.
- b) To promote the spiritual well-being and unity of the society.

- c) To administer the spiritual and physical needs of its members.
- d) To be a fellowship that is engaged in proclaiming the Gospel of Jesus Christ seeking to win lost souls.
- e) To continue to be minion of Jesus as entrusted by him to the Church.

#### **Article 4 – ASSOCIATIONS**

- a) KWS (B) shall be an independent, autonomous and a non-profit oriented fellowship.
- b) Independence within the frame work of the preambles of Kuki Worship Service Bangalore and its fellowship mates.
- c) Autonomy in its administration, financial and programmes undertaken by the Executive Committee with the consultation of the Sub-Committees, Trustees and the Kuki Worship Service General Assembly in general.
- d) Kuki Worship Service is a non-profit organization which promotes well being of humanity as per the will of God. Usages of any property owned by Kuki Worship Service by any other third party or for individual shall be liable to be paid for its maintenance as per the Executive committee discretion.
- e) Kuki Worship Service Bangalore has and will reserve the right to co-operate, associate with other Kuki Worship Service fellowships or any other organization proclaiming the same faith bestowed in the Preamble of Kuki Worship Service (B).
- f) The fellowship does not object to the activities of our Kuki brethren who run various ministries of our Lord in and around Bangalore so long as:
  - i) they and our Kuki brethren who are part of the various ministries enroll themselves as members of The Kuki Worship Service, Bangalore.
  - ii) they support, co-operate and co-ordinate the activities of their respective ministries with those of The Kuki Worship Service, Bangalore. Events and programmes organised by The Kuki Worship Service, Bangalore shall take precedence over those of the various ministries and the onus will be on our brethren who run their respective ministries to ensure that events and programmes organised by them do not clash with those organised by The Kuki Worship Service, Bangalore (especially events of significance in the Christian Calendar and for the Kuki Community)
  - iii) they work towards the growth of The Kuki Worship Service, Bangalore through their respective ministries.

The Kuki Worship Service, Bangalore reserves the right to initiate appropriate course of action against any individual, ministry or organization who/which does not abide by the Preamble of The Kuki Worship Service, Bangalore in general and the above three conditions in particular.

- g) Individual or Churches who sponsor or has/had not paid attention to the terms of (Art 4, f) will be regarded the same and shall not be entertain as follows.

#### **Article 5 – STATEMENT OF FAITH**

we believe:

- a) We believe the Bible to be inspired by the only infallible authoritative Word of God.
- b) We believe that there is one God, eternally existent in three Persons: **Father, Son and Holy Spirit.**
- c) We believe in the Deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shedding of blood, in His bodily

resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

- d) We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of sinful man and that salvation is available by grace to everyone through personal faith in Christ.
- e) We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- f) We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.
- g) We believe in the spiritual unity of believers in our Lord Jesus Christ, who comprise the church which is His body.

## **Article 6 – MEMBERSHIP**

- a) Any Kuki who subscribes (agrees) to the Statement of Faith (Art- 5) and the aims and objectives of the fellowship (Art-3) shall be eligible for membership.
- b) As per the eligibility mentioned in (Art-6, a) one shall enroll himself/herself freely in the membership register maintained by the Executive Committee. The Executive committee shall pass a resolution subject to the terms and conditions from time to time.
- c) An enrolled person shall remain as a member of Kuki Worship Service (B) until he/she leaves Bangalore permanently or until he/she wishes to disassociate with the fellowship by a written confirmation. However, members are required to renew their membership of the fellowship every three years. The Executive Committee shall take the lead in this regards and ensure data accuracy regarding membership at all times.
- d) Kuki Worship Service (B) membership can be terminated/disowned by the fellowship if he/she acts against: - Statement of Faith, Opposing Kuki Worship Service preambles and the association act (Article 4, f and g). However, whatever the case may be the General Body shall have full authority in terminating or disowning a person or fellowship with a resolution passed by **3/4** in the General Assembly.
- e) Kuki Worship Service ( B) membership is a non legal binding, however every member of the fellowship are encourage to actively participate in the programmes and activities organized under the aegis of Kuki Worship Service ( B).
- f) The Executive Committee shall, based on the financial position of the fellowship, decide the benefits and rights which the members can avail of from time to time. Persons who have enrolled themselves as members of the fellowship shall enjoy preferential benefits over non-members.

