



CARITAS INTERNATIONALIS

STATUTES AND RULES

2006 EDITION

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STATUTES

Text presently in force including amendments of 1962, 1969, 1972, 1975, 1979,1991 and 2003.

Ratified by the XI General Assembly in 1979, and approved by the Holy See the same year.

Approval renewed in 1995 for a 4-year period, in accordance with the terms of the Holy See Decree granting legal status to Caritas Internationalis¹.

¹ *For text of Decree and Approval see pages 16-22*

ARTICLE 1

Official Name²

An international confederation of Catholic organisations is constituted for charitable and social action, under the title "Caritas Internationalis".

ARTICLE 2

Objectives

The objective of Caritas Internationalis is to assist its members in spreading charity and social justice in the world.

To this end, without limiting the right of each member of Caritas Internationalis to speak and act in its own capacity at the international and interdenominational level, it proposes, in particular:

- A. to stimulate and aid national Caritas organisations to participate, by means of active charity, in the assistance, advancement, and integral development of the most underprivileged, within an overall pastoral programme;
- B. to study, if possible with other international organisations, the problems arising from poverty in the world, to investigate the causes, and propose solutions in accordance with justice and the dignity of the human person, and to encourage national Caritas organisations to undertake study and research in collaboration with each other;
- C. to foster, with the approval of the local hierarchy, the foundation of a national charitable organisation in those countries where no such organisation exists, and, if necessary, contribute towards its development;
- D. to promote collaboration between Member Organisations and the coordination of their international activities, without infringing on their autonomy;
- E. to participate in the efforts of all people to better their individual and collective standards of living, in order to achieve full human development;
- F. to encourage and coordinate relief work by Member Organisations in cases of disaster, whenever and wherever particular events require emergency intervention

² *The sub-titles are not part of the official approved text.*

and, when no competent or adequate local organisation exists, to undertake implementation on the spot;

- G. to represent Member Organisations that comply with the present statutes at interdenominational and international levels;
- H. to attain cooperation with other international aid and development organisations as far as possible.

ARTICLE 3

Membership

Charitable organisations of a national character, approved by their respective hierarchies and authorized to represent all the charitable organisations of that country; national organisations authorized by their respective Episcopal Conferences; and international organisations recognised by the Holy See which are dedicated to charitable action in the service of human advancement and development, are all eligible for membership of Caritas Internationalis, following acceptance by the General Assembly.

In the event that no single representative body of all the charitable organisations of a country yet exists, several charitable organisations of a national character, on proposal by their hierarchy, may be elected members of Caritas Internationalis. Each country, however, has the right to only one vote.

ARTICLE 4

The Regions

Caritas Member Organisations from different Regions will meet at Regional Conferences with the aim of promoting and harmonizing the work within the Region.

The Regional Conferences will elect their Regional president, who will also become Vice Presidents of Caritas Internationalis for their respective continent, during the General Assembly of Caritas Internationalis, at which time they will also elect their representatives on the Executive Committee of Caritas Internationalis.

Regional Conference can create regional co-operation bodies, where appropriate, whose function, in liaison with the General Secretariat of Caritas Internationalis, is to assist the co-ordination of the work of the region to promote collaboration between Member Organisations of that region.

ARTICLE 5

Official Headquarters

The official headquarters of Caritas Internationalis are in Vatican City.

ARTICLE 6

Organisational Structures

Caritas Internationalis is made up of the following official bodies:

- the General Assembly;
- the Executive Committee;
- the Bureau;
- the General Secretariat.

ARTICLE 7

The General Assembly

The General Assembly is made up of one representative from each of the Member Organisations of Caritas Internationalis.

It meets in ordinary session every four (4) years.

The General Assembly:

- A. decides on the admission of new members put forward by the Executive Committee;
- B. elects the President and the Treasurer and ratifies the members of the Executive Committee appointed by the Regional Conferences;
- C. ratifies, for a period of four (4) years, the appointment of the Secretary General made by the Executive Committee;
- D. discusses and approves the report on activities and the statement of accounts for the interim period since the last General Assembly;
- E. decides upon a plan of action and a budgetary plan for the next four (4) years, including estimates of the income required;

- F. sets the amount of membership fees, which may be adjusted by the Executive Committee in line with the cost of living index in the place where Caritas Internationalis has its headquarters;
- G. examines problems concerning the activities of Caritas Internationalis, and in particular, those which are submitted to it by Member Organisations;
- H. approves the rules relating to the rights, tasks, and powers of the bodies of Caritas Internationalis.

ARTICLE 8

The Executive Committee

The Executive Committee consists of the President and the Treasurer elected by the General Assembly, and the members appointed by the Regional Conferences and ratified by the General Assembly. The Secretary General is a member of the Executive Committee, but does not have the right to vote.

The functions of the Executive Committee are as follows:

- A. to act as the executive body of the General Assembly;
- B. to carry out the decisions and directives of the General Assembly;
- C. to set up the committees deemed necessary for the successful working of Caritas Internationalis, take decisions on their proposals, and receive reports on their activities;
- D. to take all decisions necessary for the promotion of the work of Caritas Internationalis;
- E. to approve the annual budget and to require annual audits;
- F. to undertake any other function conferred on it by the General Assembly in accordance with the Rules.

The Executive Committee will meet at least once a year, and more often if necessary, at a time and place decided by it.

The Executive Committee may be consulted in writing.

The Executive Committee may meet in extraordinary session if the majority of its members, consulted in writing, agree on the need, time, and place of such a session.

ARTICLE 9

The Bureau

The Bureau is made up of the President, the Vice Presidents, and the Treasurer.

The Bureau:

- A. determines the working conditions of the General Secretariat and ensures that it runs smoothly;
- B. appoints delegates and expert representatives to official bodies and other agencies;
- C. takes all the measures necessary for the promotion of the work of Caritas Internationalis, according to the guidelines drawn up by the Executive Committee;
- D. undertakes all the other functions which may be delegated to it by the Executive Committee.

ARTICLE 10

The President

The President:

- A. presides at the sessions of the General Assembly, the Executive Committee, and the Bureau;
- B. only votes when the votes are equal, both at the General Assembly and at the meetings of the other bodies that he/ she chairs;
- C. is a member *ex-officio* of all committees and commissions;
- D. is the official representative of Caritas Internationalis to the Holy See and to all other organisations.

ARTICLE 11

The General Secretariat

The General Secretariat consists of the Secretary General and the necessary personnel.

The function of the General Secretariat, under the direction of the Secretary General, is:

- A. to carry out whatever work the General Assembly, the Executive Committee, and the Bureau may entrust to it;
- B. to be concerned with long-term and serious forms of poverty in the world and with the giving of aid to developing or less fortunate countries and, in order to do this, to be familiar with the relief programmes of Member Organisations.

ARTICLE 12

Financing

The financing of Caritas Internationalis will be ensured:

- A. by the annual contributions of the Member Organisations, and by registration fees for each session of the General Assembly;
- B. by contributions and gifts.

ARTICLE 13

Amendments to the Statutes

The provisions of the present Statutes can be amended by the General Assembly, provided that there is a two-thirds majority of the votes of the Member Organisations represented there.

ARTICLE 14

Internal Rules

The application of the provisions of the present Statutes is determined by Rules concerning internal control drawn up by the Executive Committee and ratified by the General Assembly.

ADDITIONAL PROTOCOL*

Relations with the Holy See

ARTICLE 1

The Holy See appoints an Ecclesiastical Advisor to Caritas Internationalis.

This Ecclesiastical Adviser participates officially at all sessions of the General Assembly and at meetings of the Executive Committee and the Bureau.

ARTICLE 2

The names of all candidates for the post of President and Secretary General shall be submitted for approval by the Holy See at least two (2) months before being officially proposed for the vote of the General Assembly.

ARTICLE 3

All further changes to these Statutes, including any possible move of the headquarters of Caritas Internationalis, shall be submitted for the approval of the Holy See.

* This additional protocol to the Statutes of Caritas Internationalis has statutory value.

CARITAS INTERNATIONALIS LEGAL STATUS

1. DECREE OF 19 JULY 1976

(Original Italian Text)

PONTIFICIA COMMISSIONE PER LO STATO DELLA CITTA DEL VATICANO

IL DELEGATO SPECIALE DELLA PONTIFICIA COMMISSIONE PER LO STATO
DELLA CITTA DEL VATICANO

Vista la legge 24 giugno 1969, n. LI;

Vista la legge 7 giugno 1929, n. II;

Vista la domanda in data 17 aprile 1975, con la quale il Presidente della Caritas Internationalis chiede che venga attribuita a tale organizzazione la personalità giuridica;

Vista la lettera della Segreteria di Stato in data 28 giugno 1975, n. 285264.

DECRETA

Art. 1 - E' riconosciuta la personalità giuridica alla "Caritas Internationalis", confederazione internazionale di organismi cattolici di azione caritativa e sociale, avente sede nello Stato della Città del Vaticano.

Art. 2 - La "Caritas Internationalis" è retta da uno Statuto, che resterà depositato nell'Archivio del Governatorato e che è approvato per tre anni dalla data del presente decreto.

Art. 3 - E' autorizzato l'esercizio da parte della "Caritas Internationalis" delle attività inerenti allo scopo dell'organizzazione, in conformità allo Statuto.

Per qualsiasi atto eccedente l'ordinaria amministrazione è necessaria l'autorizzazione della Santa Sede.

Art. 4 - La "Caritas Internationalis" dovrà presentare alla Santa Sede, entro il 30 giugno di ogni anno, una relazione sulla attività economico-finanziaria dell'Ente.

f.to Giulio Sacchetti
Città del Vaticano, 19 Luglio 1976

Nota:

Il Decreto di riconoscimento della personalità giuridica della CARITAS INTERNATIONALIS è stato notificato a:

MINISTERO DEGLI INTERNI DELLA REPUBBLICA ITALIANA
Direzione Generale Affari del Culto
in Roma il 6 marzo 1984

PREFETTURA DI ROMA, Direzione Culti
in Roma il 6 marzo 1984

(Unofficial Translation)

PONTIFICAL COMMISSION FOR THE VATICAN CITY STATE

SPECIAL DELEGATE OF THE PONTIFICAL COMMISSION FOR THE VATICAN CITY STATE

IN CONSIDERATION OF:

- Law no. LI of 24 June 1969;
- Law no. II of 7 June 1929;
- the letter of 17 April 1975 in which the President of Caritas Internationalis requests that the organisation be accorded legal status;
- the letter of the Secretary of State of 28 June 1975, no. 285264;

HEREBY DECREES

Art. 1: that the official legal status of "Caritas Internationalis", the international confederation of Catholic organisations concerned with social and charitable action, with headquarters in the Vatican City State, is recognized;

Art. 2: that "Caritas Internationalis " is governed by Statutes which have been deposited in the Archives of the *Governatorato* and which have been approved for three years from the date of this decree;

Art. 3: that "Caritas Internationalis" is authorized to undertake activities in accordance with the aims of the organisation and in accordance with its Statutes. The authorization of the Holy See is required for activities whose scope is beyond ordinary administration;

Art. 4: that "Caritas Internationalis" must submit a financial report on its activities before 30 June each year.

