



St Vincent de Paul Society  
*good works*

**THE  
RULE**

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**7TH  
EDITION  
2012**

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**AUSTRALIA**

**AMENDED  
MAY 2014**

## **OUR VISION**

The St Vincent de Paul Society aspires to be recognised as a caring Catholic charity offering “a hand up” to people in need. We do this by respecting their dignity, sharing our hope, and encouraging them to take control of their own destiny.

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## **OUR MISSION**

The Society is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

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## **OUR ASPIRATION**

An Australia transformed by compassion and built on justice.

# OUR KEY VALUES

## **COMMITMENT**

Loyalty in service to our mission,  
vision and values

## **COMPASSION**

Welcoming and serving all with  
understanding and without judgement

## **RESPECT**

Service to all regardless of creed, ethnic or  
social background, health, gender or political  
opinions

## **INTEGRITY**

Promoting, maintaining and adhering to our  
mission, vision and values

## **EMPATHY**

Establishing relationships based on respect,  
trust, friendship and perception

## **ADVOCACY**

Working to transform the causes of  
poverty and challenging the causes of  
human injustice

## **COURAGE**

Encouraging spiritual growth, welcoming  
innovation and giving hope for the future



**THE RULE**  
of the  
**ST VINCENT DE PAUL SOCIETY  
IN AUSTRALIA**

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# **SUGGESTED ORDER OF BUSINESS FOR CONFERENCE MEETINGS**

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## **NEW RULE AND STATUTES**

The Rule and International Statutes that govern the operations of the Confederation of the St Vincent de Paul Society were approved during the Rome Special General meeting in October 2003. The following presentation of these texts marks a special moment in the life of all Conferences.

The Society, during its 170 years of existence, has developed only three fundamental texts, including the text that is currently presented. Obviously, two of them have had quite a lengthy lifespan.

For an institution such as ours, the Rule is always important. It is even more so in that the Society requires a total commitment of ourselves. The members have the obligation to abide by the Rule from the very first moment they belong to our world-wide community.

Indeed, such a deeply Christian organisation demands our wholehearted commitment in our vocation to serve people who suffer from poverty and marginalisation. This is our way to eternal life:

*For when I was hungry you gave me food...*

This is the calling that unites all of us who, over the past 170 years, have sought to commit ourselves to the poor and to the expansion of the Kingdom.

Within the Rule there are five elements above all others on which we should focus: the need for prayer, both individual and collective; our personal commitment through action; the unity in which we must share as brothers and sisters; the universality of our commitment to serve the poor and marginalised; and our vocation as members of the Church community.

Without prayer it is impossible to understand the existence of our Conferences. The first Conference emerged from the shared prayer of a few young people in Paris at the beginning of the 19th Century. These young people, regularly sharing in a life of collective prayer, wanted to convert their prayer into action through serving the poor and marginalised. Their action, however, helped to reinforce their need for prayer.

It is difficult to understand service within Conferences without accepting the need to serve the poor on a person-to-person basis in their own homes or wherever they feel most comfortable. Since the beginning, Conferences went out to the poor rather than waiting for the poor to come to them. In other words, as the Rule points out, Vincentians need to help the marginalised precisely where they feel most at ease. The St Vincent de Paul Society has worked so hard to make this the normal means of contact that the concept of the “visit” has become the classic expression of what is most intimate in our commitment. The “home visit” to people who are poor is the expression of a meeting that is always personal. This is well understood by all Vincentians as well as by those we seek to serve.

## FOREWORD

In order to achieve a personal commitment to the poor, it is necessary to first have a solid sense of community within each one of our Conferences. The Rule calls on us to benefit from both individual and collective prayer. It also, however, invites us to share in a deep relationship of solidarity as brothers and sisters. How is it possible to love those we do not know if we are unable to love each other as brothers and sisters? The Rule invites us to strengthen this communion with each other which was always predominant, not only in the actions of the Conferences, but also in their very existence.

In a world increasingly open to communication and proximity, thanks to increasingly sophisticated technologies, poverty can no longer be felt only in manifestations that are closest to us. On the contrary, the phenomenon known as “globalisation” must make us feel responsible for any type of poverty in any part of the world. We are called upon to fight against any kind of poverty that we may encounter. We must feel responsible for the victims of globalised poverty and inequality, no matter who or where they are. We must feel called upon to fight against suffering. The work of our sisters and brothers in other regions, therefore, is also our work.

Finally, we are part of the Church and we join with the Church in our apostolic work. The Rule reminds us that whenever we approach any suffering person, help alleviate their suffering, and put balm on the wounds inflicted by life, we claim nothing else than to bring Christ and his Church’s message of love. We are aware of this extraordinary responsibility in showing our Church as being closer to, gentler with, and more committed to, the poor. The Church is one Body and is wholly present through the committed service of each of our Conferences.

By introducing the new articles of the Rule, the International Statutes, and the required conditions for internal articles of every National Council or country the Council General calls upon all leaders of the Vincentian service to make these articles known as soon as possible, by making them available to every member of the Society.

José Ramón Díaz-Torremocha  
XIV President General  
Paris, April 2004

# PART I

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## RULE OF THE INTERNATIONAL CONFEDERATION OF THE ST VINCENT DE PAUL SOCIETY

### 1 THE ORIGINS OF THE SOCIETY & SERVICE TO THE POOR

#### 1.1 ORIGINS

The St. Vincent de Paul Society is a worldwide Christian community, founded in Paris in 1833, by a group of young Catholic lay people and an older person, who joined together to create the first Conference. The Society wishes to remember them all with gratitude, as they set an example of dedication to the poor and to the Church. From Le Taillandier, who received the first inspiration, to Blessed Frederic Ozanam, Paul Lamache, Francois Lallier, Jules Devaux, Felix Clave, all of them knew, in their humility, how to seek the wise advice and support of the one who would become the first President General of the flourishing Society Emmanuel Bailly.

The Holy Spirit was undoubtedly present in all of them at the founding of the Society fostering the charisms of each one. Among them, Blessed Frederic Ozanam was a radiant source of inspiration.

The Society has been Catholic from its origins. It remains an international Catholic voluntary organisation of lay people, men and women.

#### *PURPOSE AND SCOPE OF OUR SERVICE*

#### 1.2 THE VINCENTIAN VOCATION

The vocation of the Society's members, who are called Vincentians, is to follow Christ through service to those in need and so bear witness to His compassionate and liberating love. Members show their commitment through person-to-person contact. Vincentians serve in hope.

### **1.3 ANY FORM OF PERSONAL HELP...**

No work of charity is foreign to the Society. It includes any form of help that alleviates suffering or deprivation, and promotes human dignity and personal integrity in all their dimensions.

### **1.4 ...TO ANYONE IN NEED**

The Society serves those in need regardless of creed, ethnic or social background, health, gender, or political opinions.

### **1.5 TO SEEK OUT THE POOR**

Vincentians strive to seek out and find those in need and the forgotten, the victims of exclusion or adversity.

### **1.6 ADAPTATION TO A CHANGING WORLD**

Faithful to the spirit of its founders, the Society constantly strives for renewal, adapting to changing world conditions. It seeks to be ever aware of the changes that occur in human society and the new types of poverty that may be identified or anticipated. It gives priority to the poorest of the poor and to those who are most rejected by society.

## ***OUR PERSONAL ENCOUNTERS WITH THE POOR***

### **1.7 PRAYER BEFORE PERSONAL ENCOUNTERS OR VISITS**

Vincentians pray that the Holy Spirit may guide them during their visits and make them channels for the peace and joy of Christ.

### **1.8 REVERENCE FOR THE POOR**

Vincentians serve the poor cheerfully, listening to them and respecting their wishes, helping them to feel and recover their own dignity, for we are all created in God's image. In the poor, they see the suffering Christ.

Members observe the utmost confidentiality in the provision of material and any other type of support.

### **1.9 EMPATHY**

Vincentians endeavour to establish relationships based on trust and friendship. Conscious of their own frailty and weakness, their hearts beat with the heartbeat of the poor. They do not judge those they serve, rather they seek to understand them as they would a brother or sister.



## **1.10 PROMOTION OF SELF-SUFFICIENCY**

Vincentians endeavour to help the poor to help themselves whenever possible, and to be aware that they can forge and change their own destinies and those of their local community.

## **1.11 CONCERNS FOR DEEPER NEEDS AND SPIRITUALITY**

Vincentians are sincerely concerned with the deeper needs and the spiritual well-being of those they help, always observing a profound respect for their conscience and the faith they believe in, listening and understanding with their hearts, beyond both words and appearances.

Vincentians serve in hope. They rejoice in discovering the spirit of prayer in the poor, for in the silence, the poor can perceive God's Plan for every person.

The acceptance of God's Plan leads each one to nurture the seeds of love, generosity, reconciliation and inner peace in themselves, their families and all those whose lives they touch. Vincentians are privileged to foster these signs of the presence of the Risen Christ in the poor and among themselves.

## **1.12 GRATITUDE TO THOSE WE VISIT**

Vincentians never forget the many blessings they receive from those they visit. They recognise that the fruit of their labours springs, not from themselves, but especially from God and from the poor they serve.

# **2 VINCENTIAN SPIRITUALITY & VOCATION**

Faith in Christ and the Life of Grace

*Since we are justified by faith, we have peace with God through our Lord Jesus Christ. Through Him we have obtained access to this grace in which we stand, and we rejoice in our hope of sharing the glory of God (Rom. 5,1-2).*

## **2.1 LOVE IN UNION WITH CHRIST**

Convinced of the truth of the Apostle St. Paul's words, Vincentians seek to draw closer to Christ. They hope that someday it will be no longer they who love, but Christ who loves through them.

*...I have been crucified with Christ; it is no longer I who live, but Christ who lives in me; and the life I now live in the flesh I live by faith in the Son of God (Gal. 2,20) and that even now, through their caring, the poor may catch a glimpse of God's great love for them.*

## **2.2 THE JOURNEY TOGETHER TOWARDS HOLINESS**

Vincentians are called to journey together towards holiness, because true holiness is perfect union with Christ and the perfection of love, which is central to their vocation and the source of its fruitfulness. They aspire to burn with the love of God as revealed by Christ and to deepen their own faith and fidelity.

Vincentians are aware of their own brokenness and need for God's grace. They seek His glory, not their own. Their ideal is to help relieve suffering for love alone, without thinking of any reward 'or advantage for themselves.

They draw nearer to Christ, serving Him in the poor and one another. They grow more perfect in love by expressing compassionate and tender love to the poor and one another.

Therefore, their journey together towards holiness is primarily made through:

- Visiting and dedicating themselves to the poor, whose faith and courage often teach Vincentians how to live. Vincentians assume the needs of the poor as their own.
- Attending the meeting of the Conference or Council, where shared fraternal spirituality is a source of inspiration.
- Promoting a life of prayer and reflection, both at the individual and community level, and sharing with their fellow members. Meditating on their Vincentian experiences offers them internal spiritual knowledge of themselves, others and the goodness of God.
- Transforming their concern into action and their compassion into practical and effective love.

Their journey together towards holiness will be all the more fruitful if the members' personal lives are characterised by prayer, meditation on the Holy Scriptures and other inspirational texts, devotion to the Eucharist and the Virgin Mary, whose protection we have always sought, and to the teachings of the Church.

## **2.3 PRAYER IN UNION WITH CHRIST**

In every Conference throughout the world and in their personal lives, Vincentians raise their prayers to God, united with the prayer of Christ, on behalf of one another and their masters, the poor, whose suffering they wish to share.

## **2.4 THE SPIRITUALITY OF BLESSED FREDERIC OZANAM**

The spirituality of one of its founders inspires Vincentians profoundly. Blessed Frederic Ozanam:

- Sought to renew faith, among all people, in Christ and in the civilising effect of the teachings of the Church through all time.
- Envisioned the establishment of a network of charity and social justice encircling the world.
- Attained holiness as a layman through living the Gospel fully in all aspects of his life.
- Had a passion for truth, democracy and education.

## **2.5 THE SPIRITUALITY OF SAINT VINCENT**

Having been placed under the patronage of Saint Vincent de Paul by the founding members, members of the Society are inspired by his spirituality, manifest in his attitudes, his thoughts, his example and his words.

For Vincentians, the key aspects of Saint Vincent's spirituality are:

- To love God, our Father, with the sweat of our brow and the strength of our arms
- To see Christ in the poor and the poor in Christ.
- To share the compassionate and liberating love of Christ the Evangeliser and Servant of the poor.
- To heed the inspiration of the Holy Spirit.

### **2.5.1 ESSENTIAL VIRTUES**

Vincentians seek to emulate Saint Vincent in the five virtues essential for promoting love and respect for the poor:

- Simplicity, frankness, integrity, genuineness.
- Humility, accepting the truth about our frailties, gifts, talents and charisms, yet knowing that all that God gives us is for others, and that we can achieve nothing of eternal value without His grace.
- Gentleness, friendly assurance and invincible goodwill, which mean kindness, sweetness and patience in our relationship with others.
- Selflessness, dying to their ego with a life of self-sacrifice; members share their time, their possessions, their talents and themselves in a spirit of generosity.
- Zeal, a passion for the full flourishing and eternal happiness of every person.