## **Article 7 - GENERAL BODY**

- a) All the Kuki Worship Service members mentioned in (Article 6 a, b, c) shall constitute itself as General Body of the fellowship and shall be the supreme authority of the Fellowship.
- b) All the members shall have the right to vote in the General Assembly election unless he/she is being terminated/disowned as mentioned in the membership clause (Art 6-c, d).
- c) The General Body shall elect the Executive Committee, Audit Committee and the Pastor/Evangelist Selection Committee through consensus or election undertaken by the Election Committee in the General Assembly.

- d) In a case of emergency situation wherein the selected Pastor vacate the post due to unavoidable or unforeseen circumstances before the end of the tenure mention in ( Article 13-2 b) the Executive Committee shall call an emergency General Assembly meeting to select interim Pastor from the Senior Pastor available to complete the current Pastor tenure. However if there is more than one year remaining in the tenure of the current Pastor, then a Selection Committee shall be appointed by the General Assembly to select the new Pastor; herein the tenure of the newly selected Pastor shall be regarded a fresh tenure as mention in (Article 13, 2b).
- e) The General Body shall have the right to impeach the Executive Committee members, Sub-Committees members, the Pastor and the Evangelist employed by Kuki Worship (B) with a voting of  $\frac{3}{4}$  majority of the member present in the General Assembly meeting. In such a situation the Executive shall appoint a neutral Senior Pastor who shall be the presiding officio-in-charge and the Election Committee shall undertake the impeachment proceedings.

## **Article 8 - EXECUTIVE COMMITTEE**

- a) There shall be an Executive Committee to organize, govern and co-ordinate the business of the Fellowship. The Executive Committee shall execute all official administrations and organize all Kuki Worship Services programmes.
- b) The Executive Committee shall generate the progress report of the all the departments under Kuki Worship Service (B) and submit its report monthly i.e. on the last Sunday of the month.
- c) The Executive Committee shall make proposal in regards to the Evangelist requirement to the General Assembly and the General Body shall discuss and pass in a simple majority present in the General Assembly.
- d) Both the Chairman/Chairperson and Finance Secretary shall authorize all financial transaction by putting their signature acknowledging the transaction and the General Sectary shall maintain its records in details. In the absence of the Chairman/Chairperson and Finance Secretary, the Vice-Chairman /Chairperson and Secretary shall authorize the financial transaction.

### 1. The Executive Committee shall consist of the following:

- a. Chairman/Chairperson
- b. Vice-Chairman/Vice-Chairperson
- c. Secretary,
- d. Joint Secretary,
- e. Finance Secretary,
- f. Music Secretary,
- g. Property Secretary and
- h. Treasurer

### 2. Qualification and Eligibility of the Executive Committee:

- i. He/She should be a born-again Christian.
- ii. He/She should be a person with good Christian testimony
- iii. The Chairman and Secretary shall be elected from among persons who have been members of the Fellowship for at least 2 (**two**) years.

iv. All the other Executive Committee including the Sub-Committees shall be elected from persons who have been members for at least 1 (one) year.

3. Terms and conditions of the Executive Committee:

i. The tenure of the Executive Committee shall be one year i.e. from January to December.

4. Functions of the Executive Committee:

**a) Chairman**

i. He/she shall be the administrative head of the fellowship and shall summon executive meetings as officio-in-charge of the Executive Committee. He/she shall preside over all business meetings of the Executive Committee and the Pastor Selection Committee. However he/she shall not be the presiding officio-in-charge in regards to impeachment proceedings as mention in Article 7 (e).

ii. He/She shall ensure that all the Executive Committee members carry out their duties/responsibilities efficiently and maintain a common link and understanding amongst themselves.

iii. He/She shall act as a guardian of the Kuki Worship Service (B) "Preambles" and ensure that the fellowship keeps and fulfills its aims and objectives as enshrined in the Constitution.

iv. He/She shall be a mediator between the Executive Committee and the Pastor. He/she shall shoulder the responsibilities of the Pastor in the absence of the latter.

