



'FR. SARATHJEEVAN FOUNDATION' CONSTITUTION

A) 'FR. SARATHJEEVAN FOUNDATION'

- i) 'FR. SARATHJEEVAN FOUNDATION' is a Charitable Organisation established as a memorial of Late Rev. Father. Mariampillai Thaddeus SARATHJEEVAN who died on 18th May 2009 at Irrataivaikal, Mullaitivu.
- ii) 'FR. SARATHJEEVAN FOUNDATION' is a non-profit making charitable organisation initiated with the funds of Fr. Sarathjeevan's family. It can get funds from other well-wishers and donors to support the poor students and people.
- iii) Catholic Priests in the Diocese of Jaffna and Religious (Brother priests who are interested to be members of 'FR. SARATHJEEVAN FOUNDATION') and one of the family members of Fr. Sarathjeevan and a Lay person are the members of 'FR. SARATHJEEVAN FOUNDATION'.
- iv) The Vision of 'FR. SARATHJEEVAN FOUNDATION' is to support the children affected by war for their education. Priority consideration for the children affected in the war in Vanni & Jaffna and the children from poor families in Diocese of Jaffna. FSF also can support the vulnerable families in their needs.
- v) 'FR. SARATHJEEVAN FOUNDATION' will be administered by Rev. Fathers & lay persons chosen to be as the Director & the Members of the Committee.

B) The purpose of 'FR. SARATHJEEVAN FOUNDATION'

- i) The purpose of 'FR. SARATHJEEVAN FOUNDATION' is to support to achieve the vision mentioned under clause A) - (iv).
- ii) 'FR. SARATHJEEVAN FOUNDATION' supports mainly the Children affected by war and the students from vulnerable families in their education for them to complete the General Certificate of Education, Ordinary Level - GCE (A/L) 1st sitting. FSF also can support the vulnerable families in their need for livelihood, etc. and other institutions functioning in the memory of Fr. Sarathjeevan in their needs if the funds are available.

C) The Committee Members of 'FR. SARATHJEEVAN FOUNDATION'

- i) A Catholic Priest requested by the family members of late Fr. Sarathjeevan and with the approval of the Bishop of Jaffna or the Vicar General of Diocese of Jaffna will be in charge as the Director of 'FR. SARATHJEEVAN FOUNDATION' until he is physically able to function as

the Director of FSF. When the term of the Director is completed, the next director will be selected with the approval of the other committee members.

- ii) Two other Catholic Priests / Religious Priest and a family member of the late Fr.Sarathjeevan and a Lay person will be chosen to form Five Member Committee to administer the funds and the function of 'FR. SARATHJEEVAN FOUNDATION'.
- iii) The said Rev. Fr. Director will appoint the following persons to be the Committee Members of 'FR. SARATHJEEVAN FOUNDATION' and these Committee Members would be responsible for the whole functioning of 'FR. SARATHJEEVAN FOUNDATION'.
 - a) Priests chosen to be the members of the Committee (mentioned in C - ii),
 - b) Catholic Priests, Religious and Laity those who are interested in the education of children and who know very well the purpose of 'FR. SARATHJEEVAN FOUNDATION',
 - c) One of the family members of late Fr.Sarathjeevan (mentioned in C - ii),
 - d) One Lay person who is interested in the activities of FR. SARATHJEEVAN FOUNDATION.
- iv) Apart from the said Director, another two persons from the committee, will be elected as Secretary and Treasurer with the vote of the majority members of the committee. The total number of Committee Members will be in odd digit including the Director.
- v) The meetings will be presided by the Director of 'FR. SARATHJEEVAN FOUNDATION'. All the Committee Members including the Director have the right to Vote.
- vi) The selected committee members will function continually and they have the option to leave the committee with prior notice to the Director of 'FR. SARATHJEEVAN FOUNDATION'.
- vii) The committee members will decide about recruiting new members to the committee under the clause C) - (iii).
- viii) The Director and the Treasurer should be priests. They will jointly operate the Bank accounts in the Savings, Fixed and the Current A/c in the Name of FR. SARATHJEEVAN FOUNDATION and will be responsible for the whole operation of the funds. Both the Director and the Treasurer have to sign to withdraw money from the Saving, Fixed Deposits and the Current account.
- ix) Annual Financial Report and a Narrative Report will be submitted to the Bishop of Jaffna or to the Vicar General by the Director of FR. SARATHJEEVAN FOUNDATION.