## **2.6 A VOCATION FOR EVERY MOMENT OF OUR LIVES**

The Vincentian vocation affects all aspects of members' daily lives, making them more sensitive and caring in their family, work and leisure activities. Vincentians are available for work in the Conferences only after fulfilling their family and professional duties.

# **3 MEMBERS, CONFERENCES, COUNCILS - COMMUNITIES OF FAITH & LOVE**

## **3.1 MEMBERSHIP**

The Society is open to all those who seek to live their faith loving and committing themselves to their neighbour in need. (See Article 6.4 of the Rule).

## **3.2 EQUALITY**

The Society, in each of its Conferences (the primary basic unit of the St Vincent de Paul Society), makes no distinction regarding gender, wealth, occupation, social status or ethnic origin.

## **3.3 MEETINGS OF THE VINCENTIAN MEMBERS**

The members meet as brothers and sisters with Christ in the midst of them, in Conferences that are genuine communities of faith and love, of prayer and action. Spiritual bonds and friendship between members are essential, as is the common mission to help the poor and marginalized. The entire Society is a true and unique worldwide community of Vincentian friends.

### **3.3.1 FREQUENCY OF THE MEETINGS**

The Conferences meet regularly and consistently, usually weekly, but at least every fortnight.

## **3.4 FRATERNITY AND SIMPLICITY**

Meetings are held in a spirit of fraternity, simplicity and Christian joy.

## **3.5 PRESERVING THE SPIRIT**

Members of all ages strive to preserve the spirit of youth, which is characterised by enthusiasm, adaptability and creative imagination. They are willing to make sacrifices and take risks for the benefit of the poor wherever they may be by sharing their discomfort, needs and sorrows and defending their rights.

### **3.6 COUNCILS**

Conferences are grouped under various levels of Councils.

Councils exist to serve all the Conferences they coordinate. They help the Conferences to develop their spiritual life, to intensify their service and to diversify their activities so that they may always be responsive to the needs of those who suffer.

Councils at appropriate levels are particularly called to create new Conferences, to help existing Conferences to expand, to promote Special Works, to prepare training courses and encourage Vincentians to attend them, to foster interest in co-operation with the Vincentian Family, to promote co-operation with other organisations and institutions, to develop friendship between members in the same area, to provide communication to and from Conferences and higher Councils. In summary, to promote the sense of belonging to a Society which encircles the world.

### **3.7 YOUNG MEMBERS**

Young members keep the Society young. They see with new eyes and often look far ahead. The Society works constantly to form Youth Conferences and welcomes young members into all Conferences. Their experience in a community of faith and love and their exposure to poverty deepens their spirituality, spurs them to action and helps them to grow as human beings. The senior members assume the responsibility of assisting them along their path of training, respecting their personal choices and their aspirations of Vincentian service.

### **3.8 AGGREGATION AND INSTITUTION OF CONFERENCES AND COUNCILS**

The visible unifying link within the Society is the Aggregation of the Conferences and the Institution of the Councils declared by the Council General.

### **3.9 SUBSIDIARITY AND FREEDOM OF ACTION**

The Society embraces the Principle of Subsidiarity as its basic standard of operation. Tasks are performed as close as possible to the area of activity to ensure that the local environment and circumstances, (cultural, social, political, etc.) are taken into consideration. In this way, the Society promotes local initiatives within its spirit. This freedom of action of Conferences and Councils, which has been kept faithfully since the origins of the Society, enables them to help the poor spontaneously and more effectively.

In exercising this freedom of action to face the challenge of poverty in their area, Vincentians feel called to pray together for guidance and strength and for that creative imagination which is the promised gift of the Holy Spirit:

*Your old men shall dream dreams and your young men shall see visions* (Joel 3,1).

### **3.10 DEMOCRACY**

All decisions are made by consensus after the necessary prayer, reflection and consultation. The democratic spirit is fundamental at all levels of the Society and, when appropriate, matters are put to a vote.

### **3.11 PRESIDENTS AS SERVANT LEADERS**

Following Christ's example, the Presidents at all levels of the Society endeavour to be servant leaders. They provide an encouraging atmosphere in which the talents, capacities and spiritual charisms of the members are identified, developed and put to the service of the poor or to the St. Vincent de Paul Society. The President of the Conference or Council will have special responsibility for promoting Vincentian spirituality.

### **3.12 FORMATION OF MEMBERS**

It is essential that the Society continually promote the formation and training of its members and officers, in order to deepen their knowledge of the Society and their spirituality, improve the sensitivity, quality and efficiency of their service to the poor and help them be aware of the benefits, resources and opportunities that are available for the poor. The Society also offers members higher training in order to better help raise the cultural and social level of those who request this support.

### **3.13 THE SPIRIT OF POVERTY AND ENCOURAGEMENT**

Members of the Society are united in the same spirit of poverty and of sharing. They encourage one another to live a profound spiritual life and to share in the spirit of prayer. For this purpose, the role of a Spiritual Adviser is very important.

### **3.14 THE USE OF MONEY AND PROPERTY FOR THE POOR**

Vincentians should never forget that giving love, talents and time is more important than giving money.

Nevertheless, the Society uses money and property to help relieve the suffering of those in need. The Society's funds must be handled with the utmost care, prudence and generosity. Money must not be hoarded. Decisions regarding the use of money and property are to be made after reflection in the light of the Gospel and Vincentian principles. Accurate records must be kept of all money received or spent. The Society may not allot funds to other organisations, except occasionally for other branches of the Vincentian Family, save under exceptional circumstances.

### **3.15 COMMUNICATION**

The vitality of the Society's network of charity depends on the regular and rapid exchange of news and information. Such communication broadens the members' horizons and enhances the interest of members in the experiences and challenges of their brothers and sisters throughout the world. The Vincentian response to communication is a willingness to learn and a desire to help.

## **4 RELATIONSHIPS WITHIN THE VINCENTIAN & CATHOLIC NETWORK OF CHARITY**

### **4.1 TWINNING**

Conferences and Councils help others in need, both at the national and international level. This is one of the activities most cherished by the Society. The awareness of acute poverty in a great number of countries and the Vincentian preferential option for the poor spur Conferences and Councils to assist others with less resources or in particular situations.

This direct link between two Conferences or Councils, consisting of sharing prayer, a profound friendship and material resources, is called twinning. This activity contributes to world peace and to understanding and cultural exchange among peoples.

#### **4.1.1 PRAYER AS THE BASIS OF FRIENDSHIP**

Twinning promotes spirituality, deep friendship, solidarity and mutual help. Funds and other material resources can be provided to enable a Conference or Council to help local families. Financial, technical, medical and educational support is given to projects which are identified by the Society locally and which encourage self sufficiency. Even more important is support given through prayer, as well as through mutual communication regarding what has been accomplished and what is happening among Vincentians in each area, including news about persons and families.

### **4.1.2 VINCENTIANS' PERSONAL COMMITMENT**

The Society urges the Vincentians to consider undertaking a personal commitment for a particular period of time to work with Vincentians in other countries or to spread Conferences.

### **4.2 EMERGENCY ASSISTANCE**

When disasters, war or major accidents occur, the Society launches emergency initiatives on the spot and provides funds for the local Society to help victims.

### **4.3 THE VINCENTIAN FAMILY**

Members throughout the world, together with other communities inspired by the spirituality of Saint Vincent de Paul and with those whom they help, form a single family. Gratefully remembering the support and encouragement that the first Conference received from Blessed Rosalie Rendu, the Society maintains and develops close relationships with other branches of the Vincentian family, while preserving its identity. It cooperates with them in spiritual development and common projects, as well as with the Church's charitable pastoral initiatives at every level, whenever this may be mutually enriching and useful to those who suffer.

## **5 RELATIONSHIP WITH THE CHURCH HIERARCHY**

### **5.1 A CLOSE RELATIONSHIP**

Faithful to the clear intentions of Blessed Frederic Ozanam and his companions, the Society has a close relationship with the hierarchy of the Catholic Church. Respect of the members for the hierarchy provides the foundation for harmonious reciprocal cooperation.

### **5.2 AUTONOMY**

The Society is legally autonomous as to its existence, constitution, organisation, rules, activities and internal government. Vincentians freely choose their own officers and manage the Society's activities and assets with full autonomy, in accordance with their own Statutes and the legislation in effect in each country.

### **5.3 MORAL RECOGNITION**

The Society recognizes the right and duty of the diocesan bishop to affirm that none of its activities is contrary to Catholic faith or morals. The Society, whenever possible, informs the diocesan bishops of its activities annually, as a sign of ecclesial communion.



## **6 OTHER RELATIONSHIPS, ECUMENICAL & INTER-FAITH RELATIONSHIPS**

### **6.1 EVERY MEMBER SHOULD FOSTER ECUMENISM**

Each Vincentian should seek to deepen a personal commitment to ecumenism and to cooperation in works of charity and justice as a contribution towards the achievement of that full and visible unity of the Church for which Christ prayed: that they may all be one. As you, Father, are in me and I am in you, may they be one in us so that the world may believe that you have sent me (Jn 17,21).

### **6.2 THE SOCIETY IS COMMITTED TO ECUMENICAL AND INTER-FAITH COOPERATION**

Following the teachings of the Catholic Church, the St Vincent de Paul Society recognizes, accepts and encourages the call to ecumenical and inter-faith dialogue and cooperation which arise from its charitable activities. It is prepared to participate in the Church's ecumenical and inter-faith initiatives within each country, in harmony with the diocesan bishop.

### **6.3 THE ADOPTION OF PRACTICAL INITIATIVES**

Conferences and Councils should establish a dialogue with their counterparts in other Christian churches or ecclesial communities and other faiths, with regard to cooperation in charitable work, wherever this is appropriate.

### **6.4 ECUMENICAL AND INTER-FAITH MEMBERSHIP**

In some countries, circumstances may make it desirable to accept as members Christians of other confessions or people of other faiths who sincerely respect and accept the Society's identity and its principles insofar as differences of faith allow. The Episcopal Conference should be consulted.

### **6.5 PRESERVING THE CATHOLIC CREDO AND ETHOS**

The Catholic beliefs and ethos of the St. Vincent de Paul Society must be preserved. The President, Vice-President and Spiritual Adviser should, therefore, be Roman Catholic. They may, in certain situations depending on national circumstances, and after consultation with the local diocesan bishop, be members of churches and ecclesial communities which share the Catholic belief in, among other issues, the real presence of Christ in the Eucharist, the seven Sacraments and devotion to Mary.

## **6.6 AFFILIATED GROUPS CAN WORK VERY CLOSELY WITH US**

The Society accepts the principle of affiliated groups. These groups consist mainly of members of other Christian churches and ecclesial communities who are attracted by the work of the Society and/or its spirituality. They are welcome to participate in the charitable work, appropriate Council discussions and fraternal life of the Society, but are not eligible for office in the Society. Groups from non-Christian religions may also be similarly affiliated.

## **6.7 RELATIONSHIPS WITH STATE AGENCIES & OTHER CHARITIES**

When the problems they encounter are beyond their competence or capacity, Vincentians may contact State Agencies and other more specialised charitable organisations, provided that such action helps the Society in its struggle against injustice and respects the spirit of the Society.

# **7 RELATIONSHIP WITH CIVIL SOCIETY - WORK FOR SOCIAL JUSTICE**

## **7.1 THE SOCIETY GIVES IMMEDIATE HELP BUT ALSO SEEKS MID-TERM AND LONG-TERM SOLUTIONS**

The Society is concerned not only with alleviating need but also with identifying the unjust structures that cause it. The Society is, therefore, committed to identifying the root causes of poverty and to contributing to their elimination. In all its charitable actions there should be a search for justice; in its struggle for justice, the Society must keep in mind the demands of charity.

## **7.2 A VISION OF THE CIVILISATION OF LOVE**

Affirming the dignity of each human being as created in God's image, and Jesus' particular identification with those who are excluded by society, Vincentians envision a more just society in which the rights, responsibilities and development of all people are promoted.

As citizens of one world, Vincentians listen, to the voice of the Church which demands their participation in creating a more equitable and compassionate social order, promoting the culture of life and the civilization of love. In this way, the Society shares the Church's mission to evangelise the world through visible witness, in both actions and words.

## **7.3 VISION OF THE FUTURE**

The Society's vision goes beyond the immediate future, looking towards sustainable development and protection of the environment for the benefit of future generations.

## **7.4 THE PRACTICAL VINCENTIAN APPROACH TO SOCIAL JUSTICE**

The distinctive approach of Vincentians to issues of social justice is to see them from the perspective of those we visit who suffer from injustice.

## **7.5 A VOICE FOR THE VOICELESS**

The Society helps the poor and disadvantaged speak for themselves. When they cannot, the Society must speak on behalf of those who are ignored.