**b) Vice-Chairman**

i. He/she shall assist the Chairman in administrative affairs and shall co-ordinate with the Chairman in executing the policies and programmes.

ii. He/she shall take up the responsibilities of the Chairman in his/her absence in consultation with the Pastor and shall execute all the duties wherever/whenever necessary.

**c) Secretary**

i. The Secretary shall communicate/ correspond with any individuals, organizations and fellowships on behalf of the Kuki Worship Service (B). All official correspondences or communications shall be undertaken with the consultation of the Chairman and the Executive committee.

ii. The Secretary shall maintain all the records of Kuki Worship Service (B) as mention in Article 6 and bring out necessary publications from time to time.

iii. The Secretary shall present monthly progress report apart from the half yearly and annual progress reports of the fellowship to the General Body as mention in the above article.

iv. The Secretary shall convene both the Executive Committee and General Body meetings. He/She shall record all the decisions taken in both the meetings and shall take necessary steps to translate those decisions into actions.

v. The Secretary shall communicate the decisions taken/resolutions adopted by the Executive Committee and General body to the members of the fellowship.

vi. He should manage the finances and properties of the fellowship in co-ordination with the Finance Secretary and Property Secretary respectively as per Financial and Property rules and regulations framed by the Executive Committee from time to time.

vii. In case he/she intends to leave Bangalore for a period exceeding one month, he/she shall intimate the Executive Committee about such plan at least one week before the proposed date of

departure. He/She shall then ensure to prepare a handing-over note which shall be handed over to the Joint Secretary who shall discharge the functions of the General Secretary in such an event.

**d) Joint Secretary**

- i. He/She shall assist the Secretary in maintaining the records and in the absence of the Secretary, the Joint Secretary shall act on behalf of the Secretary and take up his/her duties with full responsibility.
- ii. He/She shall co-ordinate with the Secretary and maintain the membership records of the fellowship and update the same at all times.
- iii. In case he/she intends to leave Bangalore for a period exceeding one month, he/she shall intimate the Executive Committee about such plan at least one week before the proposed date of departure. He/She shall then ensure to prepare a handing-over note which shall be handed over to the Secretary or the Chairman who shall discharge the functions of the Joint Secretary in such an event.

**e) Finance Secretary**

- i. He/She shall manage the finances in co-ordination with the Secretary and the Treasurer as per financial rules and regulations framed by the Executive Committee from time to time.
- ii. He/She shall maintain all financial records of Kuki Worship Service (B) and shall maintain a balance sheet to check the income and expenditure of the fellowship on a monthly basis.
- iii. He/She shall maintain proper books of accounts in respect of all the finances (all receipts, payments, investments, loans, subsidies, grants, etc.)
- iv. He/She shall reconcile the accounts with the financial records, if any, maintained by the Secretary and the Treasurer at least once a month, preferably on Sundays.
- v. He/She shall present financial report at least once a month to the fellowship in keeping with provisions of Article 8 (c) (iii).
- vi. In case he/she intends to leave Bangalore for a period exceeding one month, he/she shall intimate the Executive Committee about such plan at least one week before the proposed date of departure. He/She shall then ensure to prepare a handing-over note which shall be handed over to the Chairman who shall discharge the functions of the Finance Secretary in such an event.

**f) Treasurer:**

- I. The Treasurer shall be the custodian of all financial properties/instruments such as cheque books, bank pass books etc. of Kuki Worship Service (B). Herein any missing or lost of kinds or money shall be brought under the notice of the Executive Committee and shall liable to pay back or arrange the alternative.
- II. He/She shall deposit funds to bank and withdraw the funds as directed by the Finance Secretary and hand out accordingly to each purpose as directed by the Secretary.
- III. He/She shall co-ordinate with the Finance Secretary in regards to any financial transactions.
- IV. The Treasurer shall deposit of at least 90% of the cash into the Bank Account and shall maintain less than 10% in cash as per the record maintain by the Finance Secretary. He/She shall update the Finance Secretary about the amount of cash present on hand once a week.

