

**BYLAW OF**  
**NORTH EAST CATHOLIC RESEARCH FORUM (NECARF)**

**Article 1**

**Name**

The Forum shall be known as “**North East Catholic Research Forum (NECARF)**”.

**NB:** The word ‘Catholic’ shall be assigned two alphabets in the abbreviation to facilitate addressing the organisation in **two syllables** instead of using all five Letters –NECRF.

**Article 2**

**Vision**

NECARF shall be a non-profit independent body of Lay Catholics, a forum of excellence in pursuit of knowledge and knowledge dissemination, which continually responds to changing social realities through publication and discourse. It shall be an exclusive Forum for Catholics of North East region, engaging in socio-economic-culture and religious domains that promotes and protects human dignity and mutual sharing, and serve as an avenue through which different worldviews are synchronized.

**Article 3**

**Objective**

The following shall be the objectives of NECARF

- a) To encourage scientific temper and promote scholarly work among Catholic Scholars in their inquiry into secular and spiritual related topics which may have direct or indirect implications on the Church and its growth, particularly in the region.
- b) To encourage scholarly works on social, culture and religious topics, with special emphasis on lives in North East region.
- c) Publication of Newsletter/Magazine/Journal/Books under appropriate name or Title, and encourage contribution of ideas both from the experienced, as well as young and budding writers

- d) To serve as a Think Tank for the Catholic Church in the region, with written ideas and opinions from the members through Scholarly research, which may be used by the Diocese policy makers and Institution heads/Church bodies if they so desire.
- e) To conduct Workshops, Seminars and Symposiums on contemporary issues from time to time
- f) To host a web edition as supplement to the Print version, having the same editorial, articles and updates.
- g) Other activities the General Body may like to take up from time to time.

#### **Article 4**

#### **Membership and Registration**

a) The Forum membership shall be open exclusively to Catholic scholars, professionals and others with sufficient experience in their respective fields, residing both in the region as well as in different parts of India and abroad.

b) There shall be a membership fee of Rs. 1000 only, payable at the time of registration as a member of the Forum as one-time payment. However, this condition may be changed from time to time, if deemed necessary, and through the decision of the General Body.

**Proviso:** Notwithstanding the declaration of NECARF as an organisation for “Lay Catholics” in Article 2 of this Bylaw, clergy and religious with professional degrees, including those holding PhD degrees may be taken in as members, provided they wish to contribute to the forum’s discourse alongside their primary duties as consecrated men and women. This refers to decision of the House during the Second Webinar held on July 12, 2020.

#### **Article 5**

#### **General Body**

There shall be a General Body (GB), comprising of all registered members of NECARF, and shall be the highest decision-making body of the Forum in all respect. The GB shall meet from time to time, but not less than twice in a calendar year. The quorum for the GBM shall be 50%, and a simple majority of members present and voting shall be the requirement for passing any resolution.

## **Article 6**

### **Executive Committee**

(i) The Forum shall have an Executive Committee (EC), comprising the following officials;

- a) Convener - He/She shall be elected/nominated by the GB, and shall function as head of the NECARF administrative organ, and shall be responsible for smooth running of the forum's affairs. He/She shall have the power to sanction expenditure up to Rs. 5000/ (Rupees five thousand only) to meet incidental charges. He/She shall convene meetings of the GB in consultation with other members of the Executive Committee and place issues to be discussed. He/She shall preside the GB sitting, or may nominate any of his executive members to moderate, if he/she so desire.
- b) Co-Convener - He/She shall be elected by the GB and shall assist the Convener in administrative affairs. In the absence of the Convener, he/she shall assume all powers and functions of the latter.
- c) General Secretary - He/she shall be elected/nominated by the GB and shall be responsible for meticulous maintenance of records, including the minutes of the meetings, which may be circulated for information of members. He/she shall assist the Convener in preparing notes and agenda points to be discussed during General Body meetings, and shall ensure that such notes are circulated to members well in advance prior to date of discussion.
- d) Treasurer - He/she shall be elected/nominated by the GB, and shall be the sole in charge of financial matters. He/she shall maintain records of income and expenditure through proper Book keeping and update account status from time to time for information of members. He/she, in consultation with the Convener and other members of the Executive, strategize fund mobilization from time to time and update the GB. He/she shall be the joint signatory for signing of Cheques along with the Convener.