## **7.6 FACING THE STRUCTURES OF SIN**

Where injustice, inequality, poverty or exclusion are due to unjust economic, political or social structures or to inadequate or unjust legislation, the Society should speak out clearly against the situation, always with charity, with the aim of contributing to and demanding improvements.

## **7.7 STRIVING TO CHANGE ATTITUDES**

Vincentians oppose discrimination of all kinds and work to change the attitudes of those who view the weak and those who are different with prejudice, fear or scorn, attitudes which gravely wound the dignity of others.

The Society strives, with charity, to foster new attitudes of respect and empathy for the weak, so that all are able to understand, recognise and defend the right of each person to be responsible for his or her own life. The Society promotes understanding, cooperation and mutual love among people of different cultures, religions, ethnic origins and social groups, and so contributes to the peace and unity of all peoples.

## **7.8 POLITICAL INDEPENDENCE OF THE SOCIETY**

The Society does not identify with any political party and always adopts a non violent approach.

It is good that some members follow and fully participate in their political vocation in such a way that they bring Christian values to political matters. Those members who hold political offices will be asked, always with charity, not to hold any position of representation in the Society during their term of political office.

## **7.9 WORKING WITH COMMUNITIES**

The Society should work not only with individuals in need but also with families and communities. It can help an excluded or deprived local community to develop a sense of responsibility and solidarity which leads it to improve its economic, social or environmental well-being, always retaining the personal contact of members with those who suffer.

# PART II

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## STATUTES OF THE INTERNATIONAL CONFEDERATION OF THE ST VINCENT DE PAUL SOCIETY

### **1 THE CONFEDERATION, HEAD OFFICE AND MEMBERS**

#### **1.1 THE CONFEDERATION**

At international level, the St. Vincent de Paul Society is united in its spirituality and management through an International Confederation of the St Vincent de Paul Society (hereinafter referred to as the “Confederation”), which is presided over by the President General.

#### **1.2 THE NAME OF THE SOCIETY**

The International Confederation of the St. Vincent de Paul Society is the sole owner of the Society’s name. Only the Council General may, on behalf of the Confederation, authorise or prohibit the use of its name.

#### **1.3 THE INTERNATIONAL HEAD OFFICE**

The Confederation’s head office is based in Paris, France, the city where the first Conference was founded.

The head office maybe transferred to any other location in the world by resolution of the Council General Assembly; this resolution shall be adopted by a majority of two thirds of the votes of the members present or represented.

In order for this resolution to be validly adopted by the Assembly, the point must have been included on the agenda prepared previously and sent to the members of the Council General.

### **1.3.1 OTHER INTERNATIONAL CONFEDERATION CENTRES**

Other work Centres may be established in different cities around the world.

## **1.4 OFFICIAL LANGUAGE**

In recognition of the establishment of the first St Vincent de Paul Conference in France, the official language of the Confederation is French. All the Confederation's official documents shall be drafted in this language.

### **1.4.1 OTHER CO-OFFICIAL LANGUAGES**

The co-official languages of the Confederation are English, Spanish, Portuguese and Chinese. The Confederation undertakes to publish most of its documentation in all the co-official languages.

## **1.5 THE ASSEMBLY OF THE COUNCIL GENERAL**

The supreme democratic body of the Confederation is the Council General, which meets in ordinary or extraordinary Assembly and is presided over by the President General.

## **1.6 LEGAL MEMBERS**

Each Superior or Assimilated Council that duly joins the Confederation, and is instituted accordingly, shall become a legal member of the Confederation's Council General.

They must be constituted within the scope of their national legislations as non-profit or similar organisations, and duly Instituted by the Council General. Although the tradition of our Society prefers to use the term "Superior Councils", which is used throughout the wording of the Statutes, special provisions in legislation or other circumstances may warrant the use of the term "National Council".

### **1.6.1 REPRESENTATIVES ON THE COUNCIL**

The Council General is formed by the duly elected Presidents of the Superior or Assimilated Councils, which they represent, and which are instituted in the different countries and clearly-defined regions around the world.

### **1.6.2 DEFINITION OF ASSIMILATED COUNCILS**

Assimilated Councils are Councils that have been Instituted or Conferences that have been Aggregated and which are legally constituted within the scope of their national legislations as non-profit organisations representing a country or region in which a Superior Council has not yet been Instituted.

## **1.7 AFFILIATION TO THE CONFEDERATION**

Any Superior, Assimilated or Associated Council (as defined in Article 1.10.1 of the International Statutes) of the Society around the world that wishes to join the Confederation must request this in writing and submit such request to the President General of the Confederation.

### **1.7.1 REQUIREMENTS FOR THE AFFILIATION**

The above-mentioned written request for affiliation to the Confederation must state that such Council complies, pursuant to national legislation, with the provisions established in Article 1.6 of the International Statutes of the St Vincent de Paul Society, and must also indicate the area for which it is responsible.

Likewise, it shall expressly accept all aspects of the Rule and Statutes of the St Vincent de Paul Society, which consists of three parts: the Rule of the St Vincent de Paul Society, the Statutes of the International Confederation of the St Vincent de Paul Society, and the Basic Requirements for Drafting the Internal Statutes for Superior, Assimilated or Associated Councils.

### **1.7.2 LEGAL LIABILITY**

Under no circumstances shall the Confederation or any of its governing members, by virtue of the affiliation described above, be liable for events occurring without their full and proven knowledge. The Superior, Assimilated and Associated Councils shall, for all legal purposes, be the highest and ultimate bodies responsible, before any type of national or international jurisdiction, for events occurring within their jurisdictional areas.

## **1.8 INSTITUTION OF SUPERIOR COUNCILS**

In order to achieve a better service for members and the poor in the same country, two or more Superior Councils may be Instituted in accordance with the provisions contained in Article 1.9 of the International Statutes.

### **1.8.1 THE CONDITIONS**

The following conditions must be met in order to justify this need:

- a) Excessive territorial scope
- b) Difficulties in communication
- c) Large number of Conferences and Councils
- d) Large number of members and Special Works

## **1.9 PROCEDURES FOR INSTITUTING NEW SUPERIOR COUNCILS**

The following conditions must be met in order for a new Superior Council to be instituted in a country where there is already a Superior Council:

### **1.9.1 ESTABLISHMENT AT THE REQUEST OF A SUPERIOR COUNCIL**

- a) Existence of more than 3,000 Conferences working in the country of the applicant Superior/Assimilated Council.
- b) The new Council, which is the object of the institution request has more than 1,000 Conferences.
- c) The request is presented by the existing Superior Council, authorising the institution of the new Superior Council.
- d) The legislation in the country in question permits the institution of two Superior Councils in that country, with different jurisdictions.
- e) Favourable report by the Territorial Vice-President.
- f) Express authorisation from the Council General through its Permanent Section

### **1.9.2 INSTITUTION FOLLOWING AN OFFICIAL REQUEST**

The Council General, through its Permanent Section, may officially institute Superior or Assimilated Councils for specific regions around the world, regardless of the frontiers of the countries in question, whenever socio-political, geographic reasons or the service make this necessary.

When the Institution of these Councils affects already Instituted Superior Councils, duly aggregated to the Confederation in accordance with the provisions established in Article 1.6 of these International Statutes, the aforementioned Council must be consulted beforehand. This consultation obligation shall be binding on the Permanent Section of the Council General.

## **1.10 OTHER MEMBERS OF THE COUNCIL GENERAL**

Different circumstances may mean that there are other members of the Council General, in accordance with the following classification:

### **1.10.1 ASSOCIATED COUNCILS**

These are Councils that cannot achieve full legal member status due to limitations in their national legislations or to the fact that they have availed themselves of legal instruments governing legal members other than those established in Article 1.6 of these International Statutes.

### **1.10.2 TEMPORARY MEMBERS**

These are members appointed by the President General in countries or regions where the Society is not present and until the corresponding Superior or Assimilated Council can be instituted.

The same shall apply to the provisional Presidents of the Superior Councils instituted by the Council General in accordance with the provisions contained in Article 6.5 of these International Statutes.

### **1.10.3 MISSIONARY MEMBERS**

These shall be members appointed by the President General to perform specific tasks and services. They shall always include members who have served as International Presidents General.

### **1.11 RIGHT TO SPEAK BUT NOT TO VOTE**

All the other members of the Council General, that is: Associated, Temporary or Missionary members shall be entitled to speak but not to vote at Council General Assemblies.

### **1.12 RELATED SPECIAL WORKS**

Special Works related to the Society that may use the Society's logo in the places and situations that are considered appropriate, shall be deemed to be those Special Works in which the St Vincent de Paul Society participates at any level of the organization; the aforementioned participation shall enable the Special Work to be controlled by Vincentian members on an effective, majority and real basis.

#### **1.12.1 USE OF THE SOCIETY'S LOGOS**

Every Superior or Assimilated Council shall authorise the use of the Society's logos within its jurisdiction in accordance with the provisions established in the previous paragraph.

#### **1.12.1 EMPLOYEES**

The employees of these Special Works and in general those employed by the Confederation may not hold Offices on the Councils of the Society, with the exception of the technical and executive position corresponding to them at the Special Work or Council where they render their services.



## **2 THE COUNCIL GENERAL ASSEMBLY**

### **2.1 THE GENERAL ASSEMBLY OF THE CONFEDERATION**

The senior body of the Confederation is the Council General, which meets in a General Assembly as provided in Article 1.5 of these International Statutes.

Each Superior Council and Assimilated Council which is a legal member is represented by one vote. The President General shall likewise have one vote which, if the case may be, shall be considered the casting vote.

#### **2.1.1 QUORUM AND VOTING**

The valid adoption of resolutions by the General Assembly shall require the attendance or representation of at least 30% of its full members. Should a second call be necessary, this shall be issued at least 24 hours later, and shall be considered as validly constituted regardless of the percentage of members present or represented. Resolutions shall be validly adopted by a simple majority.

### **2.2 FREQUENCY OF ASSEMBLY MEETINGS**

The Council General Assembly normally meets once every six years.

#### **2.2.1 EXTRAORDINARY GENERAL ASSEMBLIES**

The President General may convene Extraordinary General Assemblies whenever circumstances make this advisable.

An Extraordinary General Assembly must be convened when so requested by more than 50% of the legal members of the Council General.

### **2.3 PARTICIPANTS**

These Assemblies may be attended by the representatives of the Councils indicated in Article 1.6 herein as well as those indicated in Articles 1.10.1 and 1.10.2 and 1.10.3 of these International Statutes, each by virtue of the powers granted to them in the aforementioned Articles.

### **2.4 AGENDA**

The agenda of the Assembly meeting and the notice convening the meeting are determined by the General Secretary in agreement with the President and taking into account any suggestions by members of the Council to whom this notice is delivered.

## **2.5 PRAYERS AND MEDITATION**

According to tradition, the meeting begins and ends with a prayer, consisting of a spiritual reading or meditation, which may lead to a brief exchange of opinions. This reading is given by the International Spiritual Adviser. The corresponding secret collection is always taken among attending members.

# **3 THE PRESIDENT GENERAL, THE BOARD OF THE COUNCIL GENERAL AND THE INTERNATIONAL SERVICE STRUCTURE**

## **3.1 THE PRESIDENT GENERAL**

The President of the Confederation of the St Vincent de Paul Society and its Council General represents the Society before the Holy See and all international religious or civil organisations, and in general, before any public or private organisation.

Since the founding of the first Conference, this figure has represented the nexus of union and moral authority of the Society in periods when the Council General Assembly has not met. The President General personifies the unity of the Society worldwide.

## **3.2 THE FUNCTIONS OF THE PRESIDENT GENERAL**

The President of the Council General, supported by a team within the International Structure, supervises, fosters and coordinates the Society's activities worldwide and, for this purpose, makes any decisions deemed appropriate, implementing the resolutions of the Council General Assemblies in compliance with the provisions established in the Rule, the International Statutes and pursuant to the Society's tradition.

### **3.2.1 REPORT ON THE PROGRESS OF THE SOCIETY**

In January every year, and for general information of all the members and Councils, the President General drafts a moral report for all the members of the Council General, reflecting the progress of the Society during the previous year and the prospects for the future.

## **3.3 ELECTION OF THE PRESIDENT GENERAL**

The President General is elected by all the members of the Society, represented by the Presidents of the Superior, Assimilated and Associated Councils, who exercise this right on their own behalf and on behalf of the members they represent.

### **3.4 DURATION OF THE TERM OF OFFICE**

The term of office of the President General is six years; this term of office may be renewed once only.

### **3.5 AGE LIMIT**

The President General may not be more than 65 years of age when elected.

### **3.6 ELECTION PROCEDURE AND DEADLINES**

When a President General must be elected because the term of the existing President has reached its end, the Vice-President General must announce this at least ten months prior to the time of the election to the members of the Council General, who are then responsible for notifying the members accordingly.

#### **3.6.1 ELECTORAL BOARD**

The electoral board is presided over by the Vice-President General and is formed by the latter, the Secretary General and the Treasurer General, provided that none of them is a candidate. If any of the aforementioned three persons is a candidate, he/she shall be replaced by a legal member of the Council General.