**g) Music Secretary**

I. He/She shall lead or arrange song leaders in all singing activities of the fellowship during regular fellowship meetings and other occasions organized under the aegis of Kuki Worship Service (B).

II. He/She shall be the custodian of all the musical instruments own by the fellowship or rented from the third party. Any financial expenditure in regards to this shall be done with the consultation of the Chairman/Secretary and the Finance Secretary.

III. He/She shall regulate usage of the musical properties in co-ordination with the Property Secretary as per the Property rules and regulations framed from time to time. Any financial expenditure to be incurred in regards to this shall be done with the consultation of the Chairman/Secretary and the Finance Secretary.

IV. In case he/she intends to leave Bangalore for a period exceeding one month, he/she shall intimate the Executive Committee about such plan at least one week before the proposed date of departure. He/She shall then ensure to prepare a handing-over note which shall be handed over to the Property Secretary who shall discharge the functions of the Music Secretary in such an event.

#### **h) Property Secretary**

I. He/She shall maintain records of all movable and unmovable properties and shall keep in custody of all properties except the musical instruments/properties which will be under the custody of the Music Secretary.

II. He/She shall regulate the movement/usage of the properties or accrue new property shall be done in co-ordination with the Secretary as per Property rules and regulations framed from time to time. Any financial expenditure in regards to this shall be done with the consultation of the Chairman/Secretary and the Finance Secretary.

III. In case he/she intends to leave Bangalore for a period exceeding one month, he/she shall intimate the Executive Committee about such plan at least one week before the proposed date of departure. He/She shall then ensure to prepare a handing-over note which shall be handed over to the Vice Chairman who shall discharge the functions of the Property Secretary in such an event.

#### **Article: 9- THE SUB-COMMITTEES**

The Executive Committee shall appoint the Sub-Committee members; the Executive Committee shall determine the number of person required for each department. The Executive Committee shall work closely with the Sub-Committees and shall notify all the decision undertaken in the Executive meetings. The Sub-Committees shall advise the Executive Committee the needs of the action to be undertaken for the proper functioning of the department. The tenure of all the Sub-Committees shall be the same as that of the Executive Committee.

A. Women Fellowship

B. Youth Fellowship

C. Mission and Evangelism

D. Sunday school

E. Praise and Worship

F. Journal

G. Ushers

H. Building Committee

## **Article 10 – ELECTION COMMISSION**

- a) There shall be an Election Commission comprising of 5 members headed by one Senior Pastor appointed by the Executive Committee to conduct General Assembly elections. Herein the current tenure Pastor or the Executive Committee members shall not be appointed as the Election Committee members.
- b) The Election Commission shall verify the proposed person for each post and if any proposed person needs further verification the election commission shall have full authority to reject the proposal or to take it into consideration.
- c) The Election Committee shall conduct election proceedings in the General Assembly at the end of the respective tenures to elect the Executive Committee, the Audit Committee, the Trust Board and the Pastor Selection Committee.
- d) The term of the Election Committee shall be for a period of one year and they shall also conduct Election proceedings for mid-term vacancies caused due to resignation or any other circumstances to any of the posts mentioned in Article 10(c).

## **Article 11 – AUDIT COMMITTEE**

- a) There shall be an Audit Committee comprising of three members elected by the General Body during General Assembly elections for tenure of one year.
- b) The Audit Committee shall conduct one interim audit (mid-term) and annual audit and submit its first report to all the Kuki Worship Service (B) departments, i.e. the Executive Committee, the Sub-Committees, the Trustees, and to the Pastor two weeks before the General Assembly.
- c) The Audit Committee shall notify a show cause notice before one week of the General Assembly to a person or department in case clarification is required in regards to the audit. All person involved shall comply with its notification, if anyone fails to do so he/she shall have to accept the decision of the Audit Committee.
- d) The Audit Committee shall present its final audit report in the General Assembly and shall be answerable to all the queries in regards to the audit report.

## **Article 12 – TRUST BOARD:**

- a) The Trust Board shall be elected by the General body for tenure of 3 years and shall consist of three members.
- b) The Trust Body shall act in accordance to the advice of the Executive Committee and shall not utilize it post for self benefits.
- c) There shall be no bar in re-electing the same person again as per Article 10 (a), however if anyone is found guilty of using is/her post for their own individual benefits then he/she shall not be eligible to apply for the said post.

