

## DECRETO

Nella sua enciclica *Deus Caritas est*, il Sommo Pontefice Benedetto XVI ha richiamato l'origine divina di ogni opera di carità nella Chiesa: Dio, che è carità, ci ha lasciato in Cristo, che ha dato la vita per l'uomo, la testimonianza suprema della carità.

“L'amore del prossimo radicato nell'amore di Dio è anzitutto un compito per ogni singolo fedele, ma è anche un compito per l'intera comunità ecclesiale, e questo a tutti i suoi livelli: dalla comunità locale alla Chiesa particolare fino alla Chiesa universale nella sua globalità. Anche la Chiesa in quanto comunità deve praticare l'amore. Conseguenza di ciò è che l'amore ha bisogno anche di organizzazione quale presupposto per un servizio comunitario ordinato” (*Deus Caritas Est*, n. 20).

La Chiesa lungo i secoli, fedele al mandato del suo Salvatore, ha fatto propria questa chiamata fondamentale, servendo e promuovendo l'uomo, soprattutto quando povero e sofferente, creato da Dio a sua immagine e somiglianza, a prescindere dalla sua appartenenza di razza, religione o cultura, come ci insegna la parabola del Buon Samaritano (Lc 10, 29-37). Fin dagli inizi, infatti, la prima comunità di Gerusalemme, nel vivere la condivisione fraterna, si è fatta carico dei suoi membri più bisognosi. Il Concilio Vaticano II, nel ricordare che “lo spirito di povertà e di amore è ...la gloria e il segno della Chiesa di Cristo”, ha ribadito questa chiamata della Chiesa, sia dei pastori che dei fedeli, a spendersi personalmente per arginare la miseria (cfr. *Gaudium et Spes*, 88).

Tra le espressioni ecclesiali più rappresentative di tale servizio, la Santa Sede ha costituito nel 1951 *Caritas Internationalis*. Con il Chirografo “*Durante l'Ultima Cena*” del 16 settembre 2004, il Beato Giovanni Paolo II stabiliva che “*Caritas Internationalis* è perciò congiunta, per sua origine

e natura, con uno stretto vincolo...ai pastori della Chiesa e, in particolare, al Successore di Pietro, che presiede all'universale carità" (n. 2). Strumento del Vescovo in ambito diocesano per la pastorale della carità, in ambito internazionale la *Caritas* vive perciò un legame particolare con la Sede Apostolica. Così si esprimeva il Sommo Pontefice rivolgendosi all'Assemblea Generale il 26 maggio 2011: "*Caritas internationalis* ha acquisito un ruolo particolare nel cuore della comunità ecclesiale, ed è stata chiamata a condividere, in collaborazione con la Gerarchia ecclesiastica, la missione della Chiesa di manifestare, attraverso la carità vissuta, quell'amore che è Dio stesso".

Inserita nella pastorale della carità della Chiesa, *Caritas Internationalis* mira a promuovere una cultura della carità in primo luogo nella Chiesa stessa, per essere così luce e modello credibile anche per tutti gli uomini di buona volontà: "Così risplenda la vostra luce nel cospetto degli uomini, affinché vedano le vostre buone opere e glorifichino il Padre vostro che è nei cieli" (Mt 5, 16). Nell'epoca contemporanea, caratterizzata da fenomeni sempre più complessi e interconnessi, *Caritas* si propone inoltre di studiare le cause della miseria e le responsabilità dirette ed indirette e di intervenire per rispondere alle nuove forme di povertà.

Dio nella sua bontà è venuto ad incontrare e a parlare ad ogni uomo. Per tale motivo, ciò che qualifica l'esercizio della carità cristiana è l'incontro da persona a persona. Proprio per questa dimensione propriamente personale della testimonianza della carità, solo una intensa vita spirituale, anche a livello comunitario, potrà garantire nella Chiesa un servizio di carità che lasci trasparire il Cristo e ad ogni operatore di *Caritas* uno sguardo veramente profondo sui bisogni dell'uomo, senza cadere in dipendenze ideologiche che offuschino la piena gratuità dell'amore. La nuova configurazione giuridica di *Caritas Internationalis* manifesta la fiducia che la Santa Sede ripone in questo organismo, affinché svolga il suo servizio per la Chiesa e per il mondo in piena fedeltà a Dio.

In conformità con questi elevati e fondamentali motivi ecclesiali, il Sommo Pontefice Benedetto XVI ha voluto offrire a *Caritas Internationalis* gli elementi canonici necessari per rendere operative tutte le sue potenzialità di ente che esprime e attua la carità dei Vescovi e del Santo Padre. A tale scopo, con il Rescritto *ex audientia* del 17 gennaio 2011 (AAS, CIII [2011] 127), il Romano Pontefice ha delegato al Cardinale Segretario di Stato "le

potestà necessarie per trattare e risolvere in suo nome, a partire dal 18 gennaio 2011, tutte e ognuna delle questioni relative alla personalità giuridica canonica pubblica, alla direzione e al funzionamento della persona giuridica pubblica di diritto canonico *Caritas Internationalis*, emanando le norme che siano eventualmente necessarie”. In seguito a tale delega, la Segreteria di Stato, coadiuvata dal Pontificio Consiglio *Cor Unum*, dal Pontificio Consiglio per i Testi Legislativi e da esperti di alta competenza giuridica canonica e civile, ha preparato il Decreto Generale del 2 maggio 2012, che completa ed interpreta il Chirografo “*Durante l’Ultima Cena*” del Beato Giovanni Paolo II, del 16 settembre 2004, e costituisce la legge fondamentale di riferimento per *Caritas Internationalis*.

Pertanto, a norma della delega del Rescritto ex *Audientia* del 17 gennaio 2011 e in attuazione delle disposizioni del Decreto Generale del 2 maggio 2012, promulgo i nuovi *Statuti e Regolamento interno* di *Caritas Internationalis*, sottoposti alla considerazione del Santo Padre in data 27 aprile 2012, che portano la data 2 maggio 2012, e che entrano in vigore con decorrenza immediata.

I presenti *Statuti e Regolamento Interno*, nella loro versione italiana, saranno pubblicati negli *Acta Apostolicae Sedis*. Gli originali nelle lingue ufficiali Italiano, Inglese, Francese e Spagnolo saranno depositati nell’Archivio della Prima Sezione della Segreteria di Stato, con copia autentica depositata presso l’Archivio delle persone giuridiche dello Stato della Città del Vaticano.

Dal Vaticano, 2 maggio 2012



# ***Caritas Internationalis***

## **STATUTES**

### **ARTICLE 1**

#### ***Purpose and Juridical Status***

1.1 *Caritas Internationalis* is a public canonical juridical person dedicated to the service of the poor and to the promotion of charity and justice.

1.2 As an entity that participates at the heart of the ecclesial community in the mission of the Church, *Caritas Internationalis* is committed to fostering communion between the universal Church and the particular Churches in the exercise of charity, and also among the faithful, in pursuit of the common good.

1.3 The specific task entrusted to *Caritas Internationalis* is to assist the Supreme Pontiff and the Bishops in their ministry of charity. *Caritas Internationalis* carries out this task by attending to the poorest and most needy, assisting in humanitarian emergencies, and helping to spread charity and justice in the world in the light of the Gospel and of the teaching of the Catholic Church.

1.4 *Caritas Internationalis* may also carry out works of international advocacy within the limits established by the competent ecclesial authority. To this end, *Caritas Internationalis*, in cooperation with other competent bodies when possible, studies the problems arising from poverty in the world, investigates the causes and proposes solutions in accordance with the dignity of the human person. Above all, *Caritas Internationalis* is committed to enlightening the minds of Catholics and all people of good will, so that they may recognize their obligations to the poor and fulfil those obligations freely and responsibly.

1.5 To these ends, *Caritas Internationalis* promotes cooperation among its members, without diminishing their due autonomy, by

carrying out tasks of encouragement, coordination, representation and capacity building.

## **ARTICLE 2**

### ***Name & Legal Status***

*Caritas Internationalis* is a public canonical juridical person (CIC 116-123), erected by Blessed John Paul II by means of the Chirograph *Durante l'Ultima Cena* of 24 September 2004. It is governed not only by universal canon law and by its own canonical legislation, in particular the General Decree of 2 May 2012, these Statutes and Internal Rules, but also by the laws of Vatican City State.

## **ARTICLE 3**

### ***Registered Office***

The Registered Office of *Caritas Internationalis* is located in Vatican City. Any transfer of the Registered Office of *Caritas Internationalis* to another location would require the prior approval of the Pontifical Council *Cor Unum* and of the Secretariat of State.

## **ARTICLE 4**

### ***Members of the Confederation***

4.1 *Caritas Internationalis* is a confederation of Catholic charitable organizations that are, in general, national *Caritas* agencies. The rights and obligations of individual Member Organizations of *Caritas Internationalis* are set out in articles 5 and 6 below.

4.2 National charitable organizations whose statutes have been approved by the local Episcopal Conference or by its equivalent in law or, in the case of a country consisting of a single diocese, by the Diocesan Bishop or by his equivalent in law, are eligible for membership of *Caritas Internationalis*, following acceptance by the General Assembly and ratification by the Pontifical Council *Cor Unum*.

4.3 Where an Episcopal Conference or its equivalent in law expressly wishes it, membership of *Caritas Internationalis* may also be requested by charitable organizations which operate in territories consisting of more than one State, in cases where a Catholic hierarchy exists in only one of them, or to charitable organizations which operate in territories consisting of a substantial part of a single State.

4.4 The withdrawal of approval or authorization by the competent Episcopal Conference or by its equivalent in law leads to automatic loss of membership.

