

DHYANAVANA PUBLICATIONS (DP) Statutes - 2011

1. With a view to promoting press-apostolate more effectively, the Provincial Chapter of 2011 has approved the *Dhyonavana Publications*, henceforth abbreviated as DP, as the official Publishing House of the Province having as its primary objective the *Dissemination of Christian and Carmelite spirituality*.
2. Dhyonavana Publications hitherto functioning as a unit of Carmel Jyothi NGO, will henceforth function under the new Dhyana Jyothi Trust_____.
3. The offices of the DP are presently in the Cloistered Carmel Annexe, 14, Ali Asker Road, Bangalore - 560 052.
4. The person in charge of the Publications is the Director of the DP, appointed by the Provincial Council.
5. The DP shall comprise of the department for the *Print Media*, headed by the Director, and another department for the *Audio-Visuals*, henceforth abbreviated as AV, headed if necessary by an Assistant Director.
 - 5.1. The main focus of the Print Media in English and Regional languages shall be:
 - The publication of books on prayer, contemplation, Carmelite heritage, spirituality, theology and inter-religious dialogue
 - Low-cost Indian reprints and translations of valuable, foreign publications on Carmelite Spirituality.
 - The publication / promotion of magazines or journals by our institutes of Spirituality, Shrines, Parishes or Monasteries.

The publication of books on any other allied subjects will be taken up at the discretion of the Dhyonavana Publication Board, henceforth abbreviated as DPB.
 - 5.2 The Audio-Visual (AV) department shall be responsible for the production of cassettes, CD's, DVD's etc. mainly on religious themes.
 - 5.3 E-ministry will be coordinated by the Director of DP.
6. The Dhyonavana Publications Board (DPB) shall comprise of:
The Provincial (President), Director of DP (Convenor), Councilor in charge of Apostolate, Assistant Director (In-charge of Audio-Visuals (AV), Chief Editor of Dhyana, Editor of *Jeeva Jala* (JJ), Editor of *Living Water* (LW), the Editor of *Naman Ballok Jezu* (NBJ), and the Editors of any new ventures begun by the DP, as members.
7. A General Body meeting of the Dhyonavana Publications Board (*DPB*) is to be convened once a year during which
 - reports are presented by all the members followed by evaluation and discussions.

- new plans and initiatives for the better functioning, growth and expansion of the DP are finalized.
 - annual accounts are scrutinized and approved.
8. There are two executive committees within the DPB corresponding to the two departments of DP. They meet as the need arises.
- 8.1. The Executive Committee for the *Print Media* comprises the Director of DP, Councillor in-charge of apostolate and the Editor of Naman Ballok Jezu (or another Friar appointed by the Provincial Council). It pertains to this committee to approve any material for publication or reprint. This material shall then be forwarded to the Censors.
- 8.2. The Executive Committee for *Audio-Visuals* comprises the Director of DP, Councillor in-charge of Apostolate and the Assistant Director in-charge of AV. It pertains to this committee to examine the lyrics and contents while taking into account theological accuracy and general quality of the material for production.
- 8.3. It is recommended that the Executive Committees freely avail themselves of the help of experts in the fields of their work and production.
9. The role of the censors is to examine the compatibility of the material, with the Teachings of the Church in matters concerning faith and morals (cf. Norm 223 and Can.832). They should give their judgment to the Executive Committee of the Print Media in writing. The censors should not divulge the contents of the manuscript before its publication. They are welcome to suggest any changes to the book especially the language of the text. DP will remunerate them adequately, for reading the manuscripts.
10. Henceforward, the Friars of our Province intending to publish a manuscript are to present hardcopies (printed text) of the same to the Director of DP. These manuscripts are processed and approved by the Executive Committee for the Print Media, for publication, keeping in mind the DP objectives and its marketability. When the procedures of approval are complete, the Director of the DP informs the author within 45 days from the time of presentation concerning the feasibility of the undertaking. That done, the author is to present the manuscript in soft form (floppy/CD) preferably in *Page Maker* format.
- The author is to obtain the *imprimatur* from the local Bishop and the *nihil obstat* from the Provincial in accordance with the requirements of law.
11. If accepted, the DP sees to the expenses of publication, while the author obliges by making any changes it requests (like the change of the title, the editing of the language, the contents – expanding/abridging of certain points etc.). After the author has agreed to the suggestions of the DP and seen to the reading of the proofs, the DP will publish and distribute the book at its own cost. Since DP is bearing the cost of printing and undertaking the marketing, the decisions regarding the print details such as - the cover design, quality of the paper, size of the book, the price, number of copies etc. will be taken by DP. The author is welcome to forward his suggestions.