(signed) Giulio Sacchetti
Vatican City, 19 July 1976.

N.B.

Notice of this Decree recognising the legal status of Caritas Internationalis has been sent to:

THE MINISTRY FOR INTERNAL AFFAIRS OF THE REPUBLIC OF ITALY
Department of Religious Affairs, Rome, 6 March 1984.

THE CHIEF COMMISSIONER OF POLICE
Office for Religious Affairs, Rome, 6 March 1984.

APPROVAL OF THE STATUTES

II. DECREE OF 11 NOVEMBER 1995

(Original Italian Text)

PONTIFICIA COMMISSIONE PER LO STATO DELLA CITTA DEL VATICANO

IL DELEGATO SPECIALE DELLA PONTIFICIA
COMMISSIONE PER LO STATO DELLA CITTA DEL
VATICANO

Vista la Legge 24 giugno, n. LI;

Vista la Legge 7 giugno 1929, n. II;

Visto il Decreto del 19 luglio 1976, con il quale riconosciuta la personalit  giuridica alla "Caritas Internationalis", confederazione internazionale di organismi cattolici di azione caritativa e sociale, avente sede nello Stato della Citt  del Vaticano, retta da uno Statuto, che con il suddetto Decreto venne approvato per tre anni, a decorrere dal 19 luglio 1976;

Visto il Decreto del 9 marzo 1991, n. 208.375, con il quale veniva approvato per quattro anni, dalla data del 31 maggio 1991, lo Statuto della Caritas Internationalis, con le modifiche di cui alla lettera medesima Caritas Internationalis del 20 giugno 1979, n. 46179;

Vista la lettera del 29 aprile 1995, con la quale la Caritas Internationalis chiedeva il rinnovo dell'approvazione dello Statuto, e le lettere della Segretaria di Stato del 20 maggio e 7 novembre 1995, n. 370.343:

DECRETA

Art. 1 - E' prorogata per quattro anni, dalla data del 31 maggio 1995, l'approvazione concessa con il precedente Decreto del 9 marzo 1991, n. 208375, all'accluso Statuto della Caritas Intemationalis del 20 giugno 979, n. 46/79 che pure viene allegata.

Lo Statuto, con le modifiche di cui sopra, resterà depositato nell' Archivio del Governatorato.

Art. 2 - Per quanto non previsto nel presente Decreto, rimangono in vigore le disposizioni del Decreto del 19 luglio 1976, concernente il riconoscimento della personalità giuridica della "Caritas Internationalis".

F.to Giulio Sacchetti
Città del Vaticano, 11 Novembre 1995

(Unofficial Translation)

PONTIFICAL COMMISSION FOR THE VATICAN CITY STATE

SPECIAL, DELEGATE OF THE PONTIFICAL COMMISSION FOR THE VATICAN CITY STATE

IN CONSIDERATION OF:

- Law no. LI of 24 June 1969;
- Law no. II of 7 June 1929;
- the official Decree of 19 July 1976 which recognised the legal status of Caritas Internationalis, the international confederation of Catholic organisations concerned with social and charitable action, with headquarters in the Vatican City State, governed by Statutes which, in the same Decree, were approved for a period of three years from 31 July 1976;
- the official Decree no. 208.375 of 9 March 1991 which approved the Statutes of Caritas Internationalis for four years with effect from 31 May 1991, including the changes requested by Caritas Internationalis in its letter, ref. no. 46/79, of 20 June 1979;
- the letters, ref. no. 370.343, of 20 May and 7 November 1995 from the Secretary of State in reply to a letter of 29 April 1995 from Caritas Internationalis requesting renewal of approval of its Statutes;

HEREBY DECREES

Art. 1: that the approval of the Statutes of Caritas Internationalis granted by Decree no. 208375 of 9 March 1991 and modified according to the changes requested by Caritas Internationalis in its letter, ref. no. 46/79, of 20 June 1979, has been extended for a four-year period with effect from 31 May 1995. The amended Statutes will remain deposited in the Archives of the *Governatorato*.

Art. 2: that all other matters not provided for in this Decree shall remain subject to the conditions of the Decree of 19 July 1976 concerning the legal status of Caritas Internationalis.

(Signed) Giulio Sacchetti
Vatican City, 11 November 1995

LETTER FROM POPE JOHN PAUL II TO GRANT PUBLIC CANONICAL LEGAL STATUS TO CARITAS INTERNATIONALIS

Introduction

In 2004, Pope John Paul II granted Caritas Internationalis public canonical legal status. The details are contained in the chirografo (legal letter), *During the Last Supper*, below . Please note the section which reads: "Therefore, in acknowledgement of the ecclesial role performed by this well-deserving Confederation, and in acceptance of the request specifically submitted in this regard, pursuant to apostolic authority and the Code of Canon Law, I hereby grant *Caritas Internationalis* public canonical legal status (see cann. 116-123 of the Code of Canon Law). **I hereby ratify the Statutes and Rules of *Caritas Internationalis*, which should be interpreted in the light of the provisions laid down in this chirograph.** Any amendment to said provisions, or any transfer of the headquarters of Caritas Internationalis, which are currently located in Rome, should be subject to my ratification."

To my Venerated Brother
Msrgr YOUHANNA FOUAD EL-HAGE
Maronite Archbishop of Tripoli, Lebanon
President of Caritas Internationalis

1. During the Last Supper, on the eve of his Passion, the Lord Jesus made a specific request to his Apostles: "A new command I give you: Love one another. As I have loved you, so you must love one another" (*John* 13:34). Sustained by this mission, the Church has proclaimed the Gospel and bestowed the grace of the sacraments, always making sure to accompany its action with the witness of love.

Therefore, since the beginning, the life of the Christian community has been characterised by the active exercise of charity, expressed in particular through attention to the poor and vulnerable (see *Acts* 2:42-47). For almost two hundred years, diocesan and parish groups emerged and subsequently took on the name of *Caritas*, with the purpose of helping those in need. As time went by, they also began to organise themselves at national and international levels.

In the context of the Holy Year of 1950, my Venerated Predecessor, the Servant of God, Pope Pius XII, wished to create an organisation in Rome which, at the level of the universal Church, would bring together national charitable organisations authorised by

their respective episcopates, with a view to fostering mutual knowledge, coordination and collaboration in carrying out charitable and social activities around the world. My other predecessors also took a paternal and active interest in the development of *Caritas Internationalis*. The Servant of God, Pope Paul VI, was therefore able to affirm with satisfaction that the organisation was "at work everywhere" (Encyclical *Populorum progressio*, 46).

2. Arising from the impetus given by this Apostolic See, which has subsequently followed and guided its activities, *Caritas Internationalis* consists of a Confederation of charitable organisations that are, in general, national *Caritas*. Without diminishing the due autonomy of these national *Caritas*, the Confederation promotes collaboration by carrying out tasks of animation, coordination and representation. Therefore, *Caritas Internationalis*, by its origin and nature, is closely linked to the Shepherds of the Church and, in particular, to Peter's Successor, who presides over universal charity (see Saint Ignatius of Antioch, *Ep. ad Romanos*, inscr.), and takes inspiration for its action from the Gospel and the tradition of the Church.

Since its establishment *Caritas Internationalis* has carried out many important initiatives via the organisations that comprise it, achieving prestige and recognition, including from civil authorities.

3. Therefore, in acknowledgement of the ecclesial role performed by this well-deserving Confederation, and in acceptance of the request specifically submitted in this regard, pursuant to apostolic authority and the Code of Canon Law, I hereby grant *Caritas Internationalis* public canonical legal status (see cann. 116-123 of the Code of Canon Law). I hereby ratify the Statutes and Rules of *Caritas Internationalis*, which should be interpreted in the light of the provisions laid down in this chirograph. Any amendment to said provisions, or any transfer of the headquarters of *Caritas Internationalis*, which are currently located in Rome, should be subject to my ratification.

Due to the special bond between *Caritas Internationalis* and the Apostolic See, the list of candidates for the offices of President and Secretary General of the Confederation should be submitted for approval by the Pope, before being officially proposed for a final vote by the General Assembly.

Furthermore, the Holy See, having obtained appropriate advice, shall appoint an Ecclesiastical Advisor who has the right to participate in the activities of the institutional bodies.

4. Pursuant to the Apostolic Constitution *Pastor Bonus* (see art. 146 § 2), I hereby entrust responsibility for following and accompanying the activities of *Caritas Internationalis*, at both international and regional levels, to the Pontifical Council *Cor Unum*. The Dicastery will thereby be duly informed of the Confederation's initiatives at various levels and shall have the right to participate in the meetings of its bodies, and meetings regarding

coordination of the activities promoted by *Caritas Internationalis*. The said Pontifical Council will contribute to keeping alive the ecclesial spirit in the Confederation and, in particular, will make sure that the activities of its members, carried out under international coordination, are executed in collaboration with the local Churches concerned and their pastors. Finally, *Caritas Internationalis* shall submit the documents of orientation it intends to issue to the Pontifical Council *Cor Unum* before their publication.

5. Furthermore, regarding its activities at international level, especially those concerning international organisations and in parts of the world with particular problems, *Caritas Internationalis* shall refer to the Secretariat of State.

Regarding specific matters, *Caritas Internationalis* shall also act in collaboration with other Dicasteries of the Roman Curia, in particular with the Pontifical Council for Justice and Peace, the Pontifical Council for the Pastoral Care of Migrants and Itinerant People and the Pontifical Council for Pastoral Care of Health workers, pursuant to their responsibilities as laid down in the Apostolic Constitution, *Pastor Bonus*.

6. Whilst hoping that this deed will strengthen the bonds of communion between *Caritas Internationalis* and the universal Church, I bid that the provisions herein laid down shall be faithfully complied with. In entrusting the commitment and activities of the Confederation to the intercession of the Blessed Virgin Mary of the Visitation and Saint Martin de Porres, who are the Heavenly Patron Saints of the Confederation, I bestow on you, venerated Brother, and all the members of the Confederation, a special Apostolic Blessing.

Castel Gandolfo, 16 September 2004

IOANNES PAULUS II

INTERNAL RULES

Text in force: Adopted in 1983 by the XII General Assembly, ratified by the XIII General Assembly of 1987, including revisions and amendments ratified by the XIV General Assembly of 1991 and the XV General Assembly of 1995.'

Amendments ratified in 1995 include: Article 1-D (page 26), Art. 63 (pages 65-66) and Interpretative Notes (Appendix, p.90).