## **ARTICLE 5**

### ***Rights of Member Organizations***

The main rights of the Member Organizations are:

- a) to elect the organizational structures of *Caritas Internationalis* and to belong to them;
- b) to take part in planning programmes of mutual cooperation and confederation services at the international and regional levels;
- c) to contribute to the strategic direction of *Caritas Internationalis*;
- d) to be informed at least annually about international developments and the implementation of the *Caritas Internationalis* strategic plan and work plan;
- e) to be supported in their work;
- f) to see their activities integrated within the universal Church's commitment to the promotion of integral human development;
- g) to evaluate and monitor the activities of *Caritas Internationalis*, in accordance with the Statutes and Internal Rules;

- h) to have their autonomy respected by *Caritas Internationalis* and its organs, within the legal framework of *Caritas Internationalis*;
- i) to be informed at least annually about the economic and financial state of *Caritas Internationalis*, and to be supplied, on request, with whatever clarifications may be necessary and to raise any specific questions that may arise.

## **ARTICLE 6**

### ***Duties of Member Organizations***

The main duties of the Member Organizations are:

- a) in all their activities, including those concerned with international cooperation and partnership, to comply with Catholic teaching, canon law, and the requirements of the competent ecclesial authorities;
- b) to ensure that their Statutes are in harmony with those of *Caritas Internationalis*, and to meet the minimum standards of governance as defined in the Internal Rules;
- c) in all their activities, including those concerned with international cooperation and partnership, to comply with the norms of conduct and the criteria defined in the Statutes and Internal Rules of *Caritas Internationalis* and with internationally agreed principles and standards;
- d) to harmonize their international activities with those of *Caritas Internationalis*, to accept and actively support coordination by the General Secretariat in such operations, and to accept representation by *Caritas Internationalis* in international relationships;
- e) to accept and respect the procedures established by these Statutes and Internal Rules for the resolution of disputes between Member Organizations and between Members and *Caritas Internationalis*;
- f) to pay statutory fees and jointly finance the organizational structures and activities of *Caritas Internationalis*.

## **ARTICLE 7**

### ***Organizational Structures***

7.1 *Caritas Internationalis* has the following organizational structures:

- the General Assembly;
- the Representative Council;
- the Executive Board;
- the General Secretariat.

7.2 Member Organizations are grouped into geographical Regions.

## **ARTICLE 8**

### ***Regions***

8.1 The Member Organizations from the different Regions, as determined by the General Assembly, meet in Regional Conferences with the aim of promoting and harmonizing their work within the Region, in accordance with the priorities determined by the General Assembly.

8.2. Each Regional Conference is to elect its Regional President and to establish its headquarters.

8.3 Regional Conferences, with the agreement of the Pontifical Council *Cor Unum*, may establish regional cooperation bodies, where and when needed, whose function, in coordination with the General Secretariat of *Caritas Internationalis*, is to promote the work of the Region and to promote cooperation among Member Organizations of the Region.

## **ARTICLE 9**

### ***General Assembly***

9.1 Member Organizations gather every four years in ordinary session for the General Assembly.

9.2 The General Assembly is the highest internal governing body of *Caritas Internationalis*.

9.3 Each Member Organization is represented by an official delegation of not more than two persons, one of whom is appointed by the Member Organization as head of the delegation.

9.4 The General Assembly's responsibilities are:

- a) to set the strategic and financial frameworks of *Caritas Internationalis* for the next four years;
- b) to decide on the admission of new Member Organizations and the exclusion of Member Organizations, the creation of new Regions, and the modification or suppression of existing Regions;
- c) to elect the President and the Treasurer;
- d) to ratify the election onto the Representative Council, by the Regional Conferences, of Member Organizations;
- e) to ratify the election of the two Vice Presidents of *Caritas Internationalis* by the incoming Representative Council;
- f) to ratify the election of the Secretary-General and that of the member of the Executive Board chosen by the incoming Representative Council;
- g) to receive and discuss the report on the implementation of the strategic plan for the period since the previous General Assembly;
- h) to set the amount of membership fees;
- i) to approve the financial report and budget for the period since the previous General Assembly;
- j) to approve amendments to the Statutes and to the Internal Rules and to submit them to the Pontifical Council *Cor Unum* for final approval of the Holy See.

9.5 With regard to collegial acts (CIC 119) - unless the Statutes or the Internal Rules provide otherwise, and as long as a

majority of those who must be summoned to the General Assembly are present – what is decided by an absolute majority of those present is binding. Further details regarding procedures of the General Assembly are set forth in the Internal Rules.

## **ARTICLE 10**

### ***Representative Council***

10.1 The Representative Council is the highest internal governing body of *Caritas Internationalis* during the period between General Assemblies.

10.2 It consists of the President and the Treasurer elected by the General Assembly, the Regional Presidents as *ex officio* members, and delegates from the Member Organizations, one from each, elected by the Regional Conferences and ratified by the General Assembly. The minimum membership of the Representative Council is sixteen and the maximum is twenty-two.

10.3 The Representative Council elects the two Vice Presidents of *Caritas Internationalis* from among the Regional Presidents, subject to the ratification of the General Assembly. One of the Vice Presidents is elected First Vice President.

10.4 The Representative Council elects the Secretary-General. The Secretary-General is not a member of the Representative Council. He / she participates in the meetings of the Representative Council with full speaking rights but without a vote.

10.5 The Commission for Legal Affairs and the Finance Commission are statutory commissions. The Finance Commission is chaired by the Treasurer. The chairperson of the Legal Affairs Commission participates in the meetings of the Representative Council with full speaking rights but without a vote.

10.6 The principal functions of the Representative Council are:

- a) to take governance decisions, other than those reserved to the General Assembly, that prove necessary for the promotion of the work of *Caritas Internationalis*;
- b) to approve the four-year work plan of *Caritas Internationalis* within the strategic framework;
- c) to approve the annual work plan and the annual report of the Secretary-General;
- d) having consulted the Treasurer, the Finance Commission and the Support Commission, to approve the annual financial statement and the annual budget prepared and presented by the Executive Board, in accordance with the four-year financial framework;
- e) to approve *Caritas Internationalis* policies and general procedures;
- f) to undertake any other function explicitly assigned to it by the General Assembly, or necessary for the good governance of *Caritas Internationalis*.
- g) one year before the date determined for an ordinary General Assembly, to establish a Candidates Committee responsible for preparing lists of those eligible for the offices of President, Secretary-General and Treasurer.

10.7 The Representative Council is to meet at least once a year and more often if necessary, at a time and place determined by the Council, or in some other manner determined by the Council.

10.8 The Representative Council may be consulted electronically or in writing by the President and is to conduct its business using technology available to all its members.

10.9 The Representative Council may meet in extraordinary session if the majority of its members, consulted in writing by the President, agree on the need, time, and place of such a session.

10.10 With regard to collegial acts (CIC 119) – unless the Statutes or the Internal Rules provide otherwise, and as long as a majority of those who must be summoned to the Representative Council are present – what is decided by an absolute majority of those present is binding. Further details regarding procedures of the Representative Council are set forth in the Internal Rules.

## **ARTICLE 11**

### ***Executive Board***

11.1 As the executive arm of the Representative Council, the Executive Board takes the steps required to implement the decisions of the Representative Council, to facilitate the ordinary work of the General Secretariat and to foster the work of *Caritas Internationalis*.

11.2 It is composed of seven members:

- a) the President of *Caritas Internationalis*, as *ex officio* member and Chairman of the Executive Board;
- b) the first and second Vice Presidents of *Caritas Internationalis*, as *ex officio* members;
- c) one delegate elected by the Representative Council;
- d) three individuals appointed by the Supreme Pontiff.

11.3 The Executive Board has the following functions:

- a) to act as the executive arm of the Representative Council, and to carry out its decisions and directives;
- b) to take decisions needed to facilitate the work of the General Secretariat in response to the requests of the Secretary-General as well as on its own initiative;
- c) to review documents that *Caritas Internationalis* proposes to publish, and to submit them for final approval to the Pontifical Council *Cor Unum*;
- d) to oversee the work of the Secretary-General;

- e) to identify the need for acts that exceed the limits and the manner of ordinary administration, and the need for alienation of goods belonging to the stable patrimony, and to recommend such acts to the Representative Council.

11.4 The Executive Board is to meet at least four times a year, in the manner it decides.

11.5 The Executive Board may be consulted electronically or in writing and is to conduct its business using technology available to all its members.

11.6 The Executive Board may meet in extraordinary session if at least five of its members, consulted in writing, in the way established in article 5.11 of the Internal Rules, agree on the need, time, and manner of such a session.

11.7 All the members of the Executive Board participate *ex officio* in the meetings of the General Assembly and the Representative Council. The members of the Executive Board who are not members of the Representative Council take part in its sessions with full speaking rights but without a vote. The members of the Executive Board participate in the meetings of the General Assembly with full speaking rights, but without a vote, unless for a particular session of the General Assembly they have been accredited as representatives of a national *Caritas* agency.

11.8 With regard to collegial acts, provided that at least five members of the Executive Board are present, what is decided by an absolute majority of those present is binding. Further details regarding procedures of the Executive Board are set forth in the Internal Rules.

## **ARTICLE 12**

### ***President***

12.1 The President:

- a) leads the Confederation;
- b) is the highest representative of *Caritas Internationalis*;

- c) is the person primarily responsible for relations with the competent offices of the Holy See;
- d) is responsible for ensuring that the activity of *Caritas Internationalis* observes fully the requirements of universal canon law, as well as the particular canon law directly pertaining to *Caritas Internationalis*, and the law of Vatican City State.
- e) chairs the sessions of the General Assembly, the Representative Council and the Executive Board;
- f) votes only when voting is tied;
- g) is an *ex officio* member of all committees and commissions of the governing structures of *Caritas Internationalis*.