D) The activities of 'FR. SARATHJEEVAN FOUNDATION'

- i) Selection of students (girls and boys).
- ii) Documenting all the particulars of the selected students with their photographs of 'FR. SARATHJEEVAN FOUNDATION' and maintenance.
- iii) Maintaining records of yearly progress report on education of the selected students and the type of assistance given under the 'FR. SARATHJEEVAN FOUNDATION'.
- iv) The Committee Members of 'FR. SARATHJEEVAN FOUNDATION' will have the direct and close contact with the selected students. Any one of the committee members as decided by the committee in the committee meeting will visit periodically and submit a report on the progress of the students to the Committee. This will be obtained with the help of the Parish Priests of the relevant parishes where the children get the assistance.
- v) An annual gathering will be arranged among the students receiving the assistance by 'FR. SARATHJEEVAN FOUNDATION' at the end of the year or on the Memorial Day of Fr.Sarathjeevan, i.e, 18th May of every year.
- vi) Update the information about the 'FR. SARATHJEEVAN FOUNDATION' to the students receiving the assistance.

E) Student eligible for 'FR. SARATHJEEVAN FOUNDATION' assistance.

- i) War affected students and the other students from the poor families.
- ii) The students who have the desire and the eagerness to continue their studies in the above mentioned category (C - i).
- iii) The students studying GCE A/L and lower grades - Gr.1 to 13. (Primary & Secondary Education).
- iv) The students will be selected irrespective of their religion.

F) Selection methods of students

- i) Those students who do not receive any assistance from any other organisation are entitled to receive 'FR. SARATHJEEVAN FOUNDATION' assistance.
- ii) The students prescribed by the committee members in the committee meeting must receive the majority support of the committee members.
- iii) The committee members should have the following data collected before prescribing a student to the committee:
 - a. The condition / status of the family from which the student will be selected. FSF student data form is available and it should be completed and submitted to the committee by each student.
 - b. The interest of student in studies and of the family members.
 - c. The educational background of the student.
 - d. The recommendation of the Parish Priest.

- e. If it is necessary, it will be requested to submit a recommendation letter from the Grama Officer (GS) and the School Progress Report and the mark sheet of the prescribed student.
- iv) The Parish Priests, Rev. Sisters and the respectable leaders who are involved in the educational activities and the social work will also submit the names of students for selection and will be requested by the committee to submit the details.
- v) All rights and final decision will be made by the 'FR. SARATHJEEVAN FOUNDATION' on the selection of students by the majority support of the committee members.

G) Nature of the assistance

1. The assistance will vary as follows:
 - i) Special monthly assistance.
 - ii) Educational material / stationary for a year.
 - iii) If the student is from a very poor family background and malnourished, the student will be provided with nutritional food / milk food/ medical assistance.
 - iv) The above mentioned assistances are continuous and applicable from the date of inclusion of assistance till the student finishes her/his GCE A/L examinations, 1st sitting and the assistance will be given on the basis of the priority need during this said period.
2. Special considerations
 - i) Any special assistance prescribed by the committee member.
3. All the above mentioned assistance (G) will be implemented with the full authorisation of the Committee Members of the 'FR. SARATHJEEVAN FOUNDATION'.
4. If a student drops out from the school in any grade, the monthly allowance will be stopped.
5. FSF also can support the vulnerable families in their need for livelihood, etc. and other institutions functioning in the memory of Fr.Sarathjeevan in their needs if the funds are available.

- H) **If in any unexpected circumstance, the FR. SARATHJEEVAN FOUNDATION is unable to continue its function further or due to corruption, the Bishop of Jaffna and the Vicar General will take the decision to allocate all the funds in the bank and in the hands of the FSF to belong to the Bishop of Jaffna. Kind request to the Bishop of Jaffna to give this funds to St.Patrick's College, Jaffna, for the Memorial Fund of Fr.M.T.Sarathjeevan for the scholarship to the poor students.**

- 1) The above mentioned clauses in this constitution of 'FR. SARATHJEEVAN FOUNDATION' are the essential / fundamental conditions. This constitution is accepted / approved on ~~10th~~ date of ~~June~~ ^{10th} of the year 2014 in the Committee Meeting by all the members. If there are any changes / amendments / inclusions needed in this constitution, it should be accepted by all the committee members before being included.

Signed:

Date: 10th June 2014

1. Director:

REV.FR. CHRISTOPHER GEORGE JEYAKUMAR

2. Secretary:

MISS. MADONA CARMEL NITHILA MARIAMPILLAI

3. Treasurer:

Rev.Fr.THEVARAJAH RAVIRAJ

4. Committee Member:

MISS. MIRIAM NICOLEEN ANNETTE SELVAKUMARIE SAMINATHAR

5. Committee Member:

Rev. Fr. THAMBIRASA JERRIBEL KIRUPAHARAN

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I warmly recommend the above trustees to open a joint account in your bank. Please do the needful. Thanks