1. MEMBER ORGANISATIONS

CHAPTER 1

ADMISSION

ARTICLE 1

Conditions and Procedures

In accordance with Art. 3 of the Statutes, organisations requesting admission to Caritas Internationalis must have objectives similar to those defined by Caritas Internationalis in Statutes Art. 2, and submit the following documents to the General Secretariat :

A - National Organisations

- a. the Statutes approved by the Episcopal Conference or by the Bishops directly concerned;
- b. a declaration from the Episcopal Conference on the position of the organisation within the national sociopastoral context;
- c. a declaration from the Episcopal Conference authorising affiliation to Caritas Internationalis;
- d. an activity report for the previous year showing the extent of the national network, work sectors, and methods used.

B - Under special circumstances, National Organisations may include:

- a. Organisations which carry out their activities in several nearby countries;
- b. Organisations from non-independent States, which nevertheless have a duly established local ecclesial hierarchy.

C - International Organisations

- a. the Statutes approved by the Holy See;
- b. declaration from the governing body requesting affiliation to Caritas Internationalis;
- c. a list of affiliated national organisations;
- d. an activity report for the previous year showing its work sectors, the methods used, and its relations at the international level.

The General Secretariat will submit this documentation to the Executive Committee, together with its own opinion and the opinion of the respective Regional Commission.

The Executive Committee will decide whether the application may be submitted to the General Assembly; the final decision rests with the latter, as set forth in Art. 7 of the Statutes.

In the event of a negative decision by the Executive Committee, the organisation may submit an appeal to the General Assembly.

D - Associate Members

- a. National charitable organisations or similar ones, and even international organisations which have formally submitted their request for affiliation to the appropriate bodies of Caritas Internationalis, become associate members following approval by the Executive Committee until final approval by the General Assembly of Caritas Internationalis. The waiting period may not be longer than the period between two General Assemblies.
- b. Associate members have the right to receive information on the work and functioning of Caritas Internationalis, especially information regarding their future relations with the Confederation; they also have the right to be invited to the meetings of the Regional Conference on their continent. At these meetings they do not have the right to vote.
- c. Associate members have the duty to prepare themselves for their future role as affiliated members with full status. They should study the Statutes, the way Caritas Internationalis works and its history, seeking collaboration and contacts with other Member Organisations.

- d. Organisations awaiting confirmation of their affiliation may have access to the solidarity fund set up to support those Caritas organisations that would be unable to participate at the subsequent General Assembly of Caritas Internationalis without such support.

CHAPTER II

RIGHTS AND DUTIES

ARTICLE 2

Rights

The main rights of Member Organisations are as follows:

- A. to elect and constitute Confederation bodies;
- B. to programme jointly mutual cooperation and Confederation services at Regional and international levels;
- C. to be informed about the progress of international developments, and to receive assurance that their work contacts at the Regional, world, and interdenominational level will be promoted;
- D. to see their activities integrated within the Universal Church's committee to the promotion of human development;
- E. to evaluate and monitor the activities of the Confederation, in accordance with the Statutes and Rules;
- F. to maintain their own autonomy in their relations and operating procedures.

ARTICLE 3

Duties

The main duties of Member Organisations are as follows:

- A. to accept coordination by the confederation regarding operations above the national level;
- B. to act in accordance with the norms of behaviour and criteria defined jointly within the Confederation with regard to international cooperation;
- C. to accept representation by the Confederation at interdenominational and international levels;
- D. to jointly finance the bodies and activities of the Confederation.

CHAPTER III

DISAFFILIATION

ARTICLE 4

Voluntary Disaffiliation

A Member Organisation may disaffiliate itself from the Confederation:

- A. with the express authorisation of the Episcopal Conference, if it is a national organisation; or of the competent governing body if it is an international organisation;
- B. by written declaration addressed to the Executive Committee giving the reasons for withdrawal;
- C. by giving notice one year in advance.

ARTICLE 5

Compulsory Disaffiliation

A Member Organisation may be subjected to compulsory disaffiliation from the Confederation:

- A. if in the opinion of the relevant Regional Commission it lacks one or more conditions set forth in Art. 3 of the Statutes for membership of Caritas Internationalis;
- B. if its respective Episcopal Conference has created a body, representing all the national charitable societies, which previously did not exist;
- C. if it repeatedly neglects the duties undertaken through acceptance of the Statutes and Rules of Caritas Internationalis.

Following consultation with the Member Organisation and the Episcopal Conference concerned, each case will be brought before the Executive Committee which shall judge whether the disaffiliation request is to be submitted to the General Assembly, with whom the final decision rests.

2. THE REGIONAL SYSTEM

CHAPTER IV

REGIONS

ARTICLE 6

Creation

The creation of a Region and its recognition at the supranational level within Caritas Internationalis are decided by the General Assembly, on the proposal of at least two-thirds of the Member Organisations belonging to a common area.

ARTICLE 7

Conditions

In addition to Art. 6, the creation of a Region requires fulfilment of the following conditions:

- A. the existence of a sufficiently broad area, composed of geographically neighbouring countries, having in common basic cultural traditions, as well as a continuing historical relationship;
- B. the existence of an adequate number of sufficiently developed Member Organisations, who have given proof of a growing participation in the life of the Confederation;
- C. the existence of regular exchange and mutual cooperation among the said Member Organisations, as demonstrated by a joint presence in the area;
- D. a specific cultural and ecclesial nature in the Region which will be more directly represented, for reasons of pastoral convenience, in the statutory bodies of the Confederation.

CHAPTER V

AIMS AND STRUCTURE OF THE REGIONAL SYSTEM

ARTICLE 8

Regional System

Each Region will set up under its own autonomy a system of internal cooperation according to the wishes of its respective Member Organisations, in accordance with the cultural and ecclesial heritage and collaborative needs of the Region, and in the spirit of Art. 4 of the Statutes of the Confederation.

ARTICLE 9

Aims and Objectives

- A. In accordance with Art. 4 of the Statutes, the aim of the Regional system is to intensify interchange and mutual aid among the Member Organisations of a Region for the promotion and harmonisation of their work in the area, and to achieve, in the same area, the goals pursued by the Confederation.
- B. To this end, the principal objectives of the Regional system are:
- a. to organise services that foster the full development of each Member Organisation of the Region;
 - b. to ensure a coordinated presence of the said Member Organisations in the social problems of the Region;
 - c. to collaborate with the Regional episcopal bodies and with other church organisations in the preparation and implementation of Regional socio-pastoral programmes;
 - d. to include a Regional contribution in the deliberations and programmes of Caritas Internationalis and to facilitate implementation in the Region of initiatives and directives for cooperation among all Member Organisations determined at the international level.

ARTICLE 10

Structure

In order to accomplish these objectives, all Regional systems will have the following basic structure:

- A. a Regional Conference;
- B. a Regional President;
- C. a Regional Commission;
- D. other bodies for Regional cooperation.

CHAPTER VI

REGIONAL CONFERENCE

ARTICLE 11

Composition

- A. The Regional Conference is composed of representatives of all Member Organisations in the Region.
- B. Participation, without the right to vote, is open to observers, experts, and other persons invited by the Regional Commission.
- C. It is chaired by the Regional President, assisted by the members of the Regional Commission.

ARTICLE 12

Meetings

- A. The Regional Conference meets at least once every four years, at the time of the General Assembly of Caritas Internationalis.
- B. It can, however, meet on other occasions, at the time and place decided upon in a previous session, or by decision of the Regional Commission, or at the request of at least one quarter of the Member Organisations of the Region.

ARTICLE 13

Duties

- A. The Regional Conference exercises the duties set forth in Art. 4 of the Statutes, and in accordance with Art. 31 of these Rules.
- B. It also fulfils all other duties delegated to it by the Regional system's norms.
- C. In particular, it must:
 - a. study problems regarding the activity of the Region's Member Organisations;
 - b. establish the lines of action of Regional work;
 - c. establish the organisations of the Regional system, its operational norms, and its financing;
 - d. decide the location of the Regional bodies.

CHAPTER VII

REGIONAL PRESIDENT

ARTICLE 14

Election

The Regional President is elected by the Regional Conference in accordance with Art. 4 of the Statutes, and Arts. 56 and 57 of these Rules.

ARTICLE 15

Duties

- A. The Regional President is simultaneously the Vice President of Caritas Internationalis for the Region in accordance with Art. 55 of these Internal Rules.
- B. The particular duties of the Vice President with regard to the Regional system are :
 - a. to chair the Regional Conference and the Regional Commission;
 - b. to supervise the activities of the Regional cooperation bodies;
 - c. to act as spokesperson for the ideas and views Member Organisations of the Region, and for the lines of action decided by the Regional Conference;
 - d. to establish continuing contacts with the Episcopal authorities, both national and Regional;
 - e. to make known, within the Region, the thinking of the international levels of the Confederation as well as the current trends of the Universal Church regarding charity.
- C. The Regional Presidents will consult each other during the meetings of the Caritas Internationalis Bureau on the problems of the respective Regional systems and on the solutions adopted.

CHAPTER VIII

REGIONAL COMMISSION

ARTICLE 16

Composition

- A. The Regional Commission is composed of:
 - a. the Regional President as chairperson, assisted by the Regional Secretary or coordinator(s);
 - b. and of the representatives of the Member Organisations of the Region who sit on the Executive Committee of Caritas Internationalis.
- B. The Regional Conference can coopt to the Regional Commission other members, be they Member Organisations of the Region, or individuals in a personal capacity.
- C. Upon invitation of the Regional President, officers of the bodies for Regional cooperation may also participate at the Regional Commission meetings.

ARTICLE 17

Meetings

- A. The Regional Commission meets at least once a year on the occasion of the ordinary session of the Caritas Internationalis Executive Committee.
- B. It may, however, meet on other occasions at the time and place decided upon in a previous session, or at the request of the Regional President.

ARTICLE 18

Duties

The duties of the Regional Commission are:

- A. to carry out the decisions of the Regional Conference;
- B. to establish a calendar of Regional work initiatives;
- C. to establish a budget of income and expenses for the financing of the Regional system and its activities;
- D. to coordinate the overall activities of the Regional system;
- E. to arrange, in agreement with the Bureau and the General Secretariat of Caritas Internationalis, representation in Regional governmental bodies;
- F. to prepare Regional Conference meetings;
- G. to advise the Executive Committee, together with the other Regional Commissions, on specific matters concerning Regionalisation and the formulation of the general policy of Caritas Internationalis.

CHAPTER IX

REGIONAL COOPERATION BODIES

ARTICLE 19

Nature and Aims

- A. The Regional Conference can create regional co-operation bodies where appropriate, which will function as auxiliaries of the Regional Commission, to promote and facilitate exchange among Member Organisations of the region. The Regional Conference will define the objectives of these bodies, nominate its officers and receive their reports.