12.3 The President may delegate specific duties of governance to a Vice President or, if necessary, to a Regional President or to a member of the Executive Board.

12.4 The President is elected for a period of four years, starting his / her mandate at the close of the General Assembly that elected him / her and continuing until the close of the following ordinary General Assembly. The President may not be elected for more than two terms, whether consecutive or not.

### **ARTICLE 13** ***Vice Presidents***

13.1 The Vice Presidents represent and promote *Caritas Internationalis* and carry out other duties, by agreement with the President and under his authority.

13.2 In the event of the incapacity, grave impediment or death of the President, the First Vice President assumes the Presidency as outlined in the Internal Rules.

## **ARTICLE 14**

### ***Secretary-General***

14.1 The Secretary-General is responsible for implementing the *Caritas Internationalis* strategic plan, for economic management and other tasks assigned to him / her by the General Assembly, the Representative Council, the Executive Board, or the President.

14.2 The Secretary-General manages the General Secretariat. He is accountable to the Executive Board and relates to it through the President or a Vice President duly delegated by the President for this purpose.

14.3 The Secretary-General represents *Caritas Internationalis*, in cooperation with the President and with his consent.

14.4 The Secretary-General is responsible for ensuring that the entire activity of the General Secretariat corresponds to the general requirements of canon law and civil law, as well as to the General Decree of 2 May 2012 and to the Holy See's particular requirements for *Caritas Internationalis*.

14.5 The Secretary-General is responsible for ensuring that written correspondence is carried out in a regular and timely manner with the Pontifical Council *Cor Unum*, with the Secretariat of State and, where their respective competences are concerned, with every other Dicastery, agency or competent office of the Roman Curia and the Governorate of Vatican City State.

14.6 The Secretary-General is responsible for ensuring communication between the Holy See and the President, and also, via the President, between the Holy See and other bodies of *Caritas Internationalis*. To this end, he maintains frequent contact with the Pontifical Council *Cor Unum*, with the Secretariat of State and, where their respective competences are concerned, with every other Dicastery, agency or competent office of the Roman Curia and the Governorate of Vatican City State, keeping the Executive Board informed.

14.7 The Secretary-General is elected for a period of four years, starting his work at the close of the General Assembly that ratified his election and continuing until the close of the following ordinary General Assembly. The Secretary-General may not be elected for more than two full terms, whether consecutive or not.

## **ARTICLE 15**

### ***General Secretariat***

The General Secretariat is the organizational structure under the direction of the Secretary-General. The members of the General Secretariat carry out the duties assigned to them by the Secretary-General.

## **ARTICLE 16**

### ***Legal Representation***

16.1 The Secretary-General is the legal representative of *Caritas Internationalis*.

16.2 The Registered Office of *Caritas Internationalis* is also the Registered Office of the General Secretariat for all purposes connected with personnel management and operation and with the accompanying juridical and jurisdictional effects.

## **ARTICLE 17**

### ***Approval of Candidates***

Due to the special relationship between *Caritas Internationalis* and the Holy See, the list of candidates for the offices of President, Secretary-General and Treasurer must be sent to the Pontifical Council *Cor Unum* at least three months before the General Assembly at which the election is to take place, so that the names may be submitted for prior approval to the Supreme Pontiff. The names of the candidates may be made public only after they have been approved by the Supreme Pontiff.

**ARTICLE 18**  
***Ecclesiastical Assistant***

18.1 Having consulted the President of *Caritas Internationalis*, the Pontifical Council *Cor Unum* appoints the Ecclesiastical Assistant for a four-year term, on a renewable basis, beginning at the time of the General Assembly.

18.2 The Ecclesiastical Assistant fosters a spirit of communion among the members of the Organization and with the Holy See, he accompanies reflection on theological matters and promotes the Catholic identity of *Caritas Internationalis*.

18.3 The Ecclesiastical Assistant participates by right at the meetings of all the governing bodies of *Caritas Internationalis*, with full speaking rights but without a vote.

**ARTICLE 19**  
***Treasurer***

19.1 The Treasurer is elected by the General Assembly and is an *ex officio* member of the Representative Council.

19.2 The duties of the Treasurer are:

- a) to inform the Representative Council and the Executive Board of the financial and budgetary implications of their decisions;
- b) to advise the Representative Council and the Executive Board on policies and decisions for the provision of reserve funds to secure the long-term financial viability of *Caritas Internationalis*;
- c) to present first to the Executive Board, and then to the Representative Council and the General Assembly, financial statements that satisfy the requirements of canon law and civil law and that have received the prior approval of the Support Commission;
- d) having consulted the Support Commission, to inform the Executive Board and the Representative Council whether or

not the Secretary-General administers the financial resources and other temporal goods of *Caritas Internationalis* in accordance with canon law and civil law, and with the policies adopted by the Representative Council.

19.3 The Treasurer is elected for a four-year term, starting his / her work at the close of the General Assembly that elected him / her and continuing until the close of the following ordinary General Assembly. The Treasurer may not be elected for more than two full terms, whether consecutive or not.

19.4 The Treasurer is not to hold concurrently any other office or role in *Caritas Internationalis* or to be a member of the General Secretariat.

## **ARTICLE 20**

### ***Disputes regarding work relationships***

Any dispute regarding work relationships between *Caritas Internationalis* and its officers and employees, including work relationships with the Secretary-General, as well as any dispute regarding cooperation agreements or relationships entered into by *Caritas Internationalis* in any way and in any form, falls under the competence of the Labour Office of the Apostolic See (ULSA) according to its own statutory procedures (cf. Art. 11-20), even if the individuals concerned are not Vatican employees or otherwise treated as such.

## **ARTICLE 21**

### ***Support Commission***

21.1 The Support Commission is composed of three or more members competent in legal, economic, organizational and technical matters, appointed by the Supreme Pontiff. The Support Commission may also, if the Holy See deems it necessary, comprise a College of Auditors.

21.2 The task of the Support Commission is to assist the Secretary-General, the Treasurer, the Legal Affairs Commission

and the Finance Commission, so as to ensure that the entire activity of *Caritas Internationalis* is carried out in compliance with the norms of canon law and of Vatican City State, and especially in accordance with the requirements of the General Decree of 2 May 2012. The Members of the Support Commission may attend meetings of both the afore-mentioned Commissions and also meetings of the General Assembly, the Representative Council and the Executive Board, with full speaking rights but without a vote.

21.3 The Support Commission is to forward to the Pontifical Council *Cor Unum* – and through the Pontifical Council and with its agreement, to the Secretariat of State and the competent Dicasteries of the Roman Curia – the required information on juridical and economic matters.

21.4 The Support Commission is to draw up its own Internal Rules, which require the approval of the Holy See and are to be communicated to the governing bodies of *Caritas Internationalis*.

## **ARTICLE 22** ***Temporal Goods***

22.1 The temporal goods of *Caritas Internationalis*, as a public canonical juridical person, are ecclesiastical goods (CIC 1257 §1).

22.2 The ordinary administration of the financial resources and other temporal goods of *Caritas Internationalis* falls under the competence of the Secretary-General, guided by the Executive Board, in accordance with the Code of Canon Law, the laws of Vatican City State, the General Decree of 2 May 2012, the Statutes, the Internal Rules, and the policies adopted by the Representative Council.

22.3 It also falls to the Secretary-General to execute acts of extraordinary administration in accordance with instructions received from the Executive Board. The authorization, limits and procedures for acts of extraordinary administration are

established by the Representative Council with the approval of the Pontifical Council *Cor Unum*.

22.4 For any form of alienation of goods constituting the stable patrimony of *Caritas Internationalis* whose value exceeds the amount set by the Holy See, the approval of the Pontifical Council *Cor Unum* is required (cf. CIC 1291).

22.5 For the annual external audit, internationally recognized external auditors are appointed by the Representative Council. Internal auditors may be appointed in the manner established by the Internal Rules.

22.6 The Holy See may request an audit at any time and may also establish a College of Internal Auditors (cf. Art. 21.1 and General Decree of 2 May 2012, Art. 6. 5°).

## **ARTICLE 23**

### ***Funding***

In general, *Caritas Internationalis* is funded through:

- a) the annual subscription fees of the Member Organizations;
- b) the registration fees paid for participation in the General Assembly and other meetings;
- c) donations, legacies, subsidies and project funding.

## **ARTICLE 24**

### ***Amendments to the Statutes***

24.1 The provisions of the present Statutes and Internal Rules may be amended by the General Assembly on the basis of a two-thirds majority vote of the Member Organizations present, according to Article 9.5 of these Statutes.

24.2 Modifications to these Statutes and Internal Rules must be submitted to the Holy See for approval (cf. General Decree of 2 May 2012, Articles 1 §1 and 2. 1°-2°).

## **ARTICLE 25**

### ***Dissolution***

25.1 *Caritas Internationalis* can only be dissolved by the Holy See (cf. CIC 120 and 320 §1, and General Decree of 2 May 2012, Articles 1 §1 and 2. 1°-2°). Dissolution may be proposed to the Holy See by the General Assembly on the basis of a two-thirds majority vote of the Member Organizations present. For a valid decision, two-thirds of the Member Organizations of *Caritas Internationalis* must be present in the General Assembly taking this decision.

25.2 In the event of dissolution, its temporal goods devolve to the Holy See to be used in the service of the poor.

## **ARTICLE 26**

### ***Internal Rules***

The application of the provisions of the present Statutes is in general determined by the Internal Rules, which are an integral and binding part of the said Statutes.