### **3.7 PRESENTATION OF CANDIDATES, FORMS AND LIMITATIONS**

During the two months following the notification of the elections, the members of the Council General, either individually or in groups, may present the candidates that they deem suitable and worthy, chosen from among those members who have belonged to the Society for more than fifteen years and who do not hold remunerated service posts in the Confederation at any level or in any of the participated or related Special Works.

### **3.8 ANNOUNCEMENT OF CANDIDATES**

At least three months prior to the Council General Assembly meeting, the Vice-President General shall announce the candidates who fulfill the required conditions and whose proven acceptance has previously been obtained by the Vice-President General.

This announcement shall be accompanied by a short Vincentian “curriculum vitae”, together with the candidate’s action programme if elected, presented on a maximum of two sheets.

### **3.9 TIME AND FORM OF ELECTION**

The new President General shall be elected at the General, Ordinary or Extraordinary Assembly called for this and other purposes.

#### **3.9.1 QUORUM FOR ELECTION**

In order for the General Assembly to be validly constituted to elect a new President General, a quorum of 30% of the members with voting rights pursuant to Article 2.1.1 of these International Statutes shall be required.

#### **3.9.2 VOTING PROCEDURE**

The voting system used shall consist in two rounds and shall be effected by secret ballot. The first round shall include the postal votes of those electors who are unable to attend in person. In the second round, which shall only be required if no candidate obtains one half plus one of the votes presented, the candidates shall be the two members who have obtained most votes in the first round. Due to time restrictions, this second voting round shall be performed directly and by secret ballot; no postal votes shall be accepted.

Voting shall take place on the afternoon of the first day of the Council General Assembly meeting in which the voting is included on the agenda and shall have priority over any other matters.

##### **3.9.2.1 LIMITATION**

If an existing President General is presented for a second term of office having passed the first round without any candidate reaching half plus one of the votes, in order for his/her election to be valid, he/she must obtain at least one half plus one of the votes presented in the second round. Otherwise the voting process shall recommence twenty-four hours later with the proposed candidates, excluding the existing President.

#### **3.9.3 TAKING OF OFFICE**

The President General shall take up the Presidency on the next Feast of Blessed Frederic Ozanam, namely on 9 September, in the city of Paris.

### **3.10 TERMINATION OF FUNCTIONS**

The President General may cease to perform his/her service functions for the following reasons:

- a) End of the term of office for which he/she was elected.
- b) Not selected for a second term of office.

- c) Expiry of the maximum of two terms of office.
- d) Resignation during the period of service.
- e) Incapacity.
- f) Death.
- g) Loss of civil rights.

### **3.11 RESIGNATION FROM SERVICE**

In the event a President General should resign, in order for such resignation to take effect, it must be formally presented before the International Executive Committee, pursuant to Articles 4.1 and subsequent of these International Statutes, and accepted by the aforementioned Committee.

### **3.12 INCAPACITY**

Should any incapacity impede the President General's performance of service, the Board Members, i.e. the Vice-President General, the Secretary General and the Treasurer General, shall jointly call an extraordinary meeting reserved solely for the International Executive Committee in order to deal exclusively with this matter. This meeting shall be held within a maximum of 30 days.

In order for the meeting to be validly constituted, the attendance of 30% of the members established in Article 4.3 of these International Statutes shall be required.

#### **3.12.1 CONSIDERATION OF INCAPACITY**

The Committee, meeting on an extraordinary and emergency basis to deal exclusively with this matter on the agenda, shall examine, on a charitable and reserved basis, the alleged incapacity of the President General based on founded and documented arguments presented by the members of the Board of the Council General. During the period elapsing between the convening of the Committee and its decision, no international Vincentian office undertaking may be suspended, replaced or cancelled.

### **3.13 GUARANTEEING THE DECISION ABOUT INCAPACITY**

In order for the incapacity decision to be legally executed and validated, it must be supported by at least two thirds of the votes present and represented at the meeting of the International Executive Committee. The Secretary General of the Society shall immediately take detailed minutes of all the events at the Committee meeting, which, on this specific occasion, must be signed by all the attendees.

### **3.14 REPLACEMENT OF THE PRESIDENT GENERAL**

In any of the events envisaged with respect to the termination of services and functions on the part of a President General the Society's Vice-President General shall be responsible for the international management of the Society.

In all cases he/she shall notify the other members of the Council General and particularly the President General when specifically declaring the latter's incapacity.

### **3.15 DEADLINES FOR THE ELECTION OF A NEW PRESIDENT GENERAL IN THE EVENT OF RESIGNATION OR INCAPACITY**

In the event of resignation or incapacity, and within the maximum and non-extendible period of 90 days, the International Vice-President General shall call elections in accordance with the provisions established in Articles 3.3 to 3.10 of these International Statutes.

### **3.16 THE BOARD MEMBERS OF THE COUNCIL GENERAL**

The President General after making the appropriate enquiries, shall appoint a Vice-President General a Secretary General and a Treasurer General for a limited renewable period; these persons, together with the President General, shall form the Board of the Confederation's Council General, and shall provide the President General with counsel and shall also have the functions described in Article 7.4 of these International Statutes.

The President General shall preside over the Board. All the members indicated, pursuant to Articles 3.16 through 3.18 of these International Statutes, shall be entitled to vote at the Board meetings, with the exception of the Spiritual Adviser. Meetings of this Board shall not require a quorum and resolutions shall be adopted by simple majority vote.

#### **3.16.1 THE BOARD'S MISSION**

The Board shall collaborate with the President General in order to develop the strategy required to implement the agreements reached by the Council General Assemblies and the recommendations of the International Executive Committee.

It shall also collaborate with the President General in designing the strategy to be proposed to the Council General Assembly and to the International Executive Committee.

It is the closest Vincentian body to the President General, whom it advises and counsels on any matter.

The President must consult the full Board at least three times a year, in between International Executive Committee meetings .

### **3.16.2 THE INTERNATIONAL SPIRITUAL ADVISER**

The International Spiritual Adviser always belongs to the Board of the Council General, as a member, with a right to speak but not to vote; this person shall also be appointed by the President General with the authorisation of his direct superior.

### **3.16.3 THE INTERNATIONAL YOUTH DELEGATE**

The member entrusted with the International Youth Delegation shall also always form part of the Board of the Council General.

### **3.16.4 OTHER BOARD MEMBERS**

Depending on the Board's needs, other members may be appointed as deputies to the Vice-President, Secretary or Treasurer.

## **3.17 THE VICE-PRESIDENT GENERAL**

The Vice-President General shall replace the President General if the latter is prevented from attending, absent or disqualified and all the latter's functions shall be delegated to the former.

### **3.17.1 THE SPECIAL MISSION**

The Vice President General is responsible for ensuring and organising the election of a new President General whenever the post becomes vacant, and in accordance with the provisions contained in Article 3.6 et seq. of these International Statutes, and announces the election results and submits these to the Society.

## **3.18 DEPUTY VICE-PRESIDENTS GENERAL**

Whenever necessary and for specific general areas of considerable responsibility within the Vincentian Society, the President General shall appoint Deputy Vice-Presidents General to whom certain functions shall be delegated; these Deputies shall automatically form part of the Board of the Council General.

## **3.19 THE SECRETARY GENERAL: FUNCTIONS**

Under the authority of the President General, the Secretary General ensures the smooth running of the different administrative services and bodies worldwide that report directly to the Council General. The Secretary General prepares the schedule of Council General Assemblies, organising its agendas and drafting the Minutes. The Secretary General performs the same mission for the International Executive Committee, the Permanent Section and the Board.

The Secretary General handles habitual and regular relations between the Permanent Section and the different Councils and Conferences of the Society. The Secretary General is responsible for the Council General's Archives and may be assisted by Deputy Secretaries.

### **3.19.1 ANNUAL REPORT**

In July every year, the Secretary General shall draft an Annual Report on the Society's worldwide activities, based on the information obtained from the Superior Councils. This Report shall also be publicised internally and externally.

### **3.20 THE TREASURER GENERAL: FUNCTIONS**

Under the authority of the President General, the Treasurer General is responsible for the financial management of the Council General. The Treasurer General keeps the accounts, which must be checked at least once a year by a financial Commission appointed by the Council General and by a professionally qualified independent body.

The Treasurer General may be assisted by Deputy Treasurers.

### **3.21 THE BUDGET OF THE COUNCIL GENERAL**

The Treasurer General establishes the budget for the Administration of the Council General, the income and expenses accounts are approved by the Permanent Section, in its capacity as the Governing Board, before being presented at the Council General Assembly. In years in which no ordinary Assembly is convened, the International Executive Committee shall be responsible for approving these Budgets.

#### **3.21.1 INCOME**

The ordinary budget of the Council General in terms of income is generated by:

Contributions from the Superior, Assimilated and Associated Councils.

Collections taken during Council meetings.

Donations with or without special applications.

Subsidies from any type of public or private institution.

The personal contribution of each member of the Society, through secret collection in the last quarter of each year, as a sign of solidarity with the Council General.

Others.



### **3.21.2 EXPENSES**

The main expenses are as follows:

Expenses incurred to finance actions in any country in order to develop, extend and support the Society.

Expenses incurred by the Secretariat and with respect to Council General publications.

Expenses incurred in the organisation of Vincentian meetings that serve the international structure.

Expenses incurred in connection with strictly essential trips.

### **3.21.3 EXTRAORDINARY BUDGETS, GLOBAL OR SPECIAL FUNDS AND OTHERS**

Besides the ordinary budget, a provision may be allotted for creating Global or Special Funds, which are managed in the same way and intended for use in emergencies or as aid in specific circumstances for the benefit of one or various Councils, Conferences, countries, geographical regions of the world, in the event of catastrophes, or for any other purpose that is deemed appropriate.

## **3.22 THE REMAINING INTERNATIONAL SERVICE STRUCTURE**

The President General appoints Territorial Vice Presidents and Area Coordinators from among the Society's worldwide members.

### **3.22.1 ENQUIRIES**

Prior to making the appointments to the International Service Structure, the President General shall, on a non-binding basis, always consult with the countries affected by the appointments.

The countries affected by an appointment to service in the Structure of a Coordinator or International Vice President with which they do not agree by majority vote, shall inform the President General of such a decision. The President General shall be obliged to revoke his/her appointment and to appoint a different Coordinator or Territorial Vice President within the shortest possible time.

## **3.23 TERRITORIAL VICE-PRESIDENTS**

In close cooperation with the President General and in his/her name, the Territorial Vice-Presidents shall support, advise, protect, help and coordinate the Society in large geographical areas around the world.

### **3.23.1 REGIONAL MEETINGS**

In the parts of the world where they supervise and are responsible for rendering their services, they may organise regional meetings with the authorisation of the President General.

### **3.24 THE COORDINATORS**

The Territorial Vice-Presidents are assisted in their supervisory and promotional tasks by members who report to them, and to whom they delegate specific service tasks for specific groups of countries.

They shall also respect at all times the freedom of action of the Superior, Assimilated and Associated Councils which they serve as a nexus of union and means of communication.

### **3.25 INTERNATIONAL COMMISSIONS**

For specific purposes, the President General may delegate different members the task of presiding over work or representing Commissions established to achieve specific targets.

#### **3.25.1 THE MEMBERS OF THE INTERNATIONAL COMMISSIONS**

Whenever proposed by the different Commission Presidents, the President General shall appoint the members of these Commissions.

### **3.26 INDIVIDUAL RESPONSIBILITIES**

Likewise, and for specific missions that do not require a larger number of collaborators, the President General may delegate specific missions to individual members.

### **3.27 MEMBERS WITH INTERNATIONAL MISSIONS**

All members summoned to render important international services to their fellow members and to the poor shall do their utmost not to abandon their obligation to perform these tasks simultaneously with their commitments to the Conference to which they belong.

### **3.28 THE END OF TERMS OF OFFICE**

In order to ensure the smooth hand-over of functions, all terms, posts and services delegated by the President General shall automatically cease six months after a new President General takes up his/her appointment.

The new President General may shorten this period if it is deemed appropriate.

## **4 THE INTERNATIONAL EXECUTIVE COMMITTEE**

### **4.1 THE MISSION OF THE COMMITTEE**

The International Executive Committee of the Confederation (hereinafter referred to as the “Committee”), shall be responsible for co-ordinating the Society’s international strategy in the interim periods between Council General Assemblies, giving special attention to the need to ensure that this complies with the requests and matters approved in the aforementioned General Assemblies.

It shall also assist and advise the President General in the task of supervising all the Conferences and Councils, examining the general progress of the Society and making decisions on the strategy for the following year, as well as aspects that the President General considers must be corrected from previous administrations.

#### **4.1.1 THE MISSION OF THE COMMITTEE AS AN ORDINARY ASSEMBLY OF THE CONFEDERATION**

In the years in which the ordinary Assembly of the Council General is not convened, the Committee shall be responsible for performing the Assembly functions of the Confederation as provided in French legislation governing non-profit associations.