- B. These Regional cooperation bodies may be set up according to geographical zones; as working groups for programmes for fields of action; or for Regional intergovernmental relations; or at other levels deemed useful and practical.
- C. The Regional Conference may also set up a Regional secretariat, which reports to the Regional Commission, for better coordination of implementation of the activities of the Region.
- D. In accordance with Art. 4 of the Statutes, such Regional cooperation bodies must maintain a close working relationship with the General Secretariat of Caritas Internationalis.

3. CONFEDERATION BODIES

CHAPTER X

GENERAL ASSEMBLY

ARTICLE 20

Official Representation of Member Organisations

Each Member Organisation will participate at the General Assembly with an official delegation of not more than two (2) persons, one of whom is appointed by the Member Organisation as head of the delegation. A credentials committee, appointed by the outgoing Executive Committee and composed of three of its members, will with the help of the Secretary General examine the credentials of the representatives of the Member Organisations and report to the General Assembly at the first statutory session.

ARTICLE 21

Proxy representation

A Member Organisation may be represented by another Member Organisation upon written proxy. Each Member Organisation is entitled to hold only one written proxy.

The Member Organisation thus represented may send its written opinion on a matter submitted to the General Assembly, either to its representing Member Organisation or to the Secretary General, for communication to the General Assembly.

ARTICLE 22

Observers

The Executive Committee or, in its stead, the Bureau, may itself, or on recommendation of the Member Organisations, invite as observers to the General Assembly other organisations with which Caritas Internationalis has, or wishes, to establish relations, and individuals in a personal capacity deemed suitable for carrying out a specific task.

Those invited have the right to speak but not to vote.

ARTICLE 23

Ordinary/Extraordinary Sessions

- A. The General Assembly meets in ordinary session every four (4) years as provided for in Art. 7 of the Statutes.
- B. The General Assembly may meet urgently at any time in extraordinary session to resolve serious matters regarding the functioning of the Confederation.

An extraordinary session may be called at the request of at least one third of the Member Organisations from a minimum of two Regions, or upon an Executive Committee decision taken with a two-thirds majority of the voting members present.

ARTICLE 24

Place

The General Assembly meets in the city where the Confederation headquarters are located, unless it is convoked in another place upon request of at least one third of the Member Organisations from a minimum of two Regions, or upon an Executive Committee decision taken with a two thirds majority of the voting members present.

ARTICLE 25

Convocation

The Member Organisations must be notified by the Secretary General at least six (6) months before the opening of an ordinary session, and at least thirty (30) days before the opening of an extraordinary session.

ARTICLE 26

Quorum

The quorum of the General Assembly is constituted by the presence of half plus one of the Member Organisations.

ARTICLE 27

Programme

The programme of an ordinary General Assembly includes:

- A. a study session, for dialogue and exchange among the Member Organisations on one or more themes connected with the broad aims of the Confederation, in order to seek common criteria;
- B. statutory sessions, to evaluate the activities accomplished by the Confederation and to programme others for the coming four (4) years at the Regional and global levels, and to decide on the set-up of the statutory and administrative bodies of the Confederation;
- C. special sessions, for consideration of particular proposals on aspects of international relations presented by the Member Organisations and the statutory bodies.

The outlines of the programme are established by the Executive Committee, drawn up in detail by the Bureau and the General Secretariat, and sent to Member Organisations by the General Secretariat.

The General Secretariat also sends to the Member Organisations, sufficiently in advance, the necessary documentation relating to the programme to allow adequate preparation for their representatives.

Any proposal(s) to modify the programme may be submitted in writing to the General Secretariat, at the latest ninety (90) days prior to the opening of the General Assembly, and will be considered by the Bureau at its last session before the Assembly.

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

The agenda is established in agreement with Art. 23.B of these Rules, and transmitted by the General Secretariat to the Member Organisations with the notice of convocation.

ARTICLE 28

Voting Rights

- A. The right to vote in the General Assembly is governed by the provisions of Art. 3 of the Statutes.
- B. To exercise the right to vote at the General Assembly, the Member Organisation(s) must:
 - a. have paid each of the annual contributions for fiscal periods prior to the actual Assembly, or
 - b. have postponement of payment granted by the Executive Committee, for serious reasons.
- C. Each Member Organisation is entitled to one vote; in countries where more than one Member Organisation exists, then the vote is by country.
- D. The international Member Organisations also have the right to only one vote, under the same conditions as the national Member organisations, unless the General Assembly itself decrees otherwise.
- E. A supervisory committee, nominated by the outgoing Executive Committee and composed of three of its own members, assisted by the Treasurer and Secretary General, shall check whether Member Organisations have paid their fees, and their corresponding right to vote, and subsequently report to the General Assembly during its first statutory session.

ARTICLE 29

Presiding Board

The General Assembly is conducted by a Presiding Board composed of the members of the outgoing Bureau, which performs this duty until the close of the same Assembly.

The Presiding Board is chaired by the President of Caritas Internationalis or, in his/her stead, by the Vice Presidents in order of precedence. It is assisted by the Secretary General.

The functions of the Presiding Board are:

- A. to take all necessary measures to ensure the smooth running of the General Assembly;
- B. to guarantee full compliance with the Statutes and Rules;
- C. to resolve any procedural questions.

The members of the Presiding Board cannot vote, with the exception of the President, who votes only in case of a tied vote, excluding the case of elections and ratifications.

ARTICLE 30

Study Sessions

The study sessions will take place preferably in working groups, but the group conclusions must be debated during the plenary sessions, and voted upon at the last statutory session of the Assembly.

All the Assembly participants may vote individually in the working groups; however, only the national representative may vote during the final statutory session, in accordance with Art. 28 C and Art. 31 of these Rules.

The study theme conclusions, voted by the General Assembly, have a work orientation value, which bind the statutory bodies of the Confederation; they also morally bind the Member Organisations in their mutual work relations at the international and Regional levels.

ARTICLE 31

Statutory Sessions

The statutory sessions include the meetings of the Regional Conferences and the general plenary meetings.

- A. The Regional Conferences are composed of the representatives of the Member Organisations of the respective Region, and chaired by the respective Vice President in office at the opening of the General Assembly, assisted by the person who fulfils the functions of Regional Secretary or the Zone Coordinator. (see Rules Art. 16)

The functions of the Regional Conferences which meet during the General Assembly are:

- a. to carry out the elections provided for in Art. 4 of the Statutes;
- b. to evaluate the supranational cooperation activities accomplished by the Member Organisations of the Region;
- c. to programme the outlines of the activities for the next four (4) years;
- d. to forecast the contribution of the Region to the international activities of the Confederation.

The norms of General Assembly procedure apply to the deliberations of the Regional Conferences. The resulting report of these deliberations will be presented at the statutory plenary sessions of the General Assembly, signed by the Vice President and Secretary of the Region.

B. The general plenary sessions include the official representatives of all the Member Organisations, and are conducted by the Presiding Board.

The functions of these sessions are:

- a. to exercise the functions of the General Assembly set forth in Art. 7 of the Statutes;
- b. to ratify the decisions of the Regional Conferences taken during the General Assembly;
- c. to take decisions arising from the conclusions of the study sessions;
- d. to take decisions on proposals of the special sessions.

The General Secretariat will prepare a report on the deliberations of the statutory sessions which will later be sent to all Member Organisations.

ARTICLE 32

Special Sessions

The special sessions are held either in groups or plenaries, with free participation of the representatives of the Member Organisations, in line with the aims set forth in Art. 27 A/c of these Rules.

They are chaired by moderators appointed by the Presiding Board, and decisions are not subject to a vote. The moderators present a report during the statutory sessions as indicated by the Presiding Board.

ARTICLE 33

Elections and Ratifications

- A. All elections of officers of the Confederation bodies take place by secret ballot. To be elected, a candidate, whether individual or Member Organisation, must receive at least half plus one of the votes of the Member Organisations present with the right to vote in the statutory session during which the election takes place, as set forth in the preceding Articles of the Rules. If none of the candidates obtains the necessary majority in the first ballot, there will be a second ballot between the two candidates having obtained the greatest number of votes, which is decided by simple majority.
- B. The nomination of the Secretary General, by the newly-elected Executive Committee, according to Art. 7 of the Statutes, and its subsequent ratification by the General Assembly, are governed by the same provisions indicated in section A of this article.
- C. The General Assembly will decide, on proposal of the Bureau, the total number of Member Organisations which will compose the Executive Committee in the coming period and, of this total, the number corresponding to each Region, mindful that adequate representation of all Regions is assured. This decision is by show of hands and by a majority of half plus one of the Member Organisations present.
- D. In the election of Member Organisations to the Executive Committee, each Regional Conference will ensure that, as far as possible,
- a) the various geographic zones of its regional system are adequately represented, and;

b) there is an equal number of men and women.

E. General Assembly ratification of the elections held by the Regional Conferences, according to Art. 8 of the Statutes, requires at least half plus one of the votes of all the Members Organisations present with the right to vote.

Ratification of the complete list of each successive Region is taken by a show of hands, unless at least six (6) Member Organisations from at least two different Regions call for a secret ballot.

ARTICLE 34

Conduct of Business

The following clauses provide for the conduct of business during the statutory sessions:

- A. the President gives the floor to speakers in the order in which they have asked to speak; speaking time is limited to five (5) minutes; the President may, for exceptional reasons, grant an additional five (5) minutes;
- B. motions are put in writing if the President so asks; they must be proposed by the representative of a Member Organisation and seconded by another representative, in order to be debated; this also applies for points of order and amendments.
- C. Points of order are decided upon by the Presiding Board, as is the division of a multiple proposal, if it is requested;
- D. when one or more amendments are put forward on a motion, the Assembly first votes on these amendments; if these are adopted, it then votes on the modified proposal;
- E. voting is by show of hands, unless a representative of a Member Organisation, seconded by five (5) other from at least two different Regions, calls for a secret ballot;
- F. decisions are taken by majority of half plus one of the Member Organisations present with the right to vote.

ARTICLE 35

Languages

French, English, Spanish, Italian, German, and Portuguese are the official languages of the General Assembly.

French, English, and Spanish are the working languages.

If possible, simultaneous translation will be provided in the plenary sessions; speeches made in one of the official languages will be interpreted into the working languages.

CHAPTER XI

EXECUTIVE COMMITTEE

ARTICLE 36

Composition

A. The Executive Committee is composed of:

- the President,
- the Vice Presidents,
- Member Organisations, the number of which is established by the General Assembly,
- the Treasurer.

The Secretary General attends the meetings of the Executive Committee without the right to vote.

All members of the Executive Committee are elected for a four-year period.

B. Outgoing members are re-eligible for one more consecutive term only, excepting the Treasurer who is eligible for an unlimited number of terms.