From the Vatican, 2 May 2012

# ***CARITAS INTERNATIONALIS***

## **Internal Rules**

### **CHAPTER I**

#### **Member Organizations**

##### **Article 1**

###### *Requirements for Membership*

1.1 In accordance with Articles 4 and 9 of the Statutes, the General Assembly decides on the admission and exclusion of Member Organizations of *Caritas Internationalis* (CI). Such decisions require ratification by the Pontifical Council *Cor Unum*.

1.2 Organizations requesting admission to *Caritas Internationalis* must have purposes similar in nature to those of *Caritas Internationalis*. In accordance with Article 4 of the Statutes, applicants must have authorization in writing from the local Episcopal Conference or its equivalent in law in order to seek membership of *Caritas Internationalis*.

1.3 Member Organizations must meet minimum standards of governance, organizational infrastructure, financial viability and accountability and compliance with ethical codes of conduct, as decided by the Representative Council. They remain autonomous in their juridical, financial and contractual status.

1.4 The admission of Member Organizations follows the policies and procedures established by the Representative Council. The Representative Council decides whether to submit the application to the General Assembly. After two approaches to the Representative Council which result in negative decisions, the organization may appeal to the General Assembly. A negative decision from the General Assembly may be appealed to the Pontifical Council *Cor Unum*.

1.5 Organizations which have formally submitted their request for affiliation become associate Member Organizations, following approval by the Representative Council and pending approval by the General Assembly and ratification by the Pontifical Council *Cor Unum*. The waiting period for approval may not be longer than the interval between two ordinary General Assemblies. The rights and duties of associate Member Organizations are defined by the Representative Council.

## Article 2

### *Disaffiliation*

2.1 A Member Organization may disaffiliate from the Confederation with the written authorization of the Episcopal Conference or its equivalent in law.

2.2 The decision to disaffiliate must be communicated to the Representative Council by means of a written declaration giving the reasons for withdrawal. If the Representative Council does not give immediate effect to the declaration, then the voluntary disaffiliation takes effect one year after the declaration is received by the Representative Council. The obligation to pay past statutory fees remains, including the statutory fees for the year in which the request was made, even after the Member Organization has separated from *Caritas Internationalis*.

2.3 A Member Organization may be compulsory excluded from the Confederation. As set forth in Article 9.4.b of the Statutes, the General Assembly takes the final decision on the exclusion of a Member Organization. Following consultation with the Member Organization and the competent Episcopal Conference or equivalent, the Representative Council decides whether a proposal to exclude a Member Organization is to be submitted to the General Assembly. Reasons for exclusion include the following:

if in the opinion of the Secretary-General or of the relevant Region, expressed through a decision of its competent body, a Member Organization lacks one or more of the conditions set forth in Article 1 and / or Article 4 of the Statutes;

if the competent Episcopal Conference or equivalent has created a body which previously did not exist, representing all the national charitable associations, and which the said Episcopal Conference or equivalent presents as the new national member, replacing the former national member;

if a Member Organization, in the opinion of the Secretary-General or the Region concerned, expressed through a decision of its competent body, has repeatedly neglected its duties as set forth in the Statutes and Internal Rules.

Appeal against exclusion may be made only to the Pontifical Council *Cor Unum*. The Secretary-General of *Caritas Internationalis* must be informed of such an appeal by the Member Organization concerned.

2.4 The withdrawal of approval or authorization by the Episcopal Conference or equivalent leads to automatic loss of membership (cf. Statutes, art. 4.4).

## CHAPTER II

### Organizational Structures

#### Article 3

##### *General Assembly*

3.1 The General Assembly is convened by the President. The Secretary-General, in accordance with the President's instructions, announces the date, place and proposed agenda of the General Assembly.

3.2 The Member Organizations and the Holy See must be notified by the Secretary-General at least one hundred and eighty days before the opening of an ordinary session of the General Assembly.

3.3 The agenda of an ordinary session is established by the Executive Board. Member Organizations may submit requests for items to be included on the agenda up to ninety days before the General Assembly. Further details are defined by the Representative Council.

3.4 The President, or if for some grave reason he is unable to discharge this responsibility and / or cannot be reached within a week, the First Vice President, may convene an extraordinary session of the General Assembly, announcing the date, place and agenda of the meeting. The President is obliged to convene an extraordinary session at the request of at least one third of the Member Organizations of the Confederation from a minimum of two Regions, or upon a Representative Council decision made with a two-thirds majority of the members present.

3.5 The Member Organizations and the Holy See must be formally notified by the Secretary-General at least sixty days before the opening of an extraordinary session of the General Assembly.

3.6 The agenda of an extraordinary General Assembly is to include only those points that motivated its convocation, which may not be altered during the session.

3.7 The Secretary-General sends to the Member Organizations, thirty days in advance, the necessary documentation to allow adequate preparation for their representatives who will attend a General Assembly, whether ordinary or extraordinary.

3.8 The General Assembly is conducted by a Presiding Board composed of the President, the Vice Presidents and the Regional Presidents of *Caritas Internationalis*, which performs this duty until the close of the Assembly. The Presiding Board is chaired by the President or, in his absence, by a Vice President or by another member of the Presiding Board appointed by the President. It is assisted by the Secretary-General. The principal function of the Presiding Board is to take all necessary measures to ensure the smooth running of the General Assembly and to guarantee full compliance with the legal prescriptions, Statutes, Internal Rules and relevant procedures decided by the Representative Council.

3.9 One of the members of the Presiding Board should be appointed as Notary. The Notary is to keep an accurate record of all the proceedings of the General Assembly and to send a copy to the Pontifical Council *Cor Unum*.

3.10 The representatives or delegates of the Pontifical Council *Cor Unum* participate *ex officio* in the General Assembly, with full speaking rights but without a vote. The members of the Support Commission may participate in the General Assembly, with full speaking rights but without a vote. Their request to participate may not be refused.

3.11 The Executive Board as well as the President and, with consent of the President, the Secretary-General of *Caritas Internationalis* may invite observers and special guests to the General Assembly or to individual sessions or meetings within the General Assembly. Guests may be invited to speak but have no right to vote.

3.12 The working languages of *Caritas Internationalis* - English, French, Spanish and Italian - are used for the General Assembly. Additional languages may be used by a decision of the Executive Board.

3.13 With the help of the Secretary-General, a Credentials Committee, appointed by the outgoing Representative Council and composed of three of its members, examines the credentials of the representatives of the Member Organizations and the validity of proxies, checks whether Member Organizations have paid their statutory fees to *Caritas Internationalis*, verifies their voting rights, as determined in Chapter VI of these Internal Rules, and subsequently reports to the General Assembly at the first session. This Committee is to provide information, if requested to do so by the person chairing a session, about the voting rights of the Member Organizations present and also - in accordance with the Statutes and the Internal Rules of *Caritas Internationalis* - about the majorities required in order to reach valid decisions. Within a month of the close of the General Assembly, the Secretary-General is to send to the Pontifical Council *Cor Unum* and to the Secretariat of State a copy of the Report of the Credentials Committee.

3.14 A Member Organization may be represented by another Member Organization on production of a valid written proxy. Each Member Organization is entitled to hold only one such proxy. A proxy is effective for purposes of determining quorum and vote. This means that a Member Organization represented through a valid written proxy is counted as present.

3.15 The conduct of business and further details are established by the Representative Council as provided in Article 21 of these Internal Rules.

3.16. Unless provided otherwise within the Statutes or these Internal Rules, the General Assembly's decisions are made by show of hands, unless one fifth of the Member Organizations present physically or by proxy with the right to vote in the statutory session asks for a secret ballot. For the quorum of the General Assembly, see Article 9 of the Statutes, Chapter VII of the Internal Rules and the procedures for the General Assembly as established by the Representative Council.

## Article 4

### *Representative Council*

4.1 As provided by Article 10 of the Statutes, the Representative Council is composed of:

- a) the President;
- b) the Regional Presidents;
- c) the Treasurer;
- d) the delegates of the Member Organizations appointed and ratified as set forth in Article 10.2 of the Statutes.

4.2 The General Assembly ratifies the decisions of the outgoing Representative Council regarding the total number of Member Organizations that are to become members of the incoming Representative Council and, of this total, the number corresponding to each Region, within the framework of Article 10.2 of the Statutes and mindful of the need to ensure adequate representation of all Regions.

4.3 The Representative Council is to draw up its own internal rules, which are also to apply to the provisions of Article 10.8 of the Statutes. The acts of the Representative Council must be signed by all its members, including those opposed to its decisions, who may, if they wish, present a minority motion.

4.4 The Secretary-General of *Caritas Internationalis* and the Chairperson of the Legal Affairs Commission participate *ex officio* in the meetings of the Representative Council in accordance with Articles 10.4 and 10.5 of the Statutes. The Secretary-General is responsible for ensuring that all the proceedings of the Representative Council are accurately recorded.

4.5 The representatives or delegates of the Pontifical Council *Cor Unum* participate *ex officio* in the Representative Council with full speaking rights but without a vote. The members of the Support Commission may participate in the Representative Council, with full speaking rights but without a vote. Their request to participate may not be refused.

4.6. The President may invite official guests to the meetings of the Representative Council to speak on specific matters.

4.7 All the members of the Representative Council are elected for a four-year term, beginning at the close of the General Assembly that elected or ratified them up to the close of the following ordinary General Assembly. It falls to the incoming Representative Council, whose members are elected and / or ratified by the General Assembly, to elect the Vice Presidents and the Secretary-General during the same General Assembly.

4.8 A person elected who has served two consecutive terms on the Representative Council may not be re-elected without a break of at least one full term. This provision does not limit eligibility for the office of President. A Member Organization which has served two consecutive terms on the Representative Council may not be re-elected without a break of at least one full term.