### **4.2 REPORT TO THE GENERAL ASSEMBLY**

At the beginning of each Council General Assembly meeting, the Committee shall report to the Assembly through the Secretary General on the results of its management and administration during the years in which the Assembly was not convened and shall request the ratification of its performance.

### **4.3 PERMANENT AND LEGAL MEMBERS**

Permanent Committee members are, apart from the President General, those members who are responsible for the effective presidency of the Committee, namely the Vice-President General, the Secretary General and the Treasurer General. Likewise, they shall include, where appropriate, the Deputy Vice-Presidents General envisaged in Article 3.18 of these International Statutes.

Legal members of the Committee are the Presidents of the Superior or Assimilated Councils with more than 1000 active and aggregated Conferences within their jurisdiction.

Moreover, the President General shall appoint, on the proposal of the other permanent and legal members of the Committee, five members from the Superior or Assimilated Councils with a lower degree of Vincentian representation around the world; these members are appointed on a biannual basis.

Each Superior or Assimilated Council which is a legal member is represented by one vote. The President General shall likewise have one vote which, if the case may be, shall be considered the casting vote.

#### **4.3.1 QUORUM AND VOTING**

The valid adoption of resolutions by the International Executive Committee shall require the attendance or representation of at least 30% of its full members. Should a second call be necessary, this shall be issued at least 24 hours later, and shall be considered as validly constituted regardless of the percentage of members present or represented. Resolutions shall be validly adopted by a simple majority.

Each Superior or Assimilated Council, which is a legal member, is represented by a vote. In the same way, the vote of the President General shall be considered, if the case may be, the casting vote.

#### **4.4 GUEST PARTICIPANTS**

The Territorial Vice-Presidents, the Presidents of the existing International Commissions and members especially delegated by the President General with individual tasks of an international nature, shall always be invited to attend Committee meetings with a right to speak but not to vote.

The International Spiritual Adviser shall also be invited especially because of his/her spiritual work.

#### **4.4.1 SPECIAL INVITATIONS**

Any person holding a post of responsibility within the Society's international structure may be called to explain his/her management and administration performance to the Committee, and this shall be subject to approval by the latter; the corresponding observations shall also be made by the Committee itself.

#### **4.5 SPECIAL REPORTS**

The Deputy Vice-Presidents General, the Secretary General, the Treasurer General, the Territorial Vice-Presidents, and the members delegated by the President General with Commissions or special missions shall be specifically obliged to report on the work performed.

#### **4.5.1 THE SECRETARY GENERAL'S REPORT**

The Secretary General, who shall also act as the Secretary of the Committee, shall report on the management of the Permanent Section and on the administrative situation and service of the Offices of the Council General of the Society. Except for the extraordinary meetings envisaged in paragraph two of Article 4.7 of these International Statutes, the Secretary General shall obtain confirmation from all the Superior or Assimilated Councils, at least two months in advance of the meeting of the International Executive Committee, regarding the inclusion or exclusion of any point on the agenda of the meeting.

The Secretary General shall be the spokesperson for Superior, Assimilated or Associated Councils that do not form part of the Committee and do not attend its meetings, with respect to any reports or opinions that have been sent in writing.

#### **4.5.2 THE TREASURER GENERAL'S REPORT**

Specifically with respect to the Treasurer General, he/she shall report on his/her management and administration performance to the Committee, which shall represent, for him/her, the financial Commission envisaged in Article 3.20 of these International Statutes.

Likewise, the Treasurer General shall present the budget and obtain its approval in those cases envisaged in Article 3.21 of these International Statutes.

#### **4.6 CORRESPONDENTS AND COORDINATORS**

In addition to the members with the responsibilities mentioned in the previous Articles, the Committee may specifically summon any Correspondent or Coordinator, etc., and included within the performance of their services, to ask questions with respect to any aspect of their service.

#### **4.7 COMMITTEE AND INTERNATIONAL STRUCTURE MEETINGS**

The Committee shall meet at least once a year, during the first six months of the year, except in years in which the Council General Assembly is convened.

Extraordinary meetings may be convened when the President General considers that these are necessary and also whenever requested by one half plus one of its voting members.

##### **4.7.1 SERVICE STRUCTURE MEETINGS**

The entire International service structure shall meet in a Plenary Session each two years, except in years in which the ordinary Assembly of the Council General is convened, on the days after those on which the Committee is convened.

#### **4.7.1.1 PARTICIPANTS**

All the Vincentian members that are delegated international services and are the so-called components of the International Structure shall be invited to participate in these meetings.

#### **4.7.1.2 OBJECTIVES**

The aim of these meetings shall be to provide information and to exchange experiences among the different members serving the International Structure of the Confederation. In this way, the members of the International Executive Committee shall learn about the difficulties of the International Structure and the latter shall gain knowledge of the international strategy to be designed by the former, the Committee, during inter-Assembly periods. These shall be mainly training and informative meetings for the entire structure.

#### **4.8 PRAYER AND MEDITATION**

In accordance with the Society's tradition, the Committee meeting shall begin and end with a prayer. A spiritual reading or a meditation, which may lead to a brief sharing, shall be presented by one of the attending members, normally by the International Spiritual Adviser. A secret collection shall then be taken among the participants.

### **5 THE PERMANENT SECTION/GOVERNING BOARD**

#### **5.1 HEAD OFFICE AND CONVENING OF MEETINGS**

A Permanent Section shall be established at the head office of the Council General of the Confederation; it shall be presided over by the President General. It may be convened anywhere around the world, whenever the President General considers that the situation makes this advisable.

##### **5.1.1 THE MISSION OF THE PERMANENT SECTION**

Its mission is to closely supervise and monitor the activity of the St Vincent de Paul Society around the world, helping the President General to achieve a better international service for members and the poor. It makes any appropriate decisions within the scope of the Rule and Statutes and the Society's tradition, and also complies specifically with the resolutions adopted by the Assemblies of the Council General and the recommendations of the International Executive Committee.

The Permanent Section shall specifically monitor resolutions adopted at the last Assembly meeting of the Council General or the International Executive

Committee, as well as their degree of implementation in the different Superior, Assimilated or Associated Councils and by the Council General itself whenever appropriate.

### **5.1.2 THE MISSION OF THE PERMANENT SECTION AS THE GOVERNING BOARD OF THE CONFEDERATION**

Whenever appropriate, and at least once a year, the Permanent Section shall be responsible for performing the role established by French Law for the Governing Boards of non-profit Associations.

In such circumstances, the Permanent Section shall be convened with a special agenda that shall make special mention of the fact that it acts as the Governing Board of the Confederation.

### **5.2 PERMANENT SECTION MEMBERS**

By virtue of the service that they render, the Board Members of the Council General, the Territorial Vice-Presidents and the Correspondents are members of this Permanent Section.

#### **5.2.1 VOTING**

Save on the occasions when the Permanent Section meets as the Board of Directors of the Confederation, pursuant to Article 5.1.2 of these International Statutes, all Presidents of Superior, Assimilated or Associated Councils who attend a session of the Permanent Section shall be entitled to a voice and vote, as if a full member of this body.

### **5.3 TERRITORIAL TECHNICAL LIAISON OFFICERS**

Members of the Section are those professionals who are recruited whenever possible, and on a preferential basis, from among the members from different geographical origins. Their mission is delegated by the President General for a specific renewable period. They are appointed with the right to speak but not to vote.

#### **5.3.1 THE MISSION OF THE TERRITORIAL TECHNICAL LIAISON OFFICERS**

Each Liaison Officer is appointed at the designated Council General Work Centre determined pursuant to Article 1.3.1 of these International Statutes, as an assistant to the Territorial Vice-Presidents and Coordinators of the geographical area to which they are assigned. From time to time, other Technical Liaison Officers, with or without territorial responsibilities, may be entrusted with special missions reporting directly to the Secretary General or the President General.

### **5.3.2 EXCLUSION**

These Members of the Permanent Section shall not belong to this Section when it is meeting as the Governing Board of the Confederation, as provided in Article 5.1.2 of these International Statutes.

### **5.4 CORRESPONDENT MEMBERS AND OTHERS**

The members traditionally referred to as Territorial Correspondents who are appointed by the President General for a specific renewable period, as well as other members with specific missions, also form part of this Section.

#### **5.4.1 THE MISSION OF THE TERRITORIAL CORRESPONDENTS**

The mission entrusted to the Territorial Correspondents is that maintaining a constant relationship and effective cooperation with the different Territorial Technical Liaison Officers who depend on the former. They shall be close and fraternal representatives before the international structure, of the Superior, Assimilated and Associated Councils, to whose service they have been assigned.

### **5.5 PERMANENT GUESTS**

The Presidents of the Superior or Assimilated Councils when present at head office shall always be invited to attend the meetings of the Permanent Section.

### **5.6 THE SECRETARY OF THE PERMANENT SECTION**

As envisaged in Article 3.19 of these International Statutes, the Society's Secretary General is also the Secretary General of the Permanent Section.



## **6 INSTITUTION, AGGREGATION AND DISSOLUTION**

### **6.1 AGGREGATION AND INSTITUTION POWERS**

Only the Council General is empowered to institute new Councils and aggregate new Conferences to the Society, after consulting the Superior, Assimilated or Associated Councils accordingly.

### **6.2 AGGREGATION AND INSTITUTION PROPOSALS, SPEAKER**

The Aggregations of Conferences and Institutions of Councils are presented by a Speaker appointed by the President General, in a session of the Permanent Section. The Speaker receives the proposals and recommendations of the competent Superior, Assimilated or Associated Councils on behalf of the President General and obtains opinions from the members of the Permanent Section specifically responsible for handling relations with the Council which has requested the Aggregation or the Institution.

The Speaker presents the request to the Permanent Section, which either approves or rejects the Aggregation or Institution request.

#### **6.2.1 DEADLINE FOR PRESENTING AND REQUESTING THE AGGREGATION OF CONFERENCES**

The Conference, object of an Aggregation request presented by the Speaker, must have been created and must have provided services to the poor for at least twelve months.

#### **6.2.2 PRESERVATION OF AGGREGATED OR INSTITUTED STATUS**

The Conferences and Councils, once Aggregated or Instituted, shall retain that status as long as circumstances do not require the President General to proceed to their temporary suspension (see Article 6.8 and subsequent of these International Statutes), or to the firm exclusion by the Society of any Conference or Council.

### **6.3 EXTRAORDINARY CIRCUMSTANCES**

The Permanent Section, through the Aggregations and Institutions Speaker, may sometimes request supplementary reports from the International Territorial Vice-Presidents.

### **6.4 COMMUNICATION**

The Aggregations or Institutions declared by the Permanent Section are notified by the President General to the President of the interested Superior, Assimilated or Associated Council, as well as to the beneficiaries.

#### **6.4.1 AGGREGATION AND INSTITUTION LETTERS**

The Aggregation or Institution Letters shall be signed by the President General and the Secretary General; a space shall be left for the signature of the President of the Superior, Assimilated or Associated Council. The Speaker shall provide notification of any Aggregation or Institution requests that have been rejected for different reasons.

#### **6.5 THE INSTITUTION OF A SUPERIOR COUNCIL. APPOINTMENT OF A PROVISIONAL BOARD.**

When the Council General, through the Permanent Section, institutes a Superior Council, the President General appoints a provisional Board, whose term of office is limited to one year and which may be renewed only twice. The President of this provisional Board is a Temporary member of the Council General, as established in the provisions contained in Article 1.10.2 of these International Statutes.

#### **6.6 MISSIONS OF THE PROVISIONAL BOARD**

During this year, the provisional Board shall prepare and ensure the adoption of the Internal Statutes of the new Society for the members in their geographical area and shall establish the legal procedures required for it to subsequently join the International Confederation of the St Vincent de Paul Society as a fully legal member, in accordance with the provisions contained in Article 1.6 of these International Statutes.

The Council General, through its Permanent Section, shall finally, and whenever necessary, approve the text of the proposed Internal Statutes, including those of any Assimilated or Associated Council. Then, and within the scope of the new Statutes, the members shall elect a new President of the Superior Council and notify the Council General accordingly.

#### **6.7 THE DISSOLUTION OR SUSPENSION OF THE AGGREGATION OR INSTITUTION OF A CONFERENCE OR COUNCIL**

For reasons prompted by the seriousness of a particular event, the President General may suspend temporarily or permanently exclude a Conference or Council, after notifying the Permanent Section accordingly. In the case of a permanent exclusion, this shall always entail the cancellation of the Aggregation or Institution. (see Article 6.9 and subsequent)

#### **6.8 EXTRAORDINARY DELEGATION**

Each President of a Superior or Assimilated Council is, on a precautionary basis by virtue of his/her election, received and accepted accordingly at the head office of the Council General, delegated the powers to temporarily suspend a Conference,

Council or member which are the prerogative of the President General. In other words, in cases of extreme seriousness and urgency, a President of a Superior or Assimilated Council may suspend a Conference, Council or member, exclusively as a precautionary measure, within his/her territorial jurisdiction.