C. In the event that, between two General Assemblies, a vacancy occurs in the Executive Committee, either among the Vice Presidents or the Member Organisations, the Executive Committee members of the corresponding Region will

propose to the former, in one of its sessions, an individual or a Member Organisation to fill the said vacancy of the unexpired term of office.

In the event of a vacancy in the post of the Treasurer, the Executive Committee designates an individual to act as Treasurer until the next General Assembly.

- D. The reasons governing discontinuation in service of an Executive Committee member (excluding the members of the Bureau) are, in addition to physical and moral incapacity, voluntary resignation or total severance of any legal relationship with the Member Organisation which supported his/her election.

ARTICLE 37

Duties

- A. The Executive Committee exercises the duties set out in Arts. 7, 8, 9 and 14 of the Statutes, and in accordance with these Rules.
- B. The Executive Committee, in particular, acts as a management body. It establishes the annual action plan and the annual budget of the Confederation, within the framework of the four-year general work and budgetary plans, approved by the General Assembly, and evaluates their implementation and results.
- C. The Executive Committee also appoints a certified auditor, proposed by the Bureau, to verify the financial records.

ARTICLE 38

Sessions

- A. The Executive Committee meets as indicated in Art. 8 of the Statutes.

The meeting agenda and general preparations are decided by the Bureau, bearing in mind the general direction of the Confederation and any instructions from the said Executive Committee emanating from its previous session.

- B. The Executive Committee meets necessarily on the eve of the General Assembly in order to:
 - a. look at the preparation for the General Assembly;

- b. decide on the new membership applications not yet examined;
- c. receive possible items from Member Organisations for presentation to the General Assembly, evaluate them and take a decision.

C. The Executive Committee meets immediately after the General Assembly in order to:

- a. evaluate the results of the General Assembly, discern priorities and on this basis give the necessary instructions for the preparation of the first annual work plan for the new period;
- b. nominate the standing Commissions and give the necessary instructions for the formation of the temporary committees;
- c. take the necessary measures for the administrative arrangements of the new period.

The Executive Committees may meet in extraordinary session according to the terms of Art. 8 of the Statutes.

ARTICLE 39

Convocation

The Secretary General informs the members of the Executive Committee at least sixty (60) days before an ordinary meeting is to take place, and gives notice at least thirty (30) days before an extraordinary session is to take place.

ARTICLE 40

Quorum

The quorum is constituted by the presence of half plus one of the members.

ARTICLE 41

Conduct of Meetings

- A. The procedure set forth in Art. 34 of these Rules applies, *mutatis mutandis*, to the sessions of the Executive Committee.
- B. The Executive Committee firstly makes decisions on proposals submitted by the Bureau, the Secretary General, and auxiliary bodies for the drawing up and further evaluation of the Confederation annual work plan; then subsequently, on its own initiative, it decides on the measures necessary for the proper running of Caritas Internationalis.
- C. Decisions are made on a majority of half plus one of the members present. Each member of the Executive Committee has the right to only one vote, including the President who, however, votes only in case of a tie.
- D. The reports of the Executive Committee meetings are sent to all its members and all Member Organisations.

CHAPTER XII

BUREAU

ARTICLE 42

Composition

The Bureau is composed of the members indicated in Art. 9 of the Statutes.

The Secretary General participates at the meetings, with the right to speak but not to vote.

ARTICLE 43

Duties

- A. The Bureau undertakes the duties set forth in Art. 9 of the Statutes and in accordance with these Rules.
- B. In particular, the Bureau acts as the management body between meetings of the Executive Committee, supervises the execution of the annual work plan and administration, directs the affairs of the Confederation, draws up the policies of the Confederation, and drafts decisions for the Executive Committee to consider.

ARTICLE 44

Sessions

- A. The Bureau meets at least twice yearly, but it may be called by the President if urgent problems arise requiring prompt attention.

The Bureau may be consulted in writing.

- B. The agenda and general preparation of the sessions are drawn up by the President, in consultation with the Secretary General.
- C. The Bureau sessions are chaired by the President of Caritas Internationalis and, in his/her absence, by the Vice Presidents in order of precedence.

ARTICLE 45

Notice of Meetings

Members of the Bureau are informed by the Secretary General at least thirty (30) days before a meeting is to take place.

ARTICLE 46

Quorum

The quorum is constituted by the presence of half plus one of the Bureau members.

ARTICLE 47

Conduct of Meetings

- A. The procedure set forth in Art. 34 of these Rules applies, *mutatis mutandis*, to the Bureau sessions.
- B. All points submitted are decided by the majority of half plus one of the members present. Each member of the Bureau has the right to only one vote, including the President who, however, votes only in case of a tie.
- C. The reports of the Bureau sessions are sent to all members of the Bureau and Executive Committee.

CHAPTER XIII

GENERAL SECRETARIAT

ARTICLE 48

Composition

- A. The composition of the General Secretariat is in accordance with Art. 11 of the Statutes.
- B. The Secretary General engages the necessary personnel, within budgetary limits, requesting the Bureau's approval for appointments at the higher levels, always bearing in mind the need for an international character at the Secretariat.
- C. The working conditions of the Confederation's paid staff are governed by the General Secretariat Personnel Rules, approved by the Bureau following perusal by the personnel.

The working conditions of the Secretary General are excluded from the said Personnel Rules and are the subject of a special contract between the Bureau and the individual concerned.

ARTICLE 49

Duties

- A. The General Secretariat exercises the duties set forth in Art. 11 of the Statutes and in accordance with these Rules.
- B. In particular, the General Secretariat, as permanent executive body under the authority of the Secretary General, acts to animate the Member Organisations and their Regional cooperation systems, according to the requirements of the Caritas ecclesial and universal vocation and in line with the orientations and priorities defined by the General Assembly; to foster, via adequate technical assistance, mutual collaboration between the Member Organisations in concrete situations; as well as to coordinate assistance, promotion, and development operations which they undertake, in accordance with their common criteria.
- C. The General Secretariat is responsible for:
 - a. organising the documentation, statistical and information services regarding the activities of the Member Organisations;
 - b. filing and maintaining the Confederation archives;
 - c. maintaining regular contact with the Member Organisations and keeping them informed on the activities of the Confederation and its governing bodies; visiting them periodically to gain direct knowledge of their activities, experiences, and problems, and encouraging concrete international cooperation;
 - d. fostering exchange between Regional cooperation bodies for the purpose of coherent Confederation action;
 - e. studying, analysing, and evaluating events for consideration by the statutory bodies and Member Organisations;
 - f. organising the international relations of the Confederation by preparing, aiding, and coordinating the work of the Permanent Delegations and other representatives at international meetings;
 - g. preparing and organising the meetings of the statutory and auxiliary bodies, drafting and distributing the reports of these meetings; printing, translating, and publishing documents and resolutions related to these meetings;

- h. providing financial administration and accounting services according to the wishes of the Treasurer.

4. MANAGEMENT DUTIES

CHAPTER XIV

PRESIDENT

ARTICLE 50

Duties

- A. The President of Caritas Internationalis undertakes the duties set forth in Art. 10 of the Statutes and in accordance with the present Rules.
- B. The President carries out his/her duty to direct Caritas Internationalis, together with the members of the Bureau, collegially and in accordance with the directives of the General Assembly and Executive Committee.

In particular, the President strives to promote a spirit of ecclesial solidarity among the Member Organisations and Regions, foster the pastoral dimension in the joint activities of human promotion, guarantee the authenticity of the Caritas mission and Confederation unity, ensure faithful fulfilment of the Statutes and Rules and of the mutual cooperation agreements, and be spokesperson for the main concerns of the Member Organisations and Regions to the centres of international, ecclesial, and official life.

- C. To this end, the President maintains a close working relationship with the General Secretariat and the Holy See.

ARTICLE 51

Conditions for Election

Candidates for the post of President of Caritas Internationalis, submitted by the Member Organisations, must be, or have recently been, part of a Member Organisation. They must have good experience of ecclesial and international work, as well as qualities well suited for relations, mediation, and team work to efficiently carry out the functions called for in the aforementioned article.

ARTICLE 52

Election

The President is elected in accordance with Art. 7 of the Statutes and as set forth in Arts. 70, 71, and 33 of these Rules.

His/her mandate takes effect immediately after closure of the General Assembly which elected him/her.

CHAPTER XV

HONORARY PRESIDENT

ARTICLE 53

Nomination

The General Assembly can appoint the outgoing President of Caritas Internationalis as Honorary President for the next four-year period. For nomination of the Honorary President the majority of half plus one of the Member Organisations present and voting is necessary. Voting is by show of hands, unless at least six (6) Member Organisations from a minimum of two Regions call for a secret ballot.

ARTICLE 54

Duties

The Honorary President attends the meetings of the General Assembly and, upon invitation of the President, the meetings of the Executive Committee and Bureau, without the right to vote.

In particular, he/she can give advice to the statutory bodies regarding continuity of the Confederation's work and contribute the fruits of his/her own international experience.

CHAPTER XVI

VICE PRESIDENTS

ARTICLE 55

Duties

- A. The Vice Presidents, under Art. 4 of the Statutes, undertake the duties of Regional Presidents, and, together with the President of Caritas Internationalis, constitute the supreme board of management of the Confederation at the Bureau.
- B. Consequently, it is their task to encourage and promote cooperation within their respective Regions, in line with Art. 15 of these Rules, and collegially strive for the integration of Regional level activities within international level activities, in pursuit of the Confederation's objectives.
- C. It is also their task to assist the President in his/her functions and substitute his/her, if necessary, in order of precedence.

This order of precedence is established by the General Assembly, by a single secret ballot, immediately following ratification of the elections carried out by the Regional Conferences, according to Art. 33 of these Rules.

- D. Replacement of the President by a Vice President implies a vacancy in the respective Regional presidency, to be filled in accordance with Art. 36 of these Rules.

ARTICLE 56

Conditions for Election

Candidates for the posts of Vice President, presented by the respective Regional Conferences, must be part of a Member Organisation belonging to the Region; be currently aware of ecclesial and civil developments in the Region, as well as having a good relationship with the episcopal authorities at national and Regional levels; be able to regularly visit the Region; and lastly have the qualities of openness and team spirit necessary to efficiently carry out the functions called for in the aforementioned article.

ARTICLE 57

Election

The Vice Presidents are elected in accordance with Art. 4 of the Statutes and as set forth in Arts. 31 and 33 of the Rules. The number of Vice Presidents corresponds to the number of Regions fixed by the General Assembly.

The Vice Presidents assume their functions immediately following closure of the General Assembly which ratified their respective elections.

CHAPTER XVII

TREASURER

ARTICLE 58

Duties

A. The Treasurer is responsible for organising and supervising the Caritas Internationalis financial system, and also for checking the administration and accounting of the General Secretariat.