4.9 Membership of the Representative Council ceases by:

- a) voluntary resignation;
- b) severance of any legal relationship with the Regional Conference that supported the member's election;
- c) any case of serious personal misconduct, signalled by the competent ecclesial authority, or any case of serious proven failure in the execution of the member's duties.

4.10 In the event that between two ordinary General Assemblies a vacancy should occur among the Regional Presidents or Member Organizations elected by the Regions onto the Representative Council, the said vacancy is to be filled by the Region and ratified by the Representative Council, unless otherwise provided within the Statutes or Internal Rules.

4.11 The members of the Representative Council serve *Caritas Internationalis* and the global interests of the Confederation must be their priority.

4.12 The Representative Council meets in extraordinary session if the majority of its members, consulted in writing, agree on the need, date, and place of such a session. Each member of the Representative Council and the Secretary-General of *Caritas Internationalis* have the right to request such consultation, and their request may not be refused. It is the Secretary-General's responsibility to carry out the consultation and, if the majority of the members of the Representative Council so decide, to convene an extraordinary session.

4.13 The Representative Council takes such decisions as are necessary for the good governance of *Caritas Internationalis* and the promotion of its work, and exercises all the functions set forth in Article 10 of the Statutes.

4.14 The Representative Council proposes amendments of the Statutes and Internal Rules of *Caritas Internationalis* to the General Assembly.

4.15 The Representative Council deliberates and adopts policies and procedures within the limits of the Statutes, Internal Rules and the strategic framework of *Caritas Internationalis*.

4.16. The Representative Council adopts all the norms, directives and procedures needed for the implementation of the Internal Rules.

4.17 The Representative Council, having consulted the Executive Board and the Treasurer, makes decisions on the following matters:

- a) policies for the provision of reserve funds to assist the long-term financial viability of *Caritas Internationalis*;
- b) financial and budgetary policies;
- c) authorization of acts that exceed the limits and conditions of ordinary administration;
- d) establishing limits and procedures for placing acts of extraordinary administration, with the approval of the Pontifical Council *Cor Unum*;
- e) alienation of goods belonging to the patrimony of *Caritas Internationalis* below the sum requiring the permission of the Holy See;
- f) approval of the annual budget within the four-year financial framework, at the request of the Executive Board, and after consulting the Finance Commission through the Treasurer as well as the Support Commission. An explicit request must be made to the Pontifical Council *Cor Unum* for approval of an annual budget that anticipates a deficit and/or a reduction of net patrimony (cf. General Decree of 2 May 2012, Art. 6. 8°);
- g) with regard to acts of alienation of goods belonging to the patrimony of *Caritas Internationalis* for sums requiring the permission of the Holy See, the Representative Council decides, at the request of the Executive Board and after consulting the Finance Commission through the Treasurer as well as the Support Commission, whether or not such acts are needed and, in the event of a positive decision, it requests permission from the Pontifical Council *Cor Unum*;
- h) at the suggestion of the Treasurer and of the Executive Board, it chooses one or more internationally recognized external auditors to carry out the annual external audit and requests the necessary prior authorization from the Pontifical Council *Cor Unum*, as provided in Article 1 §7 of the General Decree dated 2 May 2012;
- i) having received the annual audit, prepared by the external auditors and reviewed by the Support Commission, it approves the annual accounts presented by the Executive Board.

## **Article 5**

### *Executive Board*

5.1 As provided by Article 11 of the Statutes, the Executive Board is composed of:

- a) the President;
- b) the first and second Vice Presidents;

- c) one delegate elected by the Representative Council;
- d) three individuals appointed by the Supreme Pontiff.

5.2 The member of the Executive Board indicated in Article 5.1. c) is elected as an individual and not as a delegate of his / her particular region. *Ex officio* members of the Representative Council and representatives or delegates of Member Organizations on the Representative Council are eligible for this position. The President and the Regional Presidents have the right to nominate candidates for this office.

5.3 All members of the Executive Board serve *Caritas Internationalis* and the global interests of the Confederation must be their priority.

5.4 The Secretary-General and the Treasurer take part in the meetings of the Executive Board in accordance with Article 11.2 of the Statutes, with full speaking rights but without a vote.

5.5 The chairpersons of the relevant commissions and committees may be invited to meetings of the Executive Board for particular reasons at the discretion of the President or of the Executive Board. If invited, they take part in the meetings with full speaking rights but without a vote.

5.6 All the members of the Executive Board are appointed or elected for a term not exceeding four years in duration, beginning at the close of the General Assembly that elected or ratified the President and the Vice Presidents of *Caritas Internationalis*, and concluding at the close of the following ordinary General Assembly. It is the right and duty of the incoming Representative Council, whose members are elected or ratified during the General Assembly, to elect the member of the Executive Board indicated in Art 5.1. c) during the same General Assembly.

5.7 A member of the Executive Board who has served two consecutive terms may not be re-elected without a break of at least one full term, except for the members who are appointed by the Supreme Pontiff. This provision does not limit eligibility for the office of President.

5.8 Membership of the Executive Board ceases by:

- a) voluntary resignation, accepted by the Representative Council or, in the case of members by pontifical appointment, by the Supreme Pontiff;
- b) severance of any legal relationship with *Caritas*, in the case of members not appointed by the Supreme Pontiff;
- c) dismissal, in the event of serious proven failure in the execution of the member's duties. For members by pontifical appointment, such dismissal is decided by the Supreme Pontiff.

5.9 The membership of the individual elected onto the Executive Board as provided in Article 5.1.c) may be revoked by the Representative Council. The said individual also relinquishes his or her place on the Executive Board if he or she ceases to be a member of the Representative Council. Should a vacancy arise in this position, it is to be filled by the Representative Council in accordance with Article 5.2. The membership of the Executive Board of the persons appointed by the Supreme Pontiff may be revoked only by the Supreme Pontiff.

5.10 The Executive Board may be consulted electronically or in writing and is to conduct its business using technology available to all its members.

5.11 The Executive Board may meet in extraordinary session if at least five of its members, consulted in writing, agree on the need, date and manner of such a session. All members of the Executive Board as well as the Secretary-General and the Treasurer of *Caritas Internationalis* have the right to request such a consultation in writing and the request may not be refused. It falls to the Secretary-General - with the consent of the President of *Caritas Internationalis* or, if the President, for some grave reason, is unable to discharge this responsibility, with the consent of the first Vice President of *Caritas Internationalis* – to carry out the consultation and to convene an extraordinary session.

5.12 The Executive Board is responsible for preparing the four-year strategic plan, with assistance from the Secretary-General. It reviews the annual work plan and at least once every six months it receives financial reports prepared by the Secretary-General, reviewed by the Treasurer and by the Support Commission. It receives the reports of the Treasurer on the implementation of financial and budgetary policies, and on the management of reserve funds. In cooperation with the Treasurer and the Secretary-General it prepares the annual budget and annual accounts and presents them to the Representative Council.

5.13 The Executive Board sets up the committees deemed necessary for the work of *Caritas Internationalis*, takes decisions on their proposals, and receives reports on their activities.

5.14 The Executive Board is responsible for ensuring that all texts with moral or doctrinal content or character, of whatever kind, level, or circulation (internal or external), that *Caritas Internationalis* proposes to issue, are submitted for prior approval to the Pontifical Council *Cor Unum* (cf. General Decree of 2 May 2012, Art. 1 §2).

5.15 The Executive Board requests the approval of the Representative Council for draft governance policies and procedures.

5.16 A year before the date set for the ordinary General Assembly, the Executive Board establishes a working group of three persons, one of whom must be the President or his delegate, to prepare all the documents concerning the Secretary-General, including the contract of employment. The working group is to consult the Treasurer, unless he is already a member of the said working group, as well as the Support Commission. The Executive Board approves the documents relating to the appointment and employment

of the Secretary-General, and it submits the contract and all related documentation for the final approval of the Pontifical Council *Cor Unum* prior to the General Assembly.

5.17 Through the President of *Caritas Internationalis* or one of the Vice Presidents who is delegated for this purpose, the Executive Board monitors and supervises the work of the Secretary-General in line with the purposes of *Caritas Internationalis*, including the implementation of the strategic plan within the annual work plan and the annual budget. It falls to the Executive Board to carry out an annual review of the work of the Secretary-General. The Executive Board approves the organizational structures of the General Secretariat and submits for the approval of the Holy See, through the Pontifical Council *Cor Unum*, the terms and conditions of staff employment.

## **Article 6**

### *General Secretariat*

6.1 The work relationships of officers, including the Secretary-General, and the relationships of employment and cooperation entered into by *Caritas Internationalis* under whatever title and in whatever form, are governed by the relevant norms established by the Holy See, in accordance with the General Decree of 2 May 2012, Art. 2.3°. The social security arrangements are guaranteed by norms of their own.

6.2 The composition of the General Secretariat, its organizational structures and the terms and conditions of staff employment are drawn up by the Secretary-General, without prejudice to the provisions of Article 6.1, and are proposed to the Executive Board, which is asked to approve these arrangements, having consulted the Treasurer and the Support Commission.

6.3 Before taking office, staff members at management level are to take the oath indicated in art. 6.6° of the General Decree of 2 May 2012, in the presence of the President of *Caritas Internationalis* or his delegate, while employees are to take this oath in the presence of the Secretary-General. The oaths of the managers and the employees are necessary conditions for establishing and maintaining an employment relationship with the public canonical juridical person *Caritas Internationalis*.