### **6.8.1 COMMUNICATION**

In such circumstances and regardless of the direct communications to those involved, the President General shall be notified of such decision, and the justified reasons for the same, within a maximum of 15 working days (as provided in Article 6.9.1.1 of these International Statutes); the member, Conference or Council in question may appeal to the aforementioned President in order to be heard. The President General shall approve or reject the appeals that are presented.

### **6.9 COMMENCEMENT OF DISSOLUTION OR SUSPENSION PROCEDURES**

Two procedures may be used to suspend, cancel or, where appropriate, withdraw an Aggregation or Institution procedure.

#### **6.9.1 ON THE REQUEST FROM THE SUPERIOR, ASSIMILATED OR ASSOCIATED COUNCIL**

On request from the Superior, Assimilated or Associated Council within whose jurisdiction the relevant member, Conference or Council is operating.

##### **6.9.1.1 NECESSARY DOCUMENTATION**

When a Superior Council requests the intervention of the Council General in the event of any problem, it must send, together with the request, full documentation for the information of the President General, particularly the documentation resulting from the intervention of the Conciliation Committee of the Superior, Assimilated or Associated Council, where appropriate.

##### **6.9.2 EX OFFICIO**

The President General ex officio, i.e. on the initiative and request of one of the International Territorial Vice Presidents, shall start the procedure of suspension or exclusion in the event of any serious circumstances. The President General shall report this serious situation to the Permanent Section.

## **6.10 EXECUTION OF THE DECISION**

The Superior, Assimilated or Associated Council that has supervised the Conference or Council is responsible for taking the necessary steps, in agreement with the Council General, in order to execute the sanction and to ensure the transfer of property and files of the dissolved organisation. In the event of suspension or dissolution of a Superior, Assimilated or Associated Council, the President General shall appoint a Provisional Board pursuant to the provisions contained in Article 6.5 of these International Statutes.

## **6.11 EXTRAORDINARY PROCEDURES**

In agreement with, and normally on the request of the Superior, Assimilated or Associated Council concerned, the Council General may intervene in disputes arising at Conference and Council level. Its proposed decision shall take into account the spirit of the Society and any specific aspects of the Society's Statutes at the location in question, provided that they are approved in conformity with the provisions contained in the Rule and these International Statutes and ratified accordingly by the Permanent Section.

### **6.11.1 CIVIL AND OTHER TRIBUNALS**

Any member, Conference or Council that takes legal action through civil or other Tribunals, without express authorisation from the Council General, in order to resolve disputes between members, Conferences or Councils, shall be automatically separated from the Vincentian friendship by virtue of this action and shall be excluded, for all intents and purposes, from the St Vincent de Paul Society.

# **7 AMENDMENTS TO AND INTERPRETATION OF THE RULE AND THE STATUTES**

## **7.1 RULE AND STATUTES REFORM PROCEDURES**

This Rule and the Statutes, in their three Parts, may be modified by means of two procedures.

### **7.1.1 GENERAL REFORM**

Firstly, on a general basis, by replacing it with another newly-worded version. Secondly, by so-called "Amendments". By means of this procedure, the different amendments approved shall be attached to the end of the text of the Rule and Statutes and shall have the same effect as those that they rectify, complement or replace.

## **7.2 RULE AND STATUTES REFORM PERIODS AND METHODS**

In both cases, proposed changes to the Rule and Statutes or Amendments to any of its Articles must be presented one year before the date scheduled for the Council General Assembly meeting at which these changes or amendments are to be discussed.

## **7.3 QUORUM**

In order for the change or amendment by means of one of the two procedures mentioned above (reform of the entire Rule and Statutes or partial Amendment) to enter into effect, it must be approved by 2/3 of the legal members of the Council General present or represented, including those members who have voted by post.

## **7.4 INTERPRETATION OF THE RULE**

Any matter that is not specifically governed by any Parts of the Rule and Statutes shall be governed by Tradition and, in the final instance, by the decision issued by the Board of the Council General.

## **7.5 GENERAL RULES GOVERNING INTERPRETATION**

Despite the fact that the entire Rule and Statutes in their three Parts must be treated as a single legal document, the first of these parts entitled “Rule of the Society of Saint Vincent de Paul” prevails with respect to the other two Parts in terms of its contents. Likewise, the “Statutes of the International Confederation of the Society of Saint Vincent de Paul”, are subordinate to the Rule but prevail over the Internal Statutes.

There are also the corresponding Internal Statutes for the Superior Councils. For their drafting, we have the Basic Requirements for the Drafting of the Internal Statutes of the Superior, Assimilated or Associated Councils.

The Internal Statutes, which must be prepared by each Superior, Assimilated or Associated Council, shall comply fully with, and be subordinate to the Rule and to these International Statutes and shall be treated as a single legal document, as provided in Article 1.7 of these Statutes. They must always be approved by the Permanent Section of the Council General in order to be valid.

# PART III

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## ARTICLES FOR AUSTRALIA OF THE ST VINCENT DE PAUL SOCIETY

### FOREWORD

The Rule Part III (Internal Statutes) of the Society of St. Vincent de Paul, Australia, have been suitably amended to reflect and take into consideration the changing of the times and to facilitate appropriately the work and activities of the Society in furtherance of its mission and vocation in the Vincentian apostolate of Charity and Love.

Central to the Society's charism and ethos is to place Christ in the centre of all that we do in extending and sharing the Love of Christ to those we serve for the greater glory of God. The motto of the Society "Serviens in Spe" – "Service in Hope" is simple and yet profound. It has two dimensions ... the first is in serving the poor we give them Hope, a new life, a new beginning, a new future, a Hopeful life and the possibility of hopefully encountering Christ's Love through our Vincentian action and witnessing. The second is in seeing Christ in the suffering poor it gives us the opportunity to serve Christ in the poor and in that we, Vincentians, faithfully receive Christ in us and gives us a Hopeful life in strengthening and growing in our discipleship in Christ. One of the main aspects of our Vincentian spirituality.

The poor and vulnerable people in our midst have different demands and wants in different situations and cultures and they hope to be satisfied. The challenges in this area are tremendous. Blessed Frederic Ozanam envisaged this 180 years ago when he founded the Society and he wrote, "Charity must never look to the past but always to the future, because the number of its past work is still very small and the present and the future miseries that it must alleviate are infinite". He is a visionary and God gave him the vision.

As Vincentians, we continue to uphold the legacy of our early founders and let us want to serve Christ and mankind in a fulfilling, loving and peaceful Christian life align with the Gospel values of Faith, Hope, Charity and Love.

May our good Lord guide, enlighten and bless all of you abundantly as humble servants of the Lord and the poor. JESUS LOVES YOU.

Yours appreciatively in St. Vincent and Blessed Frederic,

Dr. Michael Thio

President General

International Confederation of the Society of St. Vincent de Paul

20 December 2012

## **PREAMBLE**

These Internal Articles received the approval of the Permanent Section of the Council General on December 21st 2012.

They are subordinate to and interpreted according to the Rule of the St Vincent de Paul Society and to the International Statutes and shall be treated together with them as a single legal document.

### **ARTICLE 1 - MEMBERSHIP**

There are three categories of membership of the Society.

#### **CONFERENCE MEMBERS**

Conference members are those who are desirous of living their Catholic faith, or are committed to the ethos, mission, aims and objects of the Society, and who seek to live out their faith and commitment in action through the spirit of Christian charity.

They do this by loving and serving their neighbour in need and participating effectively in Conference meetings, formation programs and charitable activities of the Society.

Conference members are registered by a procedure established by the relevant State or Territory Council.

#### **ASSOCIATE MEMBERS**

Associate members are those who are committed to the ethos, mission, aims and objects of the Society and who seek to live out their faith in action

by assisting in the works of the Society, but do not attend Conference meetings.

Associate members are registered by a procedure established by the relevant State or Territory Council.

## **VOLUNTEER MEMBERS**

Volunteer members are those who respect the ethos, mission, aims and objects of the Society and who volunteer in any of the Society's works.

Volunteer members are registered by a procedure established by the relevant State or Territory Council.

## **ARTICLE 2 - CONFERENCE WORK**

A Conference is a group of members who come together to fulfil the Mission of the Society in accordance with the Rule.

A Conference may be established within any community, such as a parish, town, suburb, school, university, workplace, ethnic or social group. There is a strong tradition of young people working together in Conferences.

A Council is a body formed for the governance of the Society and is comprised of representatives of Conferences or other Councils.

A Conference may be established and its scope of activities endorsed by an appropriate Council. All Conferences must be attached to a Council.

After establishment for at least twelve months, a Conference may apply for aggregation to the International Council General through National Council.

No work of charity is foreign to the Society.

Conference work includes any form of help that alleviates suffering or deprivation and promotes human dignity and personal integrity. It includes visiting people in their homes, in hospitals, institutions or wherever else they may be found needing aid or comfort. Those who are homeless have a special call on the charity of members.

Conference work is not limited to home visitation and Conference members are encouraged to participate in any of the various works of the Society.

Visitation or conference interviews must not be done alone.

Conferences have a responsibility to support the Special Works of the Society.

Each Conference is to continually evaluate its services to members and the poor and at least once a year each Conference will submit a report on its activities to the immediate Council to which it belongs.



### **ARTICLE 3 - CONFERENCE MEETINGS**

The Conferences meet regularly, usually weekly but at least fortnightly. In exceptional circumstances a Conference may meet at least monthly, but it is essential that all three dimensions of the Society are experienced by the members. Work for the poor, deprived or suffering is the first dimension. The second dimension is the spiritual development of members, and the third dimension is that of mutual support, inspiration and Vincentian friendship. It is possible to experience the second and third dimensions if, in between the monthly meetings, some members meet to discuss any urgent matters relating to the people they are assisting. At that informal get-together, a few minutes should always be devoted to prayer and a short spiritual reading or reflection.

However, as soon as circumstances permit, every effort must be made to revert to either weekly or fortnightly meetings in accordance with the International Rule, 3.3.1, to ensure that all three dimensions of the Society are experienced by all the members more fully and easily.

See Commentary in Procedural Guidelines under Conference Meetings.

The meeting should be imbued with the spirit of charity and the spirituality which animates the Society.

Conference meetings begin and end with the Society prayers, or other appropriate prayers, but a prayer to the Holy Spirit, the Lord's Prayer, the Hail Mary and a prayer for those suffering that members nominate are obligatory. A period of spiritual reflection should also be included. Meetings should also include a Treasurer's report, correspondence and minutes of the previous meeting.

Decisions are taken by consensus where possible after prayer, reflection and consultation. The democratic spirit is fundamental within the Society and when necessary a vote may be taken.

Reflection on service is a key aspect of the Conference meeting.

Members report on their Vincentian activities and consider the action taken or to be taken to further charity and justice.

A secret collection for funds for Conference works is to be made during the meeting.

At least once a year each Conference is to evaluate its services to the members and the poor and submit a report to the immediate Council to which it belongs.

## **ARTICLE 4 - CONFERENCE PRESIDENT - ELECTION**

The President is elected by a secret vote of the Conference members and holds office for a period of up to but not exceeding four years.

The outgoing President is not eligible for immediate re-election until after 4 years.

Proxy voting at elections is not allowed. However Paragraph 5 of Article 10 or the use of technology as prescribed below is permissible,

- (1) Members not physically present at a meeting are permitted to participate in the meeting by the use of technology that allows those members and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this rule, a member participating in a meeting as permitted under sub rule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

The election of a president is by a secret ballot and the vote of the person attending by electronic means needs to be secret such as an email or text message directly to the returning officer at the time the vote is taken, further verified by a personal phone call to the returning office

Physical presence at a meeting is the ideal because it is helpful and even inspiring to experience the informal exchange of views and the Vincentian friendship which occurs also before and after the meeting. This strengthens the 3<sup>rd</sup> Dimension of the Society – Mutual Support & Inspiration.

Because communication is not only about words but about facial expressions and body language, it would be better if, whenever possible, the member/s calling in via technology could be both heard and seen.

Member/s calling in via technology should be in the meeting throughout, i.e. including the prayers and any spiritual reflection, on which they, like anyone else, is invited to comment. This will ensure that the spiritual bond is preserved and enhanced and not damaged by this innovation – recognising the 2nd Dimension of the Society - spiritual development.

“Technological” presence is to be for a small minority of Council members.

## **ARTICLE 5 - CONFERENCE PRESIDENT**

The President has the responsibility to ensure that the spirit and the Rule of the Society are observed in all activities of the Conference.

The President guides and assists members to achieve the maximum degree of personal participation in helping those in need.

The President is a member of the Council to which the Conference is attached and participates in the meetings and other activities of the Council.

## **ARTICLE 6 - CONFERENCE - OFFICE BEARERS**

The Conference President, after consultation with the members of the Conference, appoints office bearers - at least a Vice President, Secretary and Treasurer - from among the members to assist the efficient operation of the Conference.