He/she participates, as a member of the Bureau and of the Executive Committee, in the development of Confederation programmes and policies and, in particular, strives to improve the resources needed to implement them.

B. In particular, his/her task is:

- a. to prepare, with the Secretary General, the four-year budgetary plan to be submitted to the General Assembly and the annual budgets to be submitted to the Bureau and Executive Committee;
- b. to supervise execution of these budgetary plans, the receipt of the necessary resources and payment of the necessary expenses, through regular checking of the accounts and reports which he/she may request from the General Secretariat at any time;
- c. to undertake, on behalf of the Bureau, collective bargaining with the paid employees concerning the work contracts according to the governing norms of the General Secretariat Personnel Rules;

- d. to form and increase the reserves which guarantee the continuity of the Confederation and recommend and supervise investments judged most suitable;
- e. to evaluate the economic repercussions of all proposals made by the auxiliary bodies and submitted for study to the statutory bodies, and to give his/her advice before a final decision is taken;
- f. to present the accounts to the Bureau, Executive Committee and General Assembly, together with the remarks and recommendations considered necessary to promote and safeguard the financial situation and coordinate the commitments made.

C. The Treasurer is assisted in his/her work by a Finance Commission.

ARTICLE 59

Conditions for Election

Candidates for the post of Treasurer of Caritas Internationalis, presented by the Member Organisations, must be, or have recently been, part of a Member Organisation; they must be greatly experienced in financial and administrative work and be sufficiently free to fulfil the tasks indicated in the foregoing article on a regular basis.

ARTICLE 60

Election

The Treasurer is elected in accordance with Art. 7 of the Statutes and as set forth in Arts. 70, 71 and 33 of the Rules. The Treasurer assumes his/her duties immediately following the closure of the General Assembly which elected him/her.

CHAPTER XVIII

SECRETARY GENERAL

ARTICLE 61

Duties

- A. The Secretary General is in charge of the General Secretariat in accordance with Art. 11 of the Statutes and as set forth in Arts. 48 and 49 of these Rules.
- B. In particular, the Secretary General is responsible for:
- a. supervision of the progress and coordination of overall Confederation activities. Consequently he/she is present, but without the right to vote, at the meetings of the General Assembly, Executive Committee, and Bureau as well as, in person or by delegation, at the meetings of the Regional bodies, the Commissions, the working groups, and *ad hoc* committees, and presents to the competent bodies evaluations and initiatives regarding the development and orientation of Caritas Internationalis;
 - b. study of changes in the international situation of which Member Organisations should be aware and where timely Confederation presence might be needed;
 - c. planning of the overall activities of the General Secretariat, the fostering of team spirit among the personnel, and good coordination of the various services;
 - d. officially representing Caritas Internationalis to the Holy See and to all other organisations when asked to do so by the President or mandated to do so by the Executive Committee or Bureau.
- C. The Secretary General fulfills his/her duties under the direction of the Bureau and the Executive Committee and maintains close contact with the President, the Treasurer, and the Regional bodies.

ARTICLE 62

Conditions for Election

Candidates for the post of Secretary General of Caritas Internationalis, presented by the Member Organisations, should preferably already belong to a Member Organisation; possess basic experience in ecclesial and international work in the field of human promotion; have minimum first-hand knowledge of conditions in developing countries; have sufficient knowledge of international working languages; possess adequate Christian training and be able to plan, discuss, and mediate in order to efficiently carry out the duties set forth in Article 61 above.

ARTICLE 63

Election

The Secretary General is nominated and the appointment ratified in accordance with Art. 7 of the Statutes and with Arts. 70, 71 and 33 of these Rules.

The mandate of the Secretary General takes effect immediately after the closing of the General Assembly which ratified his/her election, or according to the indications and directives of the Executive Committee which will take into consideration the needs of the transition, at the moment when he/she occupies his/her post at the General Secretariat headquarters in the presence of the President.¹

ARTICLE 64

Mandate

The mandate of the Secretary General extends from one Ordinary General Assembly to the next.

This mandate can be renewed by successive nomination and ratification for an unlimited number of periods.

ARTICLE 65

Vacancy

In the event of vacancy, the Bureau appoints a Secretary General *ad interim* with a mandate until the next meeting of the Executive Committee. The latter appoints a new Secretary General who remains in office until the following General Assembly.

5. AUXILIARY BODIES

CHAPTER XIX

COMMISSIONS

ARTICLE 66

Nature and Objectives

In accordance with Art. 8 of the Statutes, the Executive Committee may constitute Commissions as its own auxiliary bodies.

The Commissions prepare the decisions which the Executive Committee or, in its stead, the Bureau must deal with in order to promote the activity of Caritas Internationalis in relation to both the aims and functions of the Confederation and the four-year work plan approved by the General Assembly.

ARTICLE 67

Permanent & Special

Commissions

Bearing in mind the technical expertise required for the good functioning of Caritas Internationalis, the Executive Committee after each General Assembly will set up the Permanent Commissions (mandatory) as well as any Special Commissions deemed necessary.

A. The Permanent Commissions are those closely linked to Caritas Internationalis structures, and thus their existence is mandatory.

These Commissions are:

- the Finance Commission,
- the Legal Affairs Commission.

B. The Special Commissions are those set up by the Executive Committee to deal with one or more specific areas within the scope of competence of Caritas Internationalis.

ARTICLE 68

Mandate and Tasks

The Executive Committee determines the mandate and tasks of the Commissions, permanent or special, in accordance with the objectives set forth in Art. 66 of these Rules.

ARTICLE 69

Organisation

After consultation of the Member Organisations concerned, the Executive Committee appoints the members of the Commission from among individuals belonging to Member Organisations, and appoints one of them to act as Chairperson.

Exceptionally, the Executive Committee can appoint Member Organisations as members of a Commission providing that they are willing to ensure the continuity of their representatives.

The members and chairperson of the commissions are nominated for a period to be decided by the Executive Committee, but which in all cases expires at the following Ordinary General Assembly.

The Commissions may on their own initiative coopt experts or consult them. When the collaboration of an expert is remunerated, the preliminary approval of the Bureau is required.

CHAPTER XX

CANDIDATES COMMITTEE

ARTICLE 70

Composition

A year before the established date of an Ordinary General Assembly, the Executive Committee sets up a Candidates Committee, composed of one representative from each of the Regions, appointing one of them to act as chairperson.

ARTICLE 71

Duties

- A. The duties of the Candidates Committee are:
- a. to request the Member Organisations to submit, within the time prescribed, the names of candidates for the posts of President, Treasurer, and Secretary General of Caritas Internationalis;
 - b. to examine the applications received for each position based on the Statutes and Internal Rules, and to retain those which adhere to the criteria;
 - c. to ask the candidates retained whether they agree to apply for these positions;
 - d. to submit to the Holy See the names of those candidates that require its preliminary approval, within the prescribed time;
 - e. to transmit the names of the eligible candidates for the post of President and Treasurer to the General Assembly, and those for the post of Secretary General to the newly-elected Executive Committee.
- B. If the Member Organisations do not furnish valid candidates within the prescribed time, in compliance with the Statutes and Rules, or if for some reason there are no candidates, the Candidates Committee can itself seek out valid candidates for presentation, in due time, to the competent bodies according to the procedure set forth above.

CHAPTER XXI

WORKING GROUPS

ARTICLE 72

Nature and Objectives

The Executive Committee and the Bureau may set up working groups for the study and development of a given topic.

The General Secretariat may also set up working groups, either to coordinate implementation of activities or to guarantee technical assistance.

CHAPTER XXII

PERMANENT DELEGATIONS

ARTICLE 73

Composition

The Permanent Delegations of Caritas Internationalis in the international centres consist of one or several persons appointed by the Bureau.

The Permanent Delegations at the Regional level are appointed by the Bureau, on the proposal of the respective Vice President.

ARTICLE 74

Functions

The functions of the Permanent Delegations are:

- A. to be the spokespersons of Caritas Internationalis to intergovernmental, international, non-governmental, and other bodies;
- B. to collaborate constructively with the work of these bodies;
- C. to bear witness to the position held by the Member Organisations, and their activities, and consequently to receive from the Member Organisations and the General Secretariat any necessary information and documentation;
- D. to cooperate with Delegations from other Catholic organisations located in the same centres, and as far as possible with ecumenical ventures;
- E. to work according to the instructions of the General Secretariat based on directives of the Executive Committee and Bureau. As regards the Regional Delegations, the General Secretariat, together with the respective Vice President, will decide how to coordinate these instructions;
- F. to furnish Member Organisations with information on developments in the international sphere and on new channels of collaboration which will lead to more widespread social justice in the world;

G. to present to the General Secretariat an annual report to be sent to the Member Organisations, the Bureau, and the Executive Committee. The Regional delegations must also present a report to their respective Regional Conferences.

ARTICLE 75

Coordination Norms

- A. The Permanent Delegations:
- a. may maintain direct contact with the Member Organisations, whilst informing the General Secretariat;
 - b. should inform each other on main events in their respective centres;
 - c. should meet periodically with the General Secretariat to coordinate the implementation of an annual programme of activities in the field of international relations;
- B. The General Secretariat is responsible, having informed the Delegations, for the presence of Caritas Internationalis at the most important international Conferences, at meetings concerning the coordination of specific programmes, and at the planning sessions of the highest echelons of international Catholic organisations.

CHAPTER XXIII

TEMPORARY DELEGATIONS

ARTICLE 76

Composition and Objectives

Other individuals, beside the Permanent Delegations, may be delegated from time to time by the General Secretariat, in agreement with the President, to participate on behalf of Caritas Internationalis, at meetings, encounters, or seminars held outside the main international centres, or to make contact with different bodies.

These individuals may be chosen from among the Regional centres, or belong to a Member Organisation, or be designated by the latter.

6. GENERAL WORKING PROCEDURES

CHAPTER XXIV

REPRESENTATION OF MEMBER ORGANISATIONS BY THE CONFEDERATION

ARTICLE 77

Areas

- A. In accordance with Art. 2 of the Statutes, Caritas Internationalis has the right to speak and act on behalf of Member Organisations.
- B. This representation takes place:
 - a. in the areas defined by Art. 2 of the Statutes according to the objectives of the Confederation;
 - b. at the supranational, international and Regional level;
 - c. to public opinion and the non-governmental, intergovernmental, and ecclesial bodies which form the international relations network.
- C. Representation is in accordance with the Statutes and Rules.

ARTICLE 78

Responsibility

- A. Representation is as follows: by the General Assembly, the Executive Committee, and the Bureau at the international level; by the Regional Conferences at the Regional level.
- B. When these collegial bodies are in recess, the President personally represents the Confederation at the international level, in accordance with Art. 10 of the Statutes; and the Regional Presidents represent it at their respective Regional levels.
- C. The Secretary General and the Delegations, permanent or temporary, may be delegated by the statutory bodies or the President to represent the Confederation.