6.4 The General Secretariat, directed and coordinated by the Secretary-General, works for the attainment of the purposes of *Caritas Internationalis*, including the implementation of the strategic plan. In particular it prepares the annual work plan, documents and reports, financial statements and, in collaboration with the Treasurer, the annual draft budget.

6.5 The General Secretariat coordinates Confederation support for national or regional *Caritas* organizations, especially in the event of grave emergencies.

## CHAPTER III

### Regions

#### Article 7

##### *Creation of Regions*

7.1 The creation of a Region and its recognition at the international level within *Caritas Internationalis*, as well as the modification or suppression of a Region or Regions, are decided by the General Assembly, with the *nihil obstat* of the Pontifical Council *Cor Unum*. To initiate this procedure, a proposal must be made to the Representative Council by at least two thirds of the Member Organizations belonging to the Region or Regions concerned. The Representative Council is to examine the proposal, request the *nihil obstat* of the Pontifical Council *Cor Unum* and make a recommendation to the General Assembly, with which the final decision rests.

7.2 The creation of a Region also requires fulfilment of the following conditions:

- a) the *nihil obstat* of the Episcopal Conferences concerned or of the equivalent authorities;
- b) a written commitment by the Member Organizations of the proposed region to provide adequate financial support to sustain the regional structure;
- c) a satisfactory demonstration that the Region will be able to meet minimum organizational and operational standards, comparable to those required for Member Organizations.

7.3 The Representative Council may apply to the General Assembly to modify or suppress a Region or Regions even without a formal request from the Member Organizations of the Region or Regions concerned. Such a decision would only be taken after all reasonable efforts by the Secretary-General to assist the Region or Regions concerned had failed.

#### Article 8

##### *Purposes of the Regional System*

The principal purposes of the Regional system are:

- a) to organize services that foster the full development of each Member Organization of the Region;
- b) to ensure a coordinated presence of the Region's Member Organizations where common issues arise;
- c) to offer a Regional contribution to the deliberations and programmes of *Caritas Internationalis* and to facilitate implementation in the Region of those initiatives

and directives for cooperation among all Member Organizations which have been determined at the international level.

## **Article 9**

### *Structure of the Regional System*

9.1 All Regions must have a Regional Conference made up of representatives of all the Member Organizations of the Region and a Regional President elected by this Conference. The Regional Conference may establish a Regional Commission. The Regional President and the *Caritas Internationalis* Representative Council members from the Region are *ex officio* members of the Regional Commission, where one exists. Membership of the Regional Commission and the nature of its work are to be defined by the Regional Statutes and / or Regional Internal Rules. The Regional Statutes and the Regional Internal Rules require initial approval from the Regional Conference. Final approval is given by the Pontifical Council *Cor Unum*, after the Executive Board of *Caritas Internationalis* has been consulted.

9.2 Each Region is to elect a delegate to act as liaison with the General Secretariat.

9.3 The Regional Conference may establish a Regional Secretariat or further cooperation bodies, where and when needed. Further details regarding the internal structure of the Regions are for the Regions themselves to decide, but they must comply with the norms established by the General Assembly and the Representative Council, canon law and local civil law, as well as the directives of the Pontifical Council *Cor Unum*.

9.4 Chapter VII of these Internal Rules, dealing with elections and voting procedures, applies *mutatis mutandis* to the Regions, unless otherwise stated by the Region's own Statutes and Internal Rules.

9.5 All Regions are to send a copy of their Annual Report, including the annual financial report of the Region, to the Secretary-General of *Caritas Internationalis*. This information is to be made available to the Pontifical Council *Cor Unum* as well as to the other competent Dicasteries and offices of the Holy See.

## **CHAPTER IV**

### **Offices**

## **Article 10**

### *President*

10.1 The President of *Caritas Internationalis* is elected by the General Assembly.

10.2 The President may be elected for no more than two terms, whether consecutive or not. After serving as President, whether for one or two terms, a person may not hold any other office in *Caritas Internationalis* without a break of at least one full term.

10.3 The President is not to hold concurrently any other office in *Caritas Internationalis*.

10.4 The President of *Caritas Internationalis* undertakes the duties set forth in Article 12.2 of the Statutes.

10.5 The President maintains a close relationship with the Holy See. He or she may share this task with one of the Vice Presidents or the Secretary-General of *Caritas Internationalis*.

10.6 The President of *Caritas Internationalis*, in accordance with Article 12.1 of the Statutes, leads the Confederation and promotes and supports its activities in the international arena.

10.7 The President works closely with the Secretary-General and oversees the latter's work.

10.8 In particular, the President is called to promote a spirit of ecclesial communion among the Member Organizations and Regions as well as among the Bishops responsible for individual *Caritas* organizations, bearing in mind their responsibility to foster the work and the pastoral dimension of their respective *Caritas* agency. The President strives to foster the pastoral dimension of joint activities promoting integral human development, to guarantee the authenticity of the *Caritas Internationalis* mission and the unity of the Confederation, to support Member Organizations and Regions, especially in times of difficulties, and to ensure respect for and faithful fulfilment of the Statutes and Internal Rules, all the prescribed rules and regulations and mutual cooperation agreements.

## **Article 11**

### *Vice Presidents*

11.1 The Vice Presidents, in accordance with Article 10.3 of the Statutes and the relevant provisions of these Rules, are elected by the Representative Council from among the Regional Presidents, subject to the ratification of the General Assembly. The Representative Council also votes on the order of precedence of the two Vice Presidents.

11.2 The Vice Presidents are elected in a personal capacity and may not receive instructions from their respective Regions in relation to their role as Vice Presidents of *Caritas Internationalis*; the global interests of *Caritas Internationalis* must be their priority.

11.3 The Vice Presidents together with the President and in agreement with him, represent and promote *Caritas Internationalis* in the international arena.

11.4 The Vice Presidents perform those functions or duties explicitly delegated to them by the President or entrusted to them by decision of the Representative Council.

11.5 In the event of incapacity, grave impediment, resignation or death of the President, the First Vice President, with the approval of the Pontifical Council *Cor Unum*, assumes the office until the next ordinary General Assembly.

11.6 In the event of incapacity, grave impediment, resignation or death of the first Vice President, the Representative Council appoints a new First Vice President *ad interim* with a mandate until the next ordinary General Assembly. Until such time as the Representative Council is able to meet, the other Vice President assumes the office of First Vice President. In the event of incapacity, grave impediment, resignation or death of both Vice Presidents, the President names a Vice President *ad interim* from among the Regional Presidents with a mandate until the next meeting of the Representative Council.

## **Article 12**

### *Treasurer*

12.1 The Treasurer is to be knowledgeable in financial matters, in canon and civil law, and known for his / her integrity. He / she must have served within a Member Organization.

12.2 The Treasurer assists the Representative Council and the Executive Board in matters related to the administration of the temporal goods, finances and reserve funds of *Caritas Internationalis*, ensuring compliance with the norms of the Code of Canon Law and other legal requirements relating to temporal goods.

12.3 The Treasurer is not to be related up to the fourth degree of consanguinity or affinity to any member of the Representative Council or the Executive Board, to the Secretary-General, the General Secretariat Staff or any person or member of any professional entity that the Treasurer recommends to the Representative Council, the Executive Board or the Secretary-General as a provider of financial services to *Caritas Internationalis*. The Treasurer must not have any personal or economic interest in any entity that he recommends.

12.4 In the event of a vacancy, the Representative Council is to elect a Treasurer *ad interim* with a mandate until the next ordinary General Assembly. This appointment must be confirmed by the Pontifical Council *Cor Unum*. Until such time as the Representative Council is able to meet, the President, having consulted the Vice Presidents, appoints a Treasurer *ad interim* with a mandate until the next meeting of the Representative Council.

12.5 The duties of the Treasurer, in addition to those set forth in Article 19 of the Statutes, are to:

- a) chair the Finance Commission;

- b) maintain regular contact with the Support Commission and facilitate contact between the Support Commission and other bodies of *Caritas Internationalis*;
- c) make recommendations to the Representative Council and the Executive Board and act as consultant to the Secretary-General in the development of proposals to the Representative Council and the Executive Board;
- d) advise the President and the Secretary-General on the requirements of the norms of the Code of Canon Law, especially those in Book V concerning ecclesiastical goods, as well as those concerning canonical juridical persons;
- e) advise the President and the Secretary-General on the requirements of any law of Vatican City State that is pertinent to *Caritas Internationalis*;
- f) propose to the Representative Council, having consulted the Secretary-General, three internationally recognized external Auditors for the annual external audit;
- g) in cooperation with the Support Commission, monitor and report on a regular basis to the Representative Council and the Executive Board on developments in the investment portfolio and financial reserves of *Caritas Internationalis*;
- h) in cooperation with the Support Commission, recommend financial and budgetary policies to the Representative Council.

12.6 The Treasurer ceases to hold office upon expiry of the period established in Art. 19.3 of the Statutes and in the following cases:

- a) resignation, accepted by the Representative Council;
- b) dismissal, decided by the Representative Council, in the event of serious proven failure in the execution of his duties;
- c) removal from office at the decision of the Pontifical Council *Cor Unum*, in the cases indicated in Art. 7 §3 of the General Decree of 2 May 2012.

### **Article 13**

#### *Secretary-General*

13.1 The job description and profile of the Secretary-General are decided by the Representative Council on the advice of the Executive Board.

13.2 The Secretary-General is elected by the Representative Council and his / her appointment is ratified by the General Assembly in accordance with Articles 9 and 10 of the Statutes.

13.3 In the event of a vacancy, the Representative Council, with the consent of the Pontifical Council *Cor Unum*, elects a Secretary-General with a mandate until the next ordinary General Assembly. Until such time as the Representative Council is able to meet, the President, having consulted the Vice Presidents, appoints a Secretary-General *ad interim* with a mandate until the next meeting of the Representative Council.