## **Article 13 – PASTOR**

Pastor is the Spiritual Shepherd of the fellowship; he has to take care of the fellowship functions and activities which involves prayer meetings and counseling etc. The Pastor salary and other allowances shall be arranged by the Executive Committee and shall be approved by the General Assembly.



**A) Qualification and Eligibility of the Pastor:**

- I. He shall be a born-again Christian with a good Christian testimony and should be married.
- II. The Pastor can be an active member of any church or within Kuki Worship Service fellowship; shall be well-versed about KWS (B) and accept the Kuki Worship Service (B) Preambles and its Constitution.
- III. The Pastor shall have a minimum qualification of B.D and or equivalent and shall be an ordained minister.
- IV. The Pastor shall preferably have 3 years experience in Pastoral Field.
- V. The Pastor shall have good relationship and recommendation from his/her home Church.

**B) Terms and conditions of the Pastor:**

- I. The tenure of the Pastor shall be of 3 years i.e. from the 1<sup>st</sup> January to 31<sup>st</sup> December. Herein the Executive Committee can extend the current Pastor tenure in case of emergency situation.
- II. There will be no bar in re-appointing the same Pastor for the next tenure. However, he should submit in written to the Executive Committee that he would like to continue with the post for the next tenure.
- III. In case of unavoidable/unforeseen circumstances the Pastor shall be released from his post as per the Article 7 (d).
- IV. In case if a Pastor intends to leave his post by his own discretion he shall intimate with the Executive Committee about such plan at least 3 months before the proposed date of leaving his post. He shall then ensure to prepare a hand-over note which shall be handed over to the Secretary who shall bring the matter to the General Body for re-electing the Pastor Selection committee.

**C) Functions & Responsibilities of the Pastor:**

- I. Pastor shall actively conduct preaching, admonishing within the fellowship.
- II. Pastor shall closely associate with the Executive Committee, the Evangelist and to all the fellowship members in particular for their growth in spiritual life and in various kinds of activities.

**D) Salary and other benefits of Pastor**

- I. The increase of the salary shall be decided by the Executive Committee of the fellowship and shall be approved by the General Body.

**E) Leave of the Pastor**

- I. The **Pastor** is entitled to take 30 days leave in a year. However the leave shall be approved by the Executive Committee.
- II. Sick leave will be given based on situations and which shall be evaluated by the Executive Committee.
- III. The leave granted by the Executive Committee will be a paid leave; however leaves which are not authorised by the Executive Committee will be un-paid during the period of his/her absence.

**Article 14 – EVANGELIST**

The Evangelist shall act as a helping hand of the Pastor and shall work under the supervision of the Pastor. The number of Evangelist shall be determined by the Executive Committee. The Evangelist shall be appointed as and when required by the Executive Committee as per the recommendation of the Pastor. The Evangelist salary and other allowances shall be arranged by the Executive Committee and shall be passed by the General Assembly.

**A) Qualification and Eligibility of the Evangelist:**

- I. Evangelist shall be born-again Christian with a good Christian testimony and shall have good knowledge about Bangalore city. He/she can be an active member of any churches or within Kuki Worship Service fellowship and shall be well-versed about KWS (B) and accept the Kuki Worship Service (B) Preambles and its Constitution.
  - II. The Evangelist shall have minimum qualification of at least B.Th from any theological college in any discipline.
  - III. He/she can be a fresh or with experience in Evangelical work.
  - IV. He/she shall have good relationship with the fellowship and should be recommendable person from his/her home Church.