ARTICLE 79

Forms and Conditions

- A. The collegial Confederation bodies must first consult, as widely as possible, with Member Organisations before speaking or acting on behalf of the entire Confederation or Regional system.
- B. In serious and urgent situations, the Bureau, the President, the Regional President and the Secretary General, according to circumstances, can speak on behalf of the entire Confederation or Regional system, under their own responsibility, but always in line with the spirit of the Statutes and the directions of the General Assembly.
- C. In any case, when the intervention of the Confederation refers to a situation in a given country, the prior agreement of that country's Member Organisation is necessary.
- D. Any declaration by a permanent or temporary Delegation that involves a Confederation commitment or a particular interpretation of the General Assembly directions must have the prior authorisation of the Secretary General.
- E. Ultimately, it is for the General Assembly and the Executive Committee to decide on the way in which Member Organisations are represented by the Confederation and at what international and Regional levels.

CHAPTER XXV

COORDINATION OF MEMBER ORGANISATIONS BY THE CONFEDERATION

ARTICLE 80

Areas

Coordination of aid programmes of Member Organisations carried out at the international level, or which have repercussions at this level, and which concern the areas of emergency aid, its structures, and its human promotion in the broadest sense of the term.

ARTICLE 81

Methods

Coordination is achieved through:

- a. application, by Member Organisations, of the principles and criteria for action defined jointly within the Confederation;
- b. provision, by Member Organisations, of regular information concerning their programmes both to other Member Organisations, and the Confederation services concerned;
- c. information evaluation, and mission reports prepared and organised by the confederation services in specific situations, taking into account determining circumstances and actions of other international organisations.

ARTICLE 82

Common Principles and Criteria

- A. The common principles and criteria arise from the very nature of the Member Organisations and of the Confederation, as defined in Arts. 1, 2, 3 of the Statutes, and the norms, recommendations, and manuals adopted by the General Assembly.
- B. The fundamental action principles indicated both by the letter and spirit of the Statutes, are the following:
 - a. all aid by a Member Organisation must be considered as aid of one Church to another and as such should favour the mission of human promotion of the local Christian community;
 - b. all aid programmes must fall within the socio-pastoral context defined by the Episcopal Conference of the country assisted;
 - c. all aid by a Member Organisation must have the promotion of the poorest as its first priority, and assist the progress of the task of the local Church towards civil society as a whole, whether Christian or not;
 - d. all aid by a Member Organisation to a given country must be the object of preliminary dialogue with the Member Organisation of the given country, and followed by continued exchange of information;

- e. it is desirable that, to the greatest extent possible, bilateral aid alternates with multilateral aid;
- f. the Member Organisations may be fully operational according to their respective Statutes in situations where the Confederation, as such, cannot be operational under Art. 2 of the Statutes.

ARTICLE 83

Responsibility

- A. It is the responsibility of the General Secretariat, as the permanent Confederation body, to propose and supervise coordination of the programmes of the Member Organisations, through necessary and adequate services in accordance with the instructions of the Executive Committee and Bureau.
- B. In this task, the General Secretariat is aided by the advice and cooperation of the Regional officers of the Confederation.
- C. In specific cases, and taking into account their nature and complexity, the General Secretariat may delegate certain technical aspects of these services, while maintaining the necessary supervision.
- D. The General Secretariat will encourage mutual consultation among the more active Member Organisations at the international level in order to facilitate multilateral cooperation.

CHAPTER XXVI

CONFEDERATION WORK PLAN

ARTICLE 84

Content

The four-year Work Plan adopted by the General Assembly, in accordance with Art. 7 of the Statutes, includes:

- A. definition of the main objectives set by the Confederation for the subsequent period;
- B. a series of initiatives, according to the work sectors of the Confederation, under the responsibility of the international statutory bodies, to achieve these objectives;
- C. the Regional programmes, ratified by the General Assembly, for which the Regional bodies are responsible, in the spirit of the key priority objectives, and with the help of the General Secretariat;
- D. the necessary recommendations directed to the Member Organisations, arising from the new challenges to human progress, and as worked out in detail at the General Assembly study sessions;
- E. the norms for application and evaluation of the Plan.

ARTICLE 85

Preparation

Regarding its specific international aspects, the four-year Work Plan will be prepared by the Bureau and the General Secretariat, according to the lines set forth by the Executive Committee and the conclusions of the Regional Conferences which meet prior to the General Assembly.

During the General Assembly the draft Plan may be studied, before it is voted upon, in accordance with the provisions of Art. 31 of the Rules.

The Presiding Board of the General Assembly will judge how best to include in the draft the essential elements resulting from the Assembly study sessions.

ARTICLE 86

Execution

- A. The Executive Committee approves an annual work plan for gradual implementation of the four-year Work Plan, in accordance with Art. 37 of these Rules.
- B. The four-year Work Plan and the annual plans constitute the main nucleus of activity and coordination of the Confederation organs and bodies, at all levels.
- C. The immediate supervision of the implementation of the Work Plan falls to the Bureau, in accordance with Art. 43 of these Rules.

CHAPTER XXVII

FINANCING OF THE CONFEDERATION

ARTICLE 87

Resources

- A. The financing of Caritas Internationalis at the international level is ensured by the resources indicated in Art. 12 of the Statutes. .
- B. Given the nature of the Confederation, the annual fees of the Member Organisations constitute the primary source of revenue.
- C. Following instructions from the Executive Committee and Bureau, the Treasurer puts together the necessary reserves to guarantee the financial continuity of Caritas Internationalis and makes suitable investments to secure other income in addition to the annual fees.
- D. The financing of Regional systems is ensured, first of all, by the special contributions which Member Organisations of the respective Regions make to regional bodies and initiatives. The Treasury and the General Secretariat will, in agreement with the Bureau, subsequently seek supplementary funds to cover Regional level financing.

ARTICLE 88

Four-year Budgetary Plan

- A. The four-year Budgetary Plan, adopted by the General Assembly in accordance with Art. 7 of the Statutes, includes:
- a. an estimate of increases in expenses which the Confederation must sustain in order to carry out the four-year Work Plan;
 - b. an estimate of the increase in revenue necessary for the next four years. During an Ordinary General Assembly, the outgoing Treasurer proposes to representatives of all the Member Organisations that they commit to a specific annual fee for the next period; the commitment, signed by them prior to the conclusion of the Assembly, constitutes the basis for estimates of income; the total amount of these commitments must cover 85% of estimated expenses;
 - c. an estimate for setting up the necessary reserves;
 - d. any changes considered necessary to the financial and administrative system.
- B. The draft four-year Budgetary Plan is prepared in accordance with Art. 58 of these Rules.

During the General Assembly, this draft may be studied, before being voted upon, in accordance with the provisions set forth in Art. 31 of these Rules.

ARTICLE 89

Annual Budget

The Executive committee approves the annual budget within the four-year Budgetary Plan, in accordance with Art 8 of the Statutes and Art. 58 of these Rules.

ARTICLE 90

Fiscal Period

The fiscal period extends from 1 January to 31 December.

ARTICLE 91

Banking Operations

The Bureau, on the proposal of the Treasurer, determines the banking methods and the individuals authorised to sign for banking operations.

ARTICLE 92

Presentation of Accounts

The Bureau, through the Treasurer, supervises the execution of the Budget and presents the accounts to the Executive Committee.

CHAPTER XXVIII

LEGAL AND ADMINISTRATIVE NORMS

ARTICLE 93

Legal Status

All negotiations regarding the legal Vatican status of Caritas Internationalis are handled jointly by the President and the Secretary General, according to the instructions of the Bureau.

A report on the operating and financial activity of Caritas Internationalis, signed by the Treasurer, is submitted yearly to the Vatican City Government.

ARTICLE 94

Official Signature

Any document requiring the official signature of Caritas Internationalis must be signed by the President and the Secretary General, unless one or more persons are authorised to sign in their stead by resolution of the Bureau.

ARTICLE 95

Correspondence

- A. The correspondence of Caritas Internationalis is handled by the General Secretariat under the direction of the Secretary General.
- B. The President will inform the Secretary General which communications he/she wishes to sign.

7. LEGAL TEXTS

CHAPTER XXIX

STATUTES

ARTICLE 96

Changes

- A. The decision to modify the Statutes rests with the Executive Committee.
- B. When a statutory modification is decided, the Legal Affairs Commission, assisted by the Secretary General, will draft the text for subsequent consultation of the Member Organisations and the *placet* of the Holy See, in accordance with the Additional Protocol.
- C. The proposed text is submitted to the General Assembly in accordance with Art. 13 of the Statutes.

ARTICLE 97

Registration

The statutory modification approved by the General Assembly is presented by the President and the Secretary General to the Vatican City Government for legal registration.

ARTICLE 98

Effectivity

A modification to the Statutes, adopted by this procedure, becomes effective immediately.

CHAPTER XXX

INTERNAL RULES

ARTICLE 99

Changes

- A. The decision to modify the Internal Rules rests with the Executive Committee.
- B. When a modification is decided, the Legal Affairs Commission assisted by the Secretary General, will draft the text for subsequent consultation of the Member Organisations.
- C. The proposed text is submitted to the vote of the Executive Committee which decides in accordance with Art. 41 of the Rules.

ARTICLE 100

Effectivity

- A modification to the Internal Rules, approved by the Executive Committee, according to the procedure indicated, becomes effective immediately.

ARTICLE 101

Ratification

- A. In accordance with Art. 14 of the Statutes, the modification to the Internal Rules, approved by the Executive Committee and already effective, must be ratified by the General Assembly, in ordinary session.
- B. Ratification is governed by Art. 34-f of these Rules.
- C. If a modification to the Internal Rules is not ratified, the original norm becomes effective again; the acts accomplished under the modified Rule, however, remain valid.

APPENDIX 1

INTERPRETATIVE NORMS AND NOTES

1. The terms "*Country*", "*Nation*" and "*State*"

In spite of the fact that these terms are generally used in the legal texts of Caritas Internationalis as synonyms, their significance has to be traced back to the original meanings assigned to them.

In order to assess the requirements which need to be fulfilled by organisations requesting affiliation to Caritas Internationalis (cf. Art. 3 of the Statutes and Art. 1 of the Rules), the following guidelines should be considered:

- a. The terms "*country*", "*nation*" and "*state*" must be understood with the commonly accepted meaning for each of them. They are not interchangeable. Consequently, the differences in the meaning of these terms must be considered in order to interpret properly the phrase "*due to particular circumstances*". The Executive Committee, after consultation with the Legal Affairs Commission, decides especially when it is a question of determining the conditions for affiliation in a specific case.
- b. The terms "*Episcopal Conference*", "*the respective Episcopacy*", "*the Local Hierarchy*", or "*the Bishops concerned*", are used indiscriminately in the legal documents of Caritas Internationalis, without considering the composition of each of these. These terms should always be understood as "*the local ecclesial hierarchy*" as used in the Statutes and Rules.