The term of appointment of office bearers is determined by the President. The appointment ceases upon the election of a new President. The President should make appointments on merit and avoid making appointments which are arbitrary or not consistent with the best interests of the Conference. The President and the Treasurer must not be relatives.

## **ARTICLE 7 - SUBSIDIARITY AND DEMOCRACY**

The Society accepts the principle of subsidiarity and democracy as set out in Articles 3.9 and 3.10 of Part 1 of the Rule.

## **ARTICLE 8 - CONFERENCE FUNDS**

The Conference must keep accurate and appropriate records of its income and expenditure and of its business. These records are to be readily available to members.

The financial records of the Conference must be audited annually.

Conference expenditure is restricted to its activities and assistance to works in which the Society is involved.

A Conference must make available to the Council, to which it is attached, any funds which are surplus to its needs. A Conference in need of funds may apply to the Council to which it is attached.

A Conference should prepare an annual budget and the Conference should monitor its expenditure against that budget.

Members authorised to undertake specific activities on behalf of the Society are entitled to have incurred expenses refunded on presentation of appropriate documentation.

All expenditure by the Conference must be reported at the next appropriate Conference meeting and be approved by the Conference.

The approval must be recorded in the minutes.

## **ARTICLE 9 - COUNCILS - REGIONAL, CENTRAL AND STATE OR TERRITORY**

Councils are formed to provide a link between Conferences and Councils and between Councils at difference levels. They facilitate joint action and communication and provide resources to assist the effective, efficient and appropriate working of Conferences and Councils.

Between the National Council and Conferences may be Regional Councils, Central Councils and State or Territory Councils.

Councils are instituted by the International Council General on the recommendation of the National Council. A decision of a State or Territory Council is binding upon all of the Councils and Conferences within that State or Territory. A decision of a Central Council is binding on all Regional Councils and Conferences that comprise the Central Council.

The members of the Council are the President and the Presidents of Conferences and Councils directly attached to the Council, the Youth Representative and the office bearers as specified in Article 13.

All elected and appointed members except advisors of a Council are voting members of that Council by virtue of their appointment.

## **ARTICLE 10 - COUNCIL MEETINGS**

Councils meet on a regular basis. The frequency, manner and agenda of the meetings is determined by the Council but each Council must meet at least quarterly.

Council meetings provide the forum for Conferences and Councils to report on their activities, discuss matters of common concern and make decisions on action to be taken.

Policy decisions are made at Council meetings and are binding on the Councils and Conferences that report to the Council and on the members of the Council.

Decisions are taken by consensus, where possible after prayer, reflection and consultation. The democratic spirit is fundamental within the Society and when necessary a vote may be taken.

If members of the Council who are representing a subsidiary Conference or Council cannot attend a Council meeting, they should be represented by a person who is a member of the Conference or Council being represented. The representative will have the same rights and responsibilities as the member they represent.

The President or Chairman of Special Works and Advisory Committees, or their representative, attend Council meetings as required and report on their activities.

Council meetings begin and end with the Society prayers, or other appropriate prayers, but a prayer to the Holy Spirit, the Lord's Prayer, the Hail Mary and a prayer for those suffering that members nominate are obligatory. A period of spiritual reflection should also be included.

Each Council is to continually evaluate its services to members and those in need and at least once a year submit a report on its activities to the immediate Council to which it belongs.

### **ARTICLE 11 - COUNCIL PRESIDENTS - ELECTION**

Council Presidents are elected by a secret vote by members of the Council as defined in Article 9. (See Procedural Guidelines)

The President is elected for a period up to but not exceeding four years. The outgoing President is not eligible for immediate re-election until after 4 years

Nominees for the position of State or Territory President must have been a Conference Member for at least five years or been a Council member for at least three years.

Proxy voting at elections is not allowed. However Paragraph 5 of Article 10 or the use of technology as prescribed below is permissible,

- (1) Members not physically present at a meeting are permitted to participate in the meeting by the use of technology that allows those members and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this rule, a member participating in a meeting as permitted under sub rule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

The election of a president is by a secret ballot and the vote of the person attending by electronic means needs to be secret such as an email or text message directly to the returning officer at the time the vote is taken, further verified by a personal phone call to the returning officer.

Physical presence at a meeting is the ideal because it is helpful and even inspiring to experience the informal exchange of views and the Vincentian friendship which occurs also before and after the meeting. This strengthens the 3rd Dimension of the Society – Mutual Support & Inspiration.

Because communication is not only about words but about facial expressions

and body language, it would be better if, whenever possible, the member/s calling in via technology could be both heard and seen.

Member/s calling in via technology should be in the meeting throughout, i.e. including the prayers and any spiritual reflection, on which they, like anyone else, is invited to comment. This will ensure that the spiritual bond is preserved and enhanced and not damaged by this innovation – recognising the 2nd Dimension of the Society - spiritual development.

“Technological” presence is to be for a small minority of Council members.

## **ARTICLE 12 - COUNCIL PRESIDENTS**

Council Presidents should attend meetings of Conferences and Councils within their area at regular intervals to encourage and facilitate effective service to those in need.

Council Presidents:

- Convene meetings of their Council and implement decisions made by their Council;
- Ensure the observance of Festivals as referred to in Article 23;
- Attend meetings of, and communicate regularly with, Conferences and Councils in their area;
- Ensure training and formation is a high priority for members within their area;
- Are members of the Council to which their Council is attached and participate in the meetings and other activities of that Council.

## **ARTICLE 13 - COUNCIL OFFICE BEARERS**

A Council President, after consultation with the members of the Council, appoints office bearers as necessary, including at least a Vice President, Secretary and Treasurer, from among Society members to assist in the efficient operation of the Council.

The Council President and the Presidents of the Councils or Conferences directly attached to the Council must always comprise the majority of the Council. The maximum number of appointed members must not exceed the number of elected members less two.

The term of appointment of office bearers is determined by the President. The appointment ceases upon election of a new President. The President should make appointments on their merits and avoid arbitrary appointments or those that are not consistent with the best interests of the Council. The President and the Treasurer must not be relatives.

## **ARTICLE 14 - COUNCIL FUNDS**

A Council must keep accurate and appropriate records of its income and expenditure and of its business. The records are to be readily available to members of the Council.

The financial records of the Council must be audited annually.

Councils receive funds from their constituent Conferences or Councils and may impose levies to meet the agreed expenses of the Council. An annual budget for the activities of the Council must be prepared and approved by the Council.

A Council may raise funds and distribute those funds to its constituent Conferences or Councils or may pass the funds to its immediate Council.

Council expenditure is restricted to its activities and assistance to works in which the Society is involved.

Councils must make available to the Council to which they are attached any funds which are surplus to their needs.

Constituent Conferences or Councils in need of funds have a priority claim on the available resources of the Council to which they are attached.

Councils receive the financial reports of constituent Conferences and Councils for reporting purposes and transmission to the Council to which they are attached.

Members authorised to undertake specific activities on behalf of the Society are entitled to have incurred expenses refunded on presentation of appropriate documentation.

## **ARTICLE 15 - NATIONAL COUNCIL**

The National Council is instituted by the International Council General.

The members of the Council are the President and the Presidents of State or Territory Councils, the Youth Representative and the office bearers as specified in Article 20.

## **ARTICLE 16 - NATIONAL COUNCIL FUNCTIONS**

The National Council:

- Ensures that the principles and the Rule of the Society are upheld;
- Animates and co-ordinates the activities of the Society in Australia;
- Sets the strategic mission and vision for the Society in Australia;
- Works for greater unity of the Society in Australia;
- Informs Conferences and Councils of the activities of the Society nationally and internationally;
- Represents the Society to religious and civil authorities on a national basis and particularly in the area of social justice advocacy;
- Draws up and amends, in a spirit of consultation, rules for the functioning of the Society in Australia;
- Informs the members of the International Council General of the activities of the Society in Australia through annual reports;
- Approves the boundaries of all Councils on the recommendation of the appropriate State or Territory Council;
- Upholds the spirit of the Rule throughout all Councils and Conferences by means of access, where necessary, to all funds and other information. State or Territory Councils may be authorised to perform this function where appropriate;
- Ensures that the basic principles of the Society are respected;
- Settles authoritatively any question submitted by any Council or Conference about the meaning or effect of the Rule in Australia;
- Co-ordinates the funding by the Conferences and Councils of overseas development programmes, and facilitates the provision of funds received from the Conferences and Councils to the appropriate overseas programme on behalf of the Conferences and Councils.

National Council decisions are binding upon all Councils and Conferences in Australia.

## **ARTICLE 17 - NATIONAL COUNCIL MEETINGS**

The National Council meets regularly. The frequency, manner and agenda of the meetings are determined by the Council.

National Council meetings provide the forum for State or Territory Councils to report on their activities, discuss matters of common concern and make decisions on action to be taken.

Policy decisions are made at Council meetings.



Decisions are taken by consensus, where possible after prayer, reflection and consultation. The democratic spirit is fundamental within the Society and when necessary, a vote may be taken.

Members of the National Council, if they cannot attend, should be represented at meetings by a member of their State or Territory Council. The representative will have the same rights and responsibilities as the member they represent.

Presidents of National Council Special Works and National Council Advisory Committees, or their representative, attend Council meetings and report on their activities, as required.

Council meetings begin and end with the Society prayers, or other appropriate prayers, but a prayer to the Holy Spirit, the Lord's Prayer, the Hail Mary and a prayer for those suffering that members nominate are obligatory. A period of spiritual reflection should also be included.

## **ARTICLE 18 - NATIONAL COUNCIL PRESIDENT - ELECTION**

The National Council President is elected by a secret vote of the members of the Council. The President is elected for a period up to but not exceeding four years.

The outgoing President is not eligible for immediate re-election until after 4 years.

Nominees for the position of National President must have been a Conference Member for at least five years or been a Council member for at least three years.

For serious reasons the International Council General can annul an election.

Proxy voting at elections is not allowed. However Paragraph 5 of Article 10 or the use of technology as prescribed below is permissible,

- (1) Members not physically present at a meeting are permitted to participate in the meeting by the use of technology that allows those members and the members present at the meeting to clearly and simultaneously communicate with each other.
- (2) For the purposes of this rule, a member participating in a meeting as permitted under sub rule (1) is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

The election of a president is by a secret ballot and the vote of the person attending by electronic means needs to be secret such as an email or text message directly to the returning officer at the time the vote is taken, further verified by a personal phone call to the returning officer.

Physical presence at a meeting is the ideal because it is helpful and even inspiring to experience the informal exchange of views and the Vincentian friendship which occurs also before and after the meeting. This strengthens the 3rd Dimension of the Society – Mutual Support & Inspiration.

Because communication is not only about words but about facial expressions and body language, it would be better if, whenever possible, the member/s calling in via technology could be both heard and seen

Member/s calling in via technology should be in the meeting throughout, i.e. including the prayers and any spiritual reflection, on which they, like anyone else, is invited to comment. This will ensure that the spiritual bond is preserved and enhanced and not damaged by this innovation – recognising the 2nd Dimension of the Society - spiritual development.

“Technological” presence is to be for a small minority of Council members.

#### **ARTICLE 19 - NATIONAL COUNCIL - PRESIDENT**

The National Council is guided and served by the President. The President, or a representative, should visit State and Territory Councils at least once a year.

The President is a member of the International Council General.

The National Council President may, after consultation with the State or Territory President, for serious reasons, annul the election of a member as President of a Conference or Council. Such member will immediately cease to exercise office and may appeal to the National Council.

The final appeal of a member is to the President General.

#### **ARTICLE 20 - NATIONAL COUNCIL - OFFICE BEARERS**

The National Council President, after consultation with the members of the Council, appoints office bearers as necessary, including at least a Vice President, Secretary and Treasurer, from among Society members and in accordance with Part 1 (6.5) to assist in the efficient operation of the Council.

The National Council President and the Presidents of the State or Territory Councils must always comprise the majority of the Council. The maximum number of appointed members must not exceed the number of elected members less two.

The term of appointment of office bearers is determined by the President. The appointments cease upon election of a new President.

## **ARTICLE 21 - NATIONAL COUNCIL FUNDS**

The Council must keep accurate and appropriate records of income and expenditure and of its business. The records are to be readily available to members of the Council. The financial records of the Council must be audited annually.

The Council receives funds from State or Territory Councils and may impose levies to meet the proper expenses of the Council. An annual budget for the activities of the Council must be prepared and approved by the Council.

The National Council may raise funds and may spend those funds in support of its works or the works of State or Territory Councils.

The Council expenditure is restricted to its activities and assistance to works in which the Society is involved. Urgent financial needs of State or Territory Councils have a priority in the allocation of surplus funds held by the National Council.

## **ARTICLE 22 - SPIRITUAL ADVISERS**

A Spiritual Adviser should be appointed to each Conference or Council by the President of the Conference or Council after consulting members of the Conference or Council and appropriate church authorities.

The Spiritual Adviser must be a practising Catholic and have a sound knowledge of Vincentian spirituality. This person can be a priest, religious or lay person trained for the role.

The term of appointment of the Spiritual Adviser is determined by the President.