**B) Terms and conditions of the Evangelist:**

- I. The tenure of the Evangelist shall be of 2 years i.e. from the 1<sup>st</sup> January to 31<sup>st</sup> December. Herein the Executive Committee shall have the authority to extend or terminate the tenure of Evangelist.
  - II. The Evangelist selection will be based on Selection committee interview. However, there shall be one week gap to announce whether a person is selected or not, during this one week's time, the Selection Committee shall present to the Executive Committee the results and seek approval.
  - III. In case of any misconduct or due to unavoidable circumstances if he/she could not complete his/her tenure the Executive Committee, the Pastor and two Elder members of the church shall be vested authority to appoint eligible person to complete the current tenure.
  - IV. There will be no bar in re-appointing the same Evangelist for the next tenure. However, he should submit in writing to the Executive Committee that he would like to continue with the post for the next tenure.
  - V. The post of Evangelist is an employment basis. He/she shall send his/her profiles and written application to the Executive Committee office before one month of the interview.

**C) Functions & Responsibilities of the Evangelist:**

- I. The main objective of having Evangelist is to promote the ministry of KWS (B) within city limits among the Kuki societies who are living in Bangalore.
- II. He/she shall work closely with the Kuki Worship (B) prayer cell and shall arrange prayer meetings from time to time.
- III. His/her responsibility is to visit the Kuki Worship (B) members in and around Bangalore and conduct prayer meetings.
- IV. The Evangelist duty shall include: Prayer cell meetings, House visiting, Visiting hospitalized persons etc and should be available on request by the fellowship members.
- V. He/she should collect missionary offerings regularly, maintain financial records of the same and submit the offerings in cash/kinds to the Executive Committee.
- VI. He/She shall motivate the members to actively participate in the Sunday services and other important programmes.
- VII. He/she shall take the advice of the Pastor in the course of performing the duties assigned to him/her and also work under the supervision of the Executive Committee.

**D) Salary And Other Benefits Of Evangelist**

- I. The increase of the salary shall be decided by the Executive Committee of the fellowship and shall be approved by the General Body.

### **E) Leave For Evangelist**

- I. The Evangelist is entitled to take 30 days leave in a year . However the leave shall be approved by the Executive Committee.
- II. Sick leave will be given base on situations and which shall be evaluated by the Executive Committee.
- III. The leave granted by the Executive Committee will be a paid leave; however leaves which are not authorised by the Executive Committee will be un-paid during the period of his/her absence.

### **Article 15 – PROPERTY**

- a) The Fellowship shall have the right to acquire, own and dispose both movable and immovable property. Use of properties shall be regulated by the Property rules and regulations duly approved by the Executive Committee. For use of properties other than for Fellowship purposes, it shall be allowed only through expressed permission of the Executive Committee.

### **Article 16 – MEETINGS**

- a) There shall be a General Body meeting at least twice a year for which a minimum of two weeks' notice should be served to all the registered members.
- b) The Annual General Body shall be held on or before the 20<sup>th</sup> of December every year. The presentation of the Annual Budget as well as the Annual Election for the following year shall be conducted on the same day. The incumbents to the respective posts shall ensure smooth handing-over of charges to the newly elected persons on or before the 2<sup>nd</sup> Sunday of the new year.
- c) The Executive Committee shall meet at least once a month.

### **Article 17 – MEETING QUORUM**

Half the strength of the Executive Committee shall constitute the quorum for Executive Committee meetings. There shall be no head counts for General Body meeting. If a meeting is adjourned for want of quorum, the members present at the next meeting shall constitute the quorum.

### **Article 18 – AMENDMENT**

- a) Any amendment to be enacted within the constitution or any alteration to be made on the subject mention in the Kuki Worship Service (B) articles shall be brought under the notice of the General Body by the Executive committee to determine the need of the action to be under taken. If needs arises the Executive Committee shall conduct, to undertake a voting to decide on the issue.
- b) Addition of new article or deletion of existing article to the Constitution shall be made in the General Body meeting by a majority of not less than two-third (2/3rd) of the members present and voting and alteration within the articles will be passed with a simple majority in the General Assembly.
- c) Proposals for amending the Constitution must be proposed by at least 25 members of the fellowship or by the Executive Committee.
- d) Amendments to the Constitution by adding, removing or improving the provisions made in it shall be made after minimum interval of 3 years from the date of the last amendment. Members

may submit their proposals for amendments to the Executive Committee during any of the General Assemblies in the intervening period which will be moved for amendment on completion of at least 3 years from the date of the last amendment.

Revised on: Sunday, 5<sup>th</sup> February 2012.