The author collaborates with DP for marketing the book, buying/creating market for at least 10% of the copies printed, at the time of printing the book.

12. The copyright of the book will be with DP. The royalty to be given to the author is 10% of the cover price of the book multiplied by the total copies sold. The settlement of dues in proportion to the sale of the books in that year, is made at the closing of the financial year. The author may have, if he so desires, 10% of the total number of printed copies.
13. When a book is reprinted, prior written permission from the author is to be obtained and the royalty will be same as in the case of first print.
14. The services of DP are available also to those who wish to publish books that fall outside the purview of its main goal and/or beyond its marketing capacity (in the cases of non-spiritual books or research theses etc.), provided the authors buys/market the books worth the print cost (which is negotiable) or the author/province subsidizes the cost of printing and distribution. In the latter case, if DP is to distribute the books, it is to be given 50% discount. If the author funds the printing, he will have the copyright of the book.
15. Authors among the Province members, who wish to publish books on their own, are to publish them under the title of “Dhyanavana Publications”. If the author needs the ISBN, from DP, he has to give to DP 2.5% of the total copies printed; this applies for the re-print also. If no ISBN is needed, the author will present 5 copies of the book to DP for its archives.
16. The AV section although a part of DP, maintains autonomy both in its organization and functioning because of its unique nature. It will have its separate Bank Account. However, the Assistant Manager in-charge of AV will annually present all its accounts and details of its transactions to DPB.
17. Those who want to produce any audio-visuals will forward the same to the Assistant Director in-charge of AV, who will present it to the Executive Committee for AV for approval. The same principles regarding the publication of the book (Nos. 10 –13) are applicable to AV too. The royalty in this case would be 10% of the unit-price multiplied by the units sold or if the producer wants the same in kind, it would be 10% of the total units produced.
18. In case of independent production of audio-visuals by the members of our Province, the producer should do it under DP and give 5 copies to AV for its archives.
19. The bi-annual “Dhyana – journal of Religion and Spirituality” is published by DP which looks after its subscriptions. The chief editor of Dhyana, is responsible for contacting authors for the articles and book reviews and sending the material in time to the director of DP, by the end of March and September each year. The members of the editorial board are chosen by the chief editor and then presented to the DPB for approval. While maintaining a separate account, the director of DP, who functions as manager of ‘Dhyana’, will present it annually to the DPB.

The journal will serve also as a means of publicity for our institutes of spirituality which are encouraged to publish their programmes in this periodical while contributing a fee.

20. The Provincial Council appoints a Governing Body for *Naman Ballok Jezu*, because this magazine is closely linked to the Infant Jesus Shrine. While this magazine is autonomous in its functioning under the Governing Body, it is a unit of the DHYANA JYOTHI TRUST. Hence the annual accounts have to be submitted to the DPB.
21. While maintaining separate Bank Accounts for Jeeva Jala and Living Water, the Director of DP will be the manager of these publications. He shall submit the accounts annually to the DPB.
22. All the books published by DP and the audio-visuals produced by AV will be exhibited in all our houses and our communities will market at least 5 copies of each book published by DP and 5 each units of audio-visuals produced by AV. Likewise, they shall promote and collect subscriptions to Dhyana, Naman Ballok Jezu, Jeeva Jala, Living Water magazines and any other magazines published by DP.
23. The proceeds from the sale of books will go to DP. DP will maintain an independent account, which is to be annually scrutinized and approved by the DPB and then incorporated with DHYANA JYOTHI TRUST, which will audit and forward the same to the *Provincial Council*.
24. The proceeds from DP account are to be used for the specific purposes of the publication and press-apostolate unless otherwise decided by *Provincial Council* in consultation with DPB.
25. In case of any dispute or difference of opinion, the *Provincial Council* is the final appellant body.
26. All the rights and privileges of DP are in accordance with our Constitutions and Norms and without prejudice to the rights and duties of the *Provincial Superior* together with the *Provincial Council*.

These statutes have been amended and approved by the Provincial Council in its 5th session held at *Sadbhavana* on this day, 13th of December, 2011, for immediate implementation.

Fr. Archibald Gonsalves, OCD
Provincial Superior

Fr. Vinod Lobo, OCD
Prov. Council Secretary