(ii) The Executive Committee shall be elected/nominated for a term of three years. However, under some compelling circumstances, the term may be extended by a General Body Meeting (GBM), not exceeding six months at a time. While rotation shall be the guiding principle, there shall be no bar on re-nomination of any member of the Executive committee, either in the same position held earlier or in any other position, if the GBM so desires.

**Article 7**  
**Editorial Board**

The Forum shall have an Editorial Board, consisting of 7 (seven) members, to be nominated by the General Body Meeting. A Chief Editor shall be chosen by the Editorial Board from amongst the nominated members, either for the complete term, or on rotational basis. All written materials meant for publications, both in the Print and Web editions shall be cleared by the Editorial board for language and presentation. Accuracy of facts however, shall be the responsibility of the contributor. The term of the editorial board shall be for three years, but extendable by one year by a GBM decision.

**Article 8**  
**Registration of the Journal**

The Newsletter/Magazine/Journal shall be registered under Registration of Newspapers in India (RNI), Ministry of Information and Broadcasting. For this purpose, the Executive Committee may nominate one of its members to be the applicant, and he/she shall be authorized to sign necessary documents, including the application form, on behalf of the Forum.

**Article 9**  
**Head office**

The Headquarter of North East Catholic Research Forum (NECARF) shall be New Delhi. In addition to the head office, the Forum shall also have at least one Regional Coordinating Centres (RCC) in NE region.

**Article 10**  
**Account and Financial matters**

It shall be the responsibility of the Executive Committee to see that Bank Account is opened in the name of the Forum in any nationalized Bank, and decide on mode of operating the Account, and apprise the GBM of the arrangement. Ensuring transparency on financial matters through proper record keeping and regular status update on income and expenditure shall be the responsibility of the Executive Committee.

**Article 11**  
**Advisory Board**

There shall be an Advisory Board consisting of 7 members, drawn from amongst prominent personalities representing academics, professionals, senior bureaucrats, and Social workers, who are members of the Forum. The Board shall advise the Executive Committee and the Editorial board on all matters. Decision on induction of non-registered members in the Advisory board shall lie with the GB.

**Article 12**  
**Coordination with other Catholic Institutions**

The Forum, through the Executive Committee, shall as far as possible remain in touch with Dioceses/ Archdioceses of North East region, and also with the North East Bishops Council. A working relationship shall also be maintained with various Catholic institutions engaged in research works, printing and publication.

**Article 13**  
**State Coordinators**

The Forum shall have State Coordinators to facilitate interaction at Diocesan or Parish level, and to facilitate Workshops and Seminars, when scheduled to be conducted in different states. Such Coordinators shall be chosen from amongst registered members, preferably residents of concerned state.

**Article 14**  
**Honorarium and Pocket expenses**

NECARF being a voluntary organization, all functionaries shall discharge their assigned responsibilities as volunteers and shall not be entitled for any remunerations/honorariums. Similarly, there shall be no honorariums for articles published in any of NECARF publication, including the web portal. However, the Forum may consider meeting expenses of travel and other incidental expenditure for those involved in organizing seminars and workshops from the Forum fund.

**Article 15**  
**Amendments**

The General Body shall have the power to amend any provision of the Bylaw through voice-vote of simple majority of members present and voting. Such amendments, however, shall be notified to all members by the Executive Committee well in advance.

**Article 16**  
**Ownership of Opinion**

Views expressed in NECARF Newsletter/Magazine or the web portal shall be personal opinion of the writer and shall not be considered as the view of the Forum, or that of the Catholic Church.

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