13.4 The Secretary-General ceases to hold office upon expiry of the period established in Art. 14.7 of the Statutes, and in the case of:

- a) resignation, accepted by the Representative Council;
- b) dismissal by the Representative Council or by the Holy See in the circumstances indicated in Article 7 of the General Decree of 2 May 2012 or in any case of serious proven failure in the execution of his duties.
- c) other circumstances provided for in the contract of employment mentioned in Article 5.16.

13.5 The Secretary-General is responsible for the execution of the decisions and directives of the General Assembly, the Representative Council and the Executive Board, and for the management of the affairs of *Caritas Internationalis*. The Secretary-General cooperates with the President in conducting relations with the Holy See in the terms established by Article 14 of the Statutes.

13.6 The Secretary-General is vested with all the necessary powers and faculties in order to administer and manage the affairs and activity of *Caritas Internationalis*. To file or conduct a lawsuit in a civil or canonical tribunal, or in a court of arbitration, he needs written authorization from the President. The President may give such authorization to the Secretary-General only after he in his turn has received written authorization from the Holy See (cf. General Decree of 2 May 2012, Art. 3.2°).

13.7 The Secretary-General manages and organizes the General Secretariat. In accordance with Article 14 of the Statutes, he is accountable to the Executive Board and relates to it through the President of *Caritas Internationalis*, unless the President has explicitly delegated this function to one of the Vice Presidents.

13.8 The Secretary-General fosters the development of the Regions and their participation in the work of *Caritas Internationalis*.

13.9 The Secretary-General, in collaboration with the Treasurer and after consulting the Support Commission, prepares the four-year financial framework and the annual budget and submits them to the Executive Board for review and amendment if needed. The Executive Board submits the four-year financial framework and the annual budget to the Representative Council for approval. It is the right and duty of the General Assembly to give final and definitive approval of the four-year financial framework.

13.10 The Secretary-General provides monthly financial statements to the Executive Board and to the Treasurer together with all other information requested of him.

13.11 In collaboration with the Treasurer and the Executive Board and after consulting the Support Commission, the Secretary-General prepares for the General Assembly the financial and economic report covering the period since the previous General Assembly.

13.12 The Secretary-General coordinates the activity of *Caritas Internationalis* at the international level, as set out in Art. 1 §§ 5 and 7 and Art. 3 of the General Decree of 2 May 2012.

13.13 The Secretary-General is responsible for promoting and implementing internationally agreed principles and standards.

13.14 The Secretary-General protects and authorizes proper use of the name and logo of *Caritas Internationalis*.

13.15 The Secretary-General designs the organizational structure and the work plan of the General Secretariat and submits them to the Executive Board for approval.

13.16 The Secretary-General engages the necessary personnel for the General Secretariat, within budgetary limits, and in compliance with canonical and Vatican legislation, especially Article 4 of the General Decree of 2 May 2012. For appointments at the most senior levels, having consulted the Treasurer and the Support Commission, he is to seek the approval of the Executive Board, always bearing in mind the international character of the General Secretariat.

13.17 The Secretary-General is the legal representative of *Caritas Internationalis*.

## **Article 14**

### *Permanent Commissions, Committees and Working Groups*

14.1 The Permanent Commissions are statutory commissions and form part of the structure of *Caritas Internationalis*. They are:

The Legal Affairs Commission;

The Finance Commission.

14.2 The Representative Council, after each General Assembly, establishes the Permanent Commissions with their respective mandates and terms of reference, including the number of members.

14.3 The members of the two Permanent Commissions and the Chairperson of the Legal Affairs Commission are elected by the Representative Council, by secret ballot. The Treasurer, who is elected by the General Assembly, is the *ex officio* Chairperson of the Finance Commission.

14.4 The Permanent Commissions are to consist of not less than two persons plus the chairperson. With the consent of the Secretary-General, they may invite experts to assist them.

14.5 The term of office of the Chairperson of the Legal Affairs Commission and of the members of each Permanent Commission continues until their successors are appointed by the Representative Council.

14.6 The office of the Chairperson of the Legal Affairs Commissions, as of all members of the Permanent Commissions, ceases by:

- a) resignation;
- b) any case of serious proven failure in the execution of their duties.

14.7 The Representative Council and the Executive Board, within their respective areas of competence, may set up such commissions, committees and working groups as are considered useful for the good functioning of *Caritas Internationalis*, establishing their mandates and terms of reference. The Representative Council and the Executive Board take decisions regarding proposals put forward by such commissions, committees and working groups, and monitor their activities.

14.8 The Secretary-General, within his areas of competence, may set up working groups or advisory groups in order to facilitate the co-ordination and development of activities and to guarantee technical assistance.

14.9 The members of all Commissions, Committees and Working Groups, especially the Candidates Committee, must observe the highest standards of confidentiality. The Executive Board oversees their work.

## **Article 15**

### *Candidates Committee*

15.1 One year before the date determined for an ordinary General Assembly, the Representative Council establishes a Candidates Committee, composed of one representative from each of at least five of the Regions, appointing one of them to act as chairperson. The Representative Council informs the Pontifical Council *Cor Unum* and the Secretariat of State of the names of the members of the Candidates Committee and requires its Chairperson to carry out the Committee's function in close contact with the Pontifical Council *Cor Unum* and to observe the confidentiality indicated in Article 6.2° of the General Decree of 2 May 2012 and in Article 17 of the Statutes.

15.2 The duties of the Candidates Committee are:

- a) to request the Member Organizations to submit, within the prescribed time, nominations for the offices of President, Treasurer and Secretary-General of

*Caritas Internationalis*. The Candidates Committee may also seek nominations for the these offices on its own initiative;

- b) to examine the nominations received for each position on the basis of the requirements set forth in the Statutes and Internal Rules and the profile approved by the Representative Council, and to put forward only those which adhere to the requirements;
- c) to ensure that the profile of the candidates for the post of Secretary-General meets professional standards;
- d) to ask the remaining nominees whether they are willing to be considered for these offices;
- e) to submit to the Pontifical Council *Cor Unum* the names of those who have been proposed for offices that require its preliminary approval, within the prescribed time and in the manner established by the norms governing *Caritas Internationalis*;
- f) to transmit the names of candidates eligible for the offices of President, Treasurer and Secretary-General to the Member Organizations and to the incoming Representative Council, prior to the General Assembly.

15.3 In carrying out the tasks indicated in Article 15.2, the Candidates Committee is to establish its own working method. The members of the Candidates Committee are to observe confidentiality with regard to the names and personal details of nominees. When a nominee has received the approval of the Holy See, he or she becomes an eligible candidate and his or her name and the personal details supplied to *Caritas Internationalis* cease to be confidential (cf. General Decree of 2 May 2012, Art. 6.2°).

## **Article 16**

Before beginning their respective mandates, and as a necessary juridical condition for assumption of their statutory offices, the President, the Secretary-General and the Treasurer, in the presence of the President of the Pontifical Council *Cor Unum*, take the oath established by Art. 6.6° of the General Decree of 2 May 2012.

## **CHAPTER V**

### **Temporal Goods**

#### **Article 17**

##### *Administration of Temporal Goods*

17.1 The temporal goods of *Caritas Internationalis*, as a public canonical juridical person, are ecclesiastical goods (CIC 1257).

This statutory norm and its consequences affect only the temporal goods of the public canonical juridical person *Caritas Internationalis*.

The legal status of diocesan and national *Caritas* organizations are unaffected by this provision.

Each organization must carry out the duties deriving from its own legal status, and it is the duty of the competent authority, especially the Bishops responsible for their respective *Caritas* agencies, to see to it that all legal requirements are fulfilled. *Caritas Internationalis* has no legal liability for its Member Organizations.

17.2 All temporal goods are to be used and managed in accordance with standard legal principles, the Code of Canon Law and the purposes of *Caritas Internationalis*.

17.3 The Executive Board is to ensure that all the norms of canon law, the laws of Vatican City State and other legal requirements concerning the administration of temporal goods are observed.

17.4 The Representative Council, on its own initiative or at the request of the Executive Board, and with the approval of the Pontifical Council *Cor Unum*, is to determine the limits and manner of ordinary administration and to define the acts which exceed the said limits and manner.

17.5 It falls to the Secretary-General, with the prior written consent of the Representative Council and the Executive Board, to execute acts of extraordinary administration.

17.6 The Representative Council is responsible for authorizing the sale, transfer, disposal and other forms of alienation of the stable patrimony of *Caritas Internationalis*, in compliance with the Code of Canon Law and Articles 1 §6, 2. 5° and 6. 7°-8° of the General Decree of 2 May 2012 and Art. 22.4 of the Statutes.

17.7 The Executive Board, with the favourable vote of the President of *Caritas Internationalis* and the consent of the Representative Council, is to petition the Pontifical Council *Cor Unum* for approval of acts of alienation that require such approval.

17.8 It falls to the Executive Board, having heard the recommendations of the Treasurer and in compliance with Article 1 §7 of the General Decree of 2 May 2012, to approve ethical and other criteria, investment strategies and investment advisors. The Representative Council is to seek the approval of the Pontifical Council *Cor Unum* before entering into contracts with external independent accountancy firms for the provision of services to or for *Caritas Internationalis*.

17.9 Besides the annual external audit provided for in Articles 4.19 g) and 12.5.f) and in addition to the right of the Holy See to request an audit at any time, one third of the

members of the Representative Council may request an external or internal audit. The Terms of Reference for such an audit are to be agreed with the Finance Commission.

