



## CONSTITUTION OF SOLIDARITY IS STRENGTH~PALMYRAH PROJECT

### Mission Statement:

- ❖ Our common task is to share in the building of a ‘worldwide multinational cooperation of hope.’
- ❖ As sisters and brothers in Christ we aim together towards a just, participatory and sustainable society with a preferential option for the poor.
- ❖ This involves the empowerment of the oppressed, the marginalized and the alienated with the main thrust of emphasizing the rights and needs of women and children, especially young women, single mothers and war-affected women and widows.
- ❖ Together we read the signs of the times and develop a yearning to discover ways out of the impasse of injustice, misery and oppression.
- ❖ We support one another’s advocacy for the cause of a just peace in Sri Lanka.

### Constitution:

1. The name of the Project shall be “Solidarity is Strength~Palmyrah Project” (hereinafter referred to as ‘Palmyrah Project’).

2. The Official Address of the Project will be 17, Frances Road, Colombo-06, Sri Lanka.
3. Objectives covering the activities of the Palmyrah Project are:
  - 3.1 In partnership with Churches, Christian Organizations and other relevant NGOs that promise to minister to the needs of young women, school drop-outs, widows, children and the differently-able from the poorest of the poor families in the most effective way.
  - 3.2 Examine, assess and support Vocational Training Centres run with the aim of providing livelihood to the needy, especially young women, widows and single mothers.
  - 3.3 Examine, assess and support Programmes that care for street children, HIV/AIDS victims, orphans, children of war, child drug addicts, bonded child labourers and other new groups of oppressed, abused or exploited children.
  - 3.4 Conduct training programmes, in service training, seminars and workshops for all staff employed by the Palmyrah Project.
  - 3.5 Conduct training programmes, in service training, seminars and workshops for all beneficiaries of the Palmyrah Project.
  - 3.6 Organize programmes on Empowerment of Women; Women's Leadership Development; Gender Awareness, Gender Sensitivity and Gender Justice; Peace-building; Capacity-building; Counseling (therapeutic as well as trauma counseling both on individual and group levels).
  - 3.7 Work with an agreement on Project Cooperation with "Palmyrah-Ökumenisches Partnerschaftsprojekt, Bern~Jura," c/o Fachstelle Migration, Speichergasse 29, 3011 Bern, Switzerland.
4. 'The Palmyrah Project' shall be monitored by a task force called "The Palmyrah Project Task Force" (PPTF).
  - 4.1 The PPTF shall consist of the following:
    - 4.1.1 The Project Coordinator, appointed by the Bern~Jura Churches in Switzerland.
    - 4.1.2 One to represent the Diocese, preferably the President of the Women's Fellowship of the Diocese.

- 4.1.3 The Vice-President of the PPTF
  - 4.1.4 The Secretary cum Treasurer of the Palmyrah Project.
  - 4.1.5 The main supervisor, appointed by the Project Coordinator in consultation with the PPTF.
  - 4.1.6 Three other members who are experts in different fields to help in different areas as suggested by the Project Coordinator.
- 4.2 The Accounts of the Palmyrah Project be kept with Hatton National Bank, Colombo-06 and be jointly signed by the Project Coordinator (Main Signatory) and the Secretary cum Treasurer.
- 4.3 Annual Audits be carried out by a qualified Chartered Accountant Firm/Association/Company.
- 4.4 Annual Accounts be sent along with the Budget for the following year as per guidelines given by the Donor Agency, “Palmyrah-Ökumenisches Partnerschaftsprojekt.
- 4.5 The Project Coordinator is solely responsible to “Palmyrah-Ökumenisches Partnerschaftsprojekt.
5. The Vocational Training Centres supported with the funds of Palmyrah Project should abide by the Guidelines set by the PPTF (these guidelines may be revised as and when necessary with the general consent of the PPTF).

*Guidelines for the Vocational Training Centres*

- i. The teacher should have undergone training in the particular field and should have at least one year of teaching experience in the same field.
- ii. The working days are from Monday through Friday. Saturdays, Sundays and Poyadays will be counted as holidays. One week to ten days is counted as days off before starting the new batch of students. During this period, interview for the new batch of students could be held along with the preparation to start the new batch.
- iii. Notes of lessons for each batch to be planned and be submitted for approval to the Palmyrah Project Task Force, the Project Coordinator, or the Supervisor, appointed by the Coordinator prior to the beginning of the new batch. A record of the work done on each day be maintained and submitted to the supervisor at the end of each week.
- iv.. Attendance book to be maintained for the teachers and for the students.

- v. Leave from work can be obtained with the approval of the supervisors. The leave forms to be submitted to the supervisor or the manager on or before the date of leave.
- vi. Working hours will be five hours either in the morning or in the afternoon.
- vii. Any extra money could be collected from the students with the permission of the Supervisors. Receipts should be given, and accounts be maintained. Statements of accounts should be submitted to the PPTF which will meet once in two months.
- viii. The certificates should have the signature of the Project Coordinator and either the Supervisor or the Manager.
- ix. The performance and the work of the teachers will be evaluated by the PPTF before the beginning of each fresh batch of students.
- x. The record of the following to be submitted to the coordinator or to the PPTF, by the end of each batch and before the beginning of the new batch of students.
  - a. The inventory of the number of sewing machines, type-writers, computers and other equipments and accessories.
  - b. Record of the teachers
  - c. Record of each student
  - d. Marks for each subject for each student (marks sheet)
- xi. Teachers are transferable, if and when the necessity occurs. The transfers are made by the Project Coordinator in consultation with the supervisor and the manager.
- xii. The teachers may do extra work other than during the working hours of the Vocational Training Centres and during holidays.
- xiii. The Vocational Training Centre could be shifted to a new area where there are more students, and the need is greater. Minimum of 20 students are expected to be attending the centre regularly.
- xiv. Donations or sales of the handicrafts could be made provided receipts are issued and the account books are maintained.
- xv. Workshops on topics based on empowering women be held every year.
- xvi. The teachers and students are expected to attend seminars or extra programmes organized by the PPTF or suggested by the supervisors in the community level.

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