This may correspond to an Episcopal Conference or, simply, to all the Bishops of the country, nation, territory, or state under consideration. Caritas will, therefore, be able to relate to the duly established ecclesial hierarchy of the local Churches.

- c. The Executive Committee, when considering requests for affiliation, must always consider the religious, political, historical, geographical, and other circumstances which affect the situation at the time when the request for affiliation has been made. Their effects on whether the goals of Caritas Internationalis will be respected and enhanced by the admission of the new member in the geographical area to which it belongs, can be ascertained. Due consideration should also be given to the organisations which have particular importance to the local Ecclesial Hierarchy.

2. Participation in Regional Conferences

Without prejudice to the particular norms of each Regional Conference, it is clearly acknowledged that there is no article in the Statutes or in the Rules which prevents a Member Organisation from participating in its own Regional Conference with more representatives than others, including people coming on an individual basis.

3. The term "persons" in Arts. 69 and 73 of the Rules

The term "*persons*" which Articles 69 and 73 of the Rules use in order to refer to the members of the Commissions or to experts, does not prevent the designation of a Member Organisation for this post with the same terms: it will be the responsibility of a Member Organisation to name an individual and to assume responsibility for such individual's performance of duties.

4. Authorisation for the Legal Affairs Commission

The Executive Committee authorises the permanent Legal Affairs Commission to propose to the same Executive Committee new interpretative notes and norms to interpret the Statutes and Rules as new doubts and questions arise.

APPENDIX 2

VISION AND MISSION STATEMENT/GUIDING PRINCIPLES AND VALUES (Cf. Arts. 1 and 2 of the Statutes)

A Vision for the Caritas Confederation

- The vision is a mental picture or image of the results we want to achieve, often the world we imagine living in. Our vision reflects our highest purpose as a socio-pastoral expression of the Church. It should inspire us, and pull us together into unity of action. The vision provides the guiding light.
- The vision of Caritas Internationalis is **a civilisation of love.**

It is a world:

- which reflects the Reign of God, where justice, peace, truth, freedom and solidarity prevail
- in which the dignity of the human person, made in the image of God, is paramount
- in which exclusion, discrimination, violence, intolerance and dehumanising poverty are no more
- where the goods of the earth are shared by all
- where all creation is cherished and held in trust for the common good of future generations
- where all people, especially the poorest, the marginalised and the oppressed, find hope and are empowered to come to the fullness of their humanity as part of a global community.

The Mission Statement for the Confederation

- A mission statement describes what we need to do to achieve our vision. In particular, it focuses on the role and the identity of the Caritas Confederation. Vision describes the world we wish to achieve. Mission defines our role and contribution to the achievement of the vision.

- In working towards this vision, the Caritas Confederation seeks to play a leading role in the socio-pastoral mission³ of the Church through the spreading of solidarity and social justice. Caritas Internationalis will carry out this mission on behalf of its members by:
 - providing a forum for dialogue and exchange among member organisations to share ideas, learn from each other and support each other's efforts
 - helping member organisations to build their own capacity in order to serve the poor and marginalised more effectively
 - acting as a voice or advocate for the cause of the poor and enabling the poor to be their own advocates
 - facilitating cooperation within and beyond the Caritas Confederation
- The mission statement captures the essence of the purpose of the Confederation in accord with the vision. In the following two sections, we explore in more detail the Christian identity, values and principles of the Confederation.

³ Please note that some members prefer the term 'social mission of the Church'.

The Identity and Role of the Confederation

- As we enter the third millennium, we wish to emphasize our identity. Caritas Internationalis, the point where all member Caritas organisations work together at the global or regional level, derives its identity from its roots within the Catholic Church. The specific charism of Caritas as a Confederation is to work towards a "liberation from everything that oppresses humankind" (Evangelii Nuntiandi 1975, #9) within its competence.
- Caritas Internationalis is an international confederation of Catholic organisations, mandated by their respective episcopal conferences, to spread solidarity and social justice throughout the world. We draw our inspiration from Christian Scripture, tradition and the social teaching of the Church, as well as the lived experience of those we serve.
- Caritas Internationalis, the global and regional expression of the Confederation, essentially exists to benefit its members and to be the international expression of Caritas activities. The principle of subsidiarity is inherent in all our work. We aspire to play a leading role in the socio-pastoral mission of the Church, building on our credibility and authenticity, on our grassroots base, and the quality of our work. Our particular ethos and spirituality, based on Christ's teaching and example, will permeate all our work - in our dealings with the people we serve, our partners, international institutions and with one another. The world will know Caritas by its commitment to justice and solidarity.
- We seek to be receptive to the signs of the times, and to adapt our working methods, structures and actions to meet the challenges of the new millennium while remaining faithful to our vision of a world of justice and solidarity springing from our Christian faith.
- We will strive towards being a true family of organisations, working in a united way to transform our world to one of justice for the poor and oppressed through socio-pastoral endeavour. This will be done without regard to creed, race, gender or ethnicity. Our presence at the international, regional, national and community level will bear effective witness to this vision, helping to forge a new society on the principles of social justice, valid for all the peoples of the earth.
- We wish to position ourselves so that we have an effective and major global and local impact in the years to come. We recognise that this requires us to be pro-active and focused so that we concentrate on those priorities in which we have the capacity to make a significant impact.

Guiding values and principles

The guiding values and principles provide the moral and strategic basis for all the work of the Confederation. These are not "ends" in themselves but serve rather to help us orient and focus all the different programmes that we undertake.

Guiding Values

- As we stress in the vision and mission statements and, as elaborated in the section in this paper on identity and role, the Caritas Confederation derives its inspiration and being from Christian Scripture, the social teaching of the Catholic Church and the lived experience of those we serve. From a starting point of compassion and a desire to build up a "civilisation of love" (Pope Paul VI), we identify five core values which are immutable:

Dignity of the human person

- The first is our emphasis on the dignity of the human person as our foundational moral value. We reject the reification of the poor and seek to make them not objects of our pity but subjects of their own development and agents of change. In this way, Caritas makes God's love for creation manifest in the world.

Option for the poor

- The second is the preferential option for the poor and marginalised. The Caritas Confederation commits itself to combating dehumanising poverty, which robs people of their dignity and humanity, and to promoting the rights of the poor. We commit ourselves to restoring their sense of co-responsibility in building a better world. We also need to underline the position of women, recognising that they have to be given their rightful place in Caritas structures.

The Universal Destination of the Earth's Goods

- The third is an awareness of the need for a social analysis which takes into account the "universal destination of the earth's goods" (Centesimus Annus 1991, #31). Any economic, social, political or cultural structure which opposes or oppresses and prevents change towards justice is sinful. We seek to encourage our membership to

redress the balance by working to transform these sinful structures into graced social structures which favour the poor.

Solidarity

- The fourth is solidarity. The Caritas Confederation seeks to inculcate in its membership and its dealings with other non-governmental organisations (NGOs) and global institutions a genuine sense of solidarity, not as a feeling of sympathy but of empathy, of putting oneself in the shoes of the poor and seeing the world from their perspective.

Solidarity, in the words of Pope John Paul II, is "not a feeling of vague compassion or shallow distress at the misfortunes of so many people ... On the contrary, it is a firm and persevering determination to commit oneself to the common good; that is to say, to the good of all and of each individual because we are all really responsible for all" (Sollicitudo Rei Socialis 1987, #38.4). Closely allied to solidarity is mutual respect and partnership whose spirit should characterise all Caritas dealings both within the membership and with outside. Solidarity is a core value to the Caritas Confederation because it is centred on following Christ who "in assuming human nature.... has united to himself all humanity in a supernatural solidarity which makes of it one single family" (Apostolicam Actuositatem 1965, #8).

Stewardship

- The fifth is stewardship of the planet. The Caritas Confederation commits itself to being in solidarity not only with people but with the whole of creation and therefore seeks to act in an environmentally sustainable way at all times. This underlines our interdependence.

Guiding Principles

We have therefore identified ten principles to guide our work.

Church

- We are a socio-pastoral expression of the Church and will continue to make efforts to promote the social mission of the Church and to help the Church to see Caritas in its true role.

From grassroots to global

- One of the potential strengths and indeed one of the key purposes of Caritas lies in its ability to identify issues at the grassroots level, to organise reflection and analysis at the national and global levels and then to initiate action simultaneously at the global, regional and local levels. We must listen to the voice of the silent poor, speak on their behalf, when that is necessary, and, above all, enable them to speak for themselves.

Subsidiarity

- The principle of subsidiarity is one of the foundations of the Caritas Confederation. We will respect the principle of local autonomy for all activities at the local level while, at the same time, helping the whole Confederation to work together effectively and harmoniously in the pursuit of our common mission.

Learning

- We will be placing much greater emphasis on becoming a learning organisation in terms of sharing experiences and ideas and on transforming this learning into more effective action.

Development

- We should see our relief and emergency work in the context of integral human development concerns. This forms part of the promotion of the dignity of the human person. We will continue our coordination of relief and emergency programmes and seek increasingly to integrate relief, development, reconciliation, peace-building and human rights activities.

Partnership

- Caritas seeks to work on the basis of partnership, which should underline all relations between member organisations. Given our commitment to subsidiarity and solidarity, our relationships at a global level, especially those involving the transfer of resources, must be based on mutual respect, trust and goodwill. Partnership implies a long-term commitment to agreed objectives, based on shared values, strategies and information. It should be further characterised by feedback and joint

planning, a display of transparency and accountability on both sides and a genuine openness and sensitivity to the other's needs, feelings, expertise, experience and wisdom. Effective partnership brings about benefits for both those sharing and receiving.

Cooperation

- We will continue to develop close working relations with Catholic and other Christian, inter-faith and secular organisations which share our vision.

Stewardship of resources

- We will steward those resources entrusted to us in an efficient and effective manner, being aware that we have an obligation to behave at all times in a transparent and accountable way - to the poor, the Church and to one another.

Strengthening capacity

- In order that our values and principles imbue our work, we recognize that we must strengthen the capacity of our organisations to deliver effective programmes and services to, or on behalf of, the poor. We must improve our stewardship of the resources entrusted to us. We must strengthen our management and leadership at all levels. We must use new technologies in such a way that they are at the service of humanity.

Witnessing

- We witness to our faith not only in words but in our deeds, the way we act in the world. This witnessing to the wider world implies openness, transparency and visibility. We will ensure that the way we communicate within and outside the Confederation will conform to our guiding values and principles.

(C.I. STRATEGIC PLAN RATIFIED BY THE 16th GENERAL ASSEMBLY)

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