17.10 The Representative Council establishes and maintains a code of conduct (including disciplinary measures) for all the officers and employees of *Caritas Internationalis* in matters concerning the administration of temporal goods.

17.11 The Finance Commission acts as the finance committee of *Caritas Internationalis*, as provided in CIC 1280. The members of the Finance Commission should be experts in civil law, accountancy and / or other relevant disciplines. The members of the Finance Commission are not to be related to any member of Representative Council, to the Secretary-General, or to the staff of the General Secretariat up to the fourth degree of consanguinity or affinity.

## CHAPTER VI

### Voting & Working Procedures

#### Article 18

##### *Voting Rights in the General Assembly*

18.1 Where there is one Episcopal Conference or equivalent authority in a country or territory, all *Caritas* Member Organizations approved by that Episcopal Conference or equivalent share one vote.

18.2 Where there is more than one Episcopal Conference or equivalent authority in the same country or territory, all Member Organizations in the said country or territory share one vote.

18.3 Where there is more than one country or territory covered by one Episcopal Conference or equivalent authority, the Member Organizations in each individual country or territory share one vote.

18.4 To exercise the right to vote at the General Assembly, Member Organizations must have paid, at least sixty days prior to the opening of the General Assembly, all the statutory fees which were due on 31 December of the year prior to the General Assembly, unless postponement of payment was granted, for serious reasons, by the Representative Council. Where Member Organizations share a vote, all the Member Organizations concerned must have paid their statutory fees by the due date in order to exercise their collective vote.

18.5 A Member Organization may be represented by another Member Organization upon written proxy. Each Member Organization is entitled to hold only one such proxy. Conditions set forth in Article 18.4 also apply to proxy representation and proxy voting: the representing as well as the represented Member Organization must both have paid their statutory fees.

## **Article 19**

### *Voting Rights in the Representative Council and the Executive Board*

19.1 Each member of the Representative Council and of the Executive Board has one vote. The President votes only when voting is tied.

19.2 There is no proxy representation or voting at the Representative Council and the Executive Board.

19.3 The voting in the Representative Council on the order of precedence of the two Vice Presidents takes place by secret ballot.

19.4 Members of the Executive Board must cast their vote: no abstentions are permitted.

## **Article 20**

### *Elections & Ratifications*

20.1 The elections of the President and the Treasurer by the General Assembly take place by secret ballot. To be elected, not only must a majority of those entitled to vote be present, but the candidate must also receive an absolute majority of the votes of the Member Organizations.

20.2 The elections of the Vice Presidents and the Secretary-General by the Representative Council take place by secret ballot. To be elected, a candidate must receive an absolute majority of the votes of members of the Representative Council physically present.

20.3 In any election by secret ballot, if none of the candidates obtains the necessary majority in the first ballot, there is a second ballot. If none of the candidates obtains the necessary majority in the second ballot, there is a third ballot between the two candidates who obtained the highest number of votes in the second ballot. If the third ballot is tied, the President has the casting vote, unless the vote is for the office of President and the sitting President is one of the candidates, in which case the contender is elected.

20.4 The election of Member Organizations to the Representative Council is carried out by the respective Regional Conferences.

20.5 All ratifications at the General Assembly take place by a show of hands, unless at least six Member Organizations from at least two different Regions call for a secret ballot.

20.6 The ratification of the Vice Presidents and the Secretary-General elected by the incoming Representative Council requires an absolute majority of the votes of the Member Organizations present physically or by proxy with the right to vote in the statutory session during which the ratification takes place.

20.7 All ratifications require an absolute majority of the votes of the Member Organizations present physically or by proxy with the right to vote in the statutory session during which the ratification takes place.

20.8 The order of elections, voting and ratifications at the General Assembly is as follows:

- a) election of the President;
- b) election of the Treasurer;
- c) ratification of the incoming Representative Council by the General Assembly;
- d) election, in the same ballot, of the first and second Vice Presidents by the incoming Representative Council;
- e) election of the Secretary-General by the incoming Representative Council;
- f) ratification by the General Assembly of the election of the two Vice Presidents and the Secretary-General;
- g) election by the incoming Representative Council of the member of the Executive Board indicated in Art. 5.1c.

20.9 Elections and secret ballots must comply with the prescriptions of CIC 173. Ratifications and other acts of the General Assembly agreed by show of hands must comply with the requirements of CIC 173 §4.

## **Article 21**

### *Working Procedures*

Guidelines and specific working procedures with regard to conduct of business, elections, ratifications, voting, and motions to be put to the General Assembly, the Representative Council and the Executive Board are established by the Representative Council.

## **CHAPTER VII**

### **Legal & Administrative Norms**

## **Article 22**

### *Official Signature and Correspondence*

22.1 Legally binding official documents, of public law or private law, in order to have the force of law for the Holy See, Vatican City State, other ecclesial Authorities, Governments, international intergovernmental Organizations or other public bodies, in

contracts or any other agreement entered into by *Caritas Internationalis*, must be signed by the Secretary-General.

22.2 For a decision of the General Assembly to be valid, it must be signed by the President, or by the First Vice President if the President is unable to participate, by the members of the Presiding Board and by the Notary.

22.3 At the close of the General Assembly, the Presiding Board notifies the Pontifical Council *Cor Unum* and the Secretariat of State of the names of all the new officers of *Caritas Internationalis*. Any change among the officers of *Caritas Internationalis* during the period between two General Assemblies must be communicated by the President to the competent authorities of the Holy See.

22.4 Decisions of the Representative Council are valid if they are signed by the President and all the members of the Representative Council, as established by Article 4.3 of these Internal Rules.

22.5 Decisions of the Executive Board must be signed by the President and by all the members of the Board, recording the votes for and against the decision. A particular record of the reason for a positive or negative vote must be kept, if any member of the Board so requests.

22.6 The correspondence of *Caritas Internationalis* is handled by the General Secretariat under the direction of the Secretary-General.

## **Article 23**

### *Dispute Resolution*

23.1 Any dispute regarding work relationships between *Caritas Internationalis* and its officers and employees, including work relationships with the Secretary-General, as well as any dispute regarding cooperation agreements or relationships entered into by *Caritas Internationalis* in any way and in any form, falls under the competence of the Labour Office of the Apostolic See (ULSA) according to its own statutory procedures (cf. Art. 11-20), even if the individuals concerned are not Vatican employees or otherwise treated as such.

23.2 Any dispute which arises between two or more Member Organizations or between *Caritas Internationalis* and one or more Member Organizations, must first be the subject of direct negotiation between the parties involved. If negotiation fails to resolve the dispute, the parties, with explicit authorization from their respective Episcopal Conferences or equivalent, are to engage in a formal mediation process with a mediator agreed by all those involved in the dispute. If mediation fails to resolve the dispute, the parties involved are to resort, with explicit authorization from their respective Episcopal Conferences or equivalent, to arbitration. The arbitrators should be appointed by one of the Episcopal Conferences of the Region, or if that is not possible, by the Pontifical Council *Cor Unum*. The right of appeal to the Tribunal of the Roman Rota (General

Decree of 2 May 2012, Art. 5 and CIC 1405 §3, 3<sup>o</sup>) remains, even when arbitration has taken place.

## **Article 24**

### *Delegation*

Wherever the Statutes or Internal Rules speak of delegation, any form of sub-delegation is excluded, unless the possibility of sub-delegation is granted explicitly in the act of delegation. Any delegation must be made in writing.

## **Article 25**

### *Interpretative Norms*

25.1 In the event of disagreement over the interpretation of a rule, a decision or a procedural question during the General Assembly or during a meeting of the Representative Council or the Executive Board, it is the President of *Caritas Internationalis* who decides, having consulted the Regional Presidents in attendance and, if possible, the Chairperson of the Legal Affairs Commission. Decisions of the President are final and are not to be discussed, challenged or appealed during the General Assembly or meeting of the Representative Council or the Executive Board at which they were taken.

25.2 In all other circumstances, the Representative Council, duly assisted by the Legal Affairs Commission, has the competence to make authoritative interpretations of the Statutes and Internal Rules. Against such a decision, any member of the Representative Council has the right to appeal within ten days to the Pontifical Council *Cor Unum*. Decisions that conflict with the relevant canonical and Vatican City norms may at any time be appealed to the Pontifical Council *Cor Unum*.

## **Article 26**

### *Official Version*

The official versions of the Statutes and Internal Rules are those in the English, Italian, Spanish and French languages.

## **Article 27**

### *Amendments*

27.1 The decision to seek amendment of the Statutes or Internal Rules rests with the General Assembly. In the period between General Assemblies, this decision rests with the Representative Council.

27.2 When a proposed amendment has been agreed by the Representative Council, it is for the Legal Affairs Commission, assisted by the Secretary-General, to draft the

amended text, which is then circulated to the Support Commission and the Member Organizations for consultation. At the conclusion of the consultation, a two-thirds majority of those present at a meeting of the Representative Council is needed for amendments of the Statutes or Internal Rules to be proposed to the General Assembly.

27.3 The text of the proposed amendment of the Statutes or the Internal Rules is submitted to the General Assembly for a decision in accordance with Article 9 of the Statutes.

27.4 The amendments of the Statutes or the Internal Rules adopted by the General Assembly are then submitted to the Pontifical Council *Cor Unum* for the final approval of the Holy See (cf. General Decree of 2 May 2012, Art. 2).

27.5 The General Assembly decides on Transitional Norms insofar as such transitional norms are necessary.

## **Article 28**

### *Entry into Force*

The present Statutes and Internal Rules enter in force immediately. The amendments of the Statutes or Internal Rules that are adopted by the General Assembly take effect one month after receipt of the Holy See's approval.

From the Vatican, 2 May 2012