The appointment ceases upon the election of a new President.

## **ARTICLE 23 - FESTIVAL MEETINGS**

Regional Councils should conduct at least one Festival Mass and Meeting each year, which should include a Commissioning Ceremony for new Conference members, as a means of deepening the spiritual dimension of being a Vincentian.

A meeting of members is an occasion for their spiritual growth, mutual sharing of the Society and a study of its works and future plans.

All members in the region are encouraged to attend the Festival Mass and Meetings and meet together in a social gathering.

Central and State or Territory Councils may organise Festival Masses and

Meetings to supplement those organised by Regional Councils.

New Council members may be commissioned at the Festival Mass.

At a Festival Mass and Meeting members renew their commitment to the work of the Society. This renewal is to take place annually.

## **ARTICLE 24 - SPECIAL WORKS**

Special Works may be established where a Conference or Council identifies a specific need which cannot be satisfied within the normal scope of the Conference or Council activity.

Special Works are established by, and responsible to, the State or Territory Council under which they operate.

The instigation of Special Works may come from Conferences, Regional or Central Councils but the State or Territory Council has ultimate responsibility for the governance and development of the Special Work.

The State or Territory Council may, after consultation with the relevant Conference and Council, delegate these responsibilities to a separately incorporated body, provided that the other entity is bound to act in accordance with directions of the State or Territory Council such that it is under the control of the Society or contractually bound to undertake such responsibilities on behalf of the Society.

Delegation does not release the State or Territory Council from ensuring these responsibilities are satisfactorily undertaken.

The Council President appoints a President or Chairman and a Committee to operate the Special Works and may replace these as he/she considers necessary.

The term of these appointments is determined by the Council President.

The appointments cease upon the election of a new Council President.

The State or Territory Council, after consultation with any relevant Conference or Council, may transfer, gift or sell a Special Work of the Society to another organisation or institution if the Council considers that it is more appropriate for such other entity to operate the Special Work and that doing so is in the best interests of the Society.

Any such transfer, gift or sale must be supported by a majority of National Council members following submission of a detailed proposal and any such transfer, gift or sale must have a majority of four National Councillors.

Special Works must keep accurate and appropriate records of their income and expenditure and sufficient other records to ensure accountability.

The records are to be readily available to members and the Council to which it reports.

The financial records of the Special Works must be audited annually.

## **ARTICLE 25 - ADVISORY COMMITTEES**

Councils may appoint Advisory Committees to assist the Council in carrying out the work of the Society.

The Council determines the mandate, terms and membership of the Committee.

The term of appointment of the members of the Committee is determined by the Council President.

The appointments cease upon the election of a new Council President.

Youth Committees shall have the same relationship with the Council under which they operate as the rest of the other committees linked to the same Council.

## **ARTICLE 26 - SOCIETY EMPLOYEES**

The Society may engage employees to assist in its work.

Employees are engaged under policies and processes which are compliant with legal and statutory requirements and are approved by the relevant State or Territory Council.

Employees are responsible to the President of the Council appointing them or the nominee of the President.

To avoid conflicts of interest members who are employed by the Society cannot also be the President, office bearer or member of the Conference, Council or Committee responsible for their employment, or of a related Council.

## **ARTICLE 27 - RECONCILIATION COMMITTEE**

Each State and Territory Council will establish a State or Territory Reconciliation Committee as required. Conferences and Councils may, after exhausting all efforts at reconciliation at the Conference or Council level, refer differences to the respective Reconciliation Committee for investigation and determination within an approved framework.

## **ARTICLE 28 - INCORPORATION/LEGAL STATUS**

Incorporation, by whatever means, must include The Rule as part of the constitution or articles of association.

Where this is not possible the constitution or articles of association must not be inconsistent with The Rule.

No form of incorporation shall be undertaken or sought without the approval of the National Council and the respective State or Territory Council exercising the particular jurisdiction.

Incorporation by whatever means must contain provisions for dispute resolution and grievance procedures including exclusion of individual members, Conferences and Councils.

## **ARTICLE 29 - MANAGEMENT OF FUNDS**

The work of the Society depends upon the efficient and effective management of its undertakings and those funds received from the public by way of gifts and otherwise. All funds, or property donated or received by way of grants from government or private organisations or derived from the activities and operations of the Society, its Councils and Conferences in each State or Territory, are the property of the relevant State or Territory Council to be retained or disposed of according to the direction of that Council. Where in any State or Territory there is an incorporated entity holding or retaining title to the property of the Society, the funds or property referred to above shall be vested in that incorporated entity.

A State or Territory Council may establish a central financial management and banking system and may require all subsidiary Councils and Conferences to use that system for all its financial transactions, budgeting, record keeping and reporting.

## **PROCEDURAL GUIDELINES**

The following information does not form part of the Rule. It is meant to be a guide in understanding the workings of the Society.

### **ELECTION OF SOCIETY PRESIDENTS**

The outgoing President should notify in a timely manner the end date of his or her term of office and invite nominations from eligible members.

A period of at least one month should elapse between the nomination of candidates and the ballot. All voters should be informed and all members

asked to pray, both personally and in meetings, from the beginning of the nomination process.

A candidate needs a clear majority of votes to be elected as a President. Votes should be counted by two persons other than nominees.

In the event of a tied election, after a short period of prayer and reflection, a further vote should be conducted at that time between the two candidates with the most votes in the first election.

If a stalemate still arises then the President of the Council to which the Conference or Council is attached should appoint a President from those nominees who have the equal number of votes.

Where there is only one candidate a vote must still be taken to confirm that the candidate is elected by a majority of electors.

If the only (or for that matter all) candidates are unsuitable then no appointment should be made and a new election called.

Electing a president is one of the gravest responsibilities of a Council and all Council members have a clear responsibility to ensure that a suitable person is found and elected.

## **CONFERENCE MEETINGS**

### Commentary

From the very beginning in 1833, our Society has been much more than a one-dimensional Society. This is how it differs from many other Societies which help those in need. In October 2003, the National Presidents of the World gathered for a General Assembly and decided by an overwhelming majority that the Society should maintain and develop all three of the dimensions described above, which Blessed Frederic Ozanam and the co-founders established under the inspiration of the Holy Spirit. In a fuller way than ever before, these dimensions were enshrined in the International Rule: Chapter 1 describes the first dimension - to help the poor. Chapter 2 describes the spiritual dimension, which, by bringing us closer to Christ, enables us to grow in every aspect of love. Chapter 3 describes the dimension of mutual support, inspiration and friendship. Throughout the history of the Society, the second and third dimensions have been found to be profoundly beneficial for both those we seek to help and the members themselves. By weekly meetings (say 50 times a year) or fortnightly (say 25 times a year), the National Presidents of the world were convinced that this precious heritage – preservation of all three dimensions - could be maintained. If there was only a monthly meeting, which realistically members would attend less than 12 times a year, the

second and third dimensions could not, they considered, be fully preserved. The requirement mentioned in the above Article to spend perhaps five minutes in prayer and reflection at any informal gathering in between a monthly meeting, is surely not too much to ask to achieve this very desirable continuity with the spirit of our Society.

## **CONFERENCE OFFICE BEARERS**

In the Society every member is equally valued. The assumption of office implies no dignity or honour. It simply means that there are some who, for proper management of the Society, are prepared to accept additional responsibilities. Every member ought in turn be willing to accept the burden of office as part of their Vincentian commitment and should not withdraw from it in a false sense of humility. On the other hand, every assistance should be afforded to office bearers so as to lighten their burden.

Each Conference should have at least a Vice President, Secretary and Treasurer to assist the President in the management of the Conference.

## **ECUMENICAL RELATIONSHIPS**

It is recognised that non-Catholic people may attend Conference meetings and are welcomed; they may elect to become Conference members. It is also recognised that others who volunteer in the various works of the Society may be non-Catholics but are equally welcomed.

## **CONFERENCE FUNDS**

A Conference is normally funded through the members' secret collection, the church collection box, fundraising and donations and is supplemented, where necessary, from its immediate Council. Our Rule places no restrictions on the raising of funds and members should be looking to do this when the need of the Conference exceeds its capacity to provide. Consultation with the Parish Priest is essential in matters of fundraising within the parish. All fundraising must comply with Government regulations and legislation.

Conferences should not hold funds surplus to their requirements. There is always a need for funds elsewhere and they should be made available to the next higher Council.

The Society is not a funding organisation and The Rule does not permit Conferences to donate funds to other charitable bodies unless members are directly involved as Vincentians in that activity.

Members make a commitment to perform works of charity within the framework of the Society. They fulfil their commitment financially according to their means.



## **FESTIVAL MEETINGS**

To encourage and maintain a unity of both spirit and action among the members, Conferences and Councils celebrate liturgical ceremonies, such as Vincentian festival masses and gatherings, throughout the year.

It has been customary to hold a Festival Mass and Meeting of members, associates and volunteers on or about the feast of St Vincent de Paul on 27 September and the feast of the Annunciation on 25 March.

## **YOUTH IN THE SOCIETY**

Young Vincentians reflect the original spirit and charism of the Society by enhancing its mission with their enthusiasm and dynamism.

There are no age barriers to membership of the Society.

Presidents of Councils, after consultation with young members, appoint a Youth Representative who is able to reflect the opinions of young people in all matters discussed by the Council.

Presidents are encouraged to seek out young Vincentians to serve as office bearers of Conferences and Councils.

## **SPECIAL WORKS**

Examples of the needs which may be met through the establishment of Special Works include literature distribution, operation of retail centres, nursing homes and hostels for the aged, accommodation and support services for people who have disabilities or are experiencing homelessness, unemployment, mental illness or financial difficulty, and training and employment opportunities for young people and others needing such services.

Special works arise from a need in the community observed by Conferences. They provide additional opportunities for direct personal contact between members and those in the community needing support. Where a larger Special Work is found to be necessary, its management should include the provision of close personal contact between Society members and those being supported.

Special Works Management Committees should include members of Conferences associated with the Special Work and people with relevant professional expertise. The Society, after consultation with the Conferences and Councils concerned, can transfer a Special Work to another organisation or institution if it is considered that it would be more appropriate for such a body to run the Special Work effectively.

## **ADVISORY COMMITTEES**

Advisory Committees assist Councils in managing those activities which require more capability and expertise than the Council members can provide.

These Committees provide management and any other relevant advice to facilitate the efficient operation and coordination of Special Works activities such as Retail Centres, facilities for Aged Care, services for the homeless, overseas partnership and development, legal, insurance and occupational health and safety issues, fundraising, migrant and refugees services. Advisory Committees make recommendations to the Council to which they are attached. They cannot make decisions or undertake activities unless specifically authorised to do so by the Council.

Advisory Committees should consist of members and others who are well experienced or trained in the work for which the Advisory Committee was established.

## **SOCIETY EMPLOYEES**

The Society engages employees to assist members to implement tasks which are beyond the capacity of members. They support members in their Vincentian vocation and are valued by the Society for such contribution.

All employees are to be engaged under appropriate contracts of employment and are to be provided with adequate induction into the Society's ethos, mission and practices. Employees should be fully informed about the principles under which the Society operates and prevailing government regulations and agree to work consistently within those principles and regulations. Adequate training must be provided to all employees.

Employees, who are members of the Society, may not hold any office in the Society where they can influence, or be seen to be able to influence, decisions related to their own employment. Where such a conflict may be identified, clarification from the appropriate State or Territory Council should be sought.

## **COMMITTEE MEMBERS OF INCORPORATED BODIES**

Councils which have the authority to incorporate any element of the Society's work must ensure that all persons appointed to the management committee of that incorporated body know and understand the duties and responsibilities that the law requires of them pertaining to those appointments.

In general terms their responsibility is to act ethically, honestly and carefully in the exercise of their duties and in particular to keep themselves adequately informed of the conduct and operations of the incorporated body. It is no

defence to actions against them that they did not know something they had a duty to know, nor is it a defence that they acted in an honorary capacity.

Prospective committee members should be adequately advised of their duties and responsibilities by a legal practitioner experienced in these matters, and provided with written material detailing those duties and responsibilities. In particular they should be provided with details of the case *Commonwealth Bank of Australia v Friedrich & Others* 5 ACSR, and have its implications explained to them by a legal practitioner.

## **SOCIETY FUNDS**

It is a fundamental understanding that varying legal, government and general accountability issues require the Society to direct funds to administrative matters.

The interests of the needy are not served by allowing funds to be hoarded at any level within the Society. Any surplus should be passed on to the Council to which the Council or Conference is attached so that it may be used for the best purpose within the Society.

Conferences and Councils are to disseminate information on financial needs and how funds are used.

## **ACCOUNTABILITY AND REPORTING**

To provide transparency, and for the benefit of the members, Conferences and Councils are to report on their activities on a regular basis to the next higher Council.

State and Territory Councils are to produce an Annual Report to inform members and Society supporters.

The role of a Council is to serve - not rule, to educate and to animate.



St Vincent de Paul Society  
*good works*

[www.vinnies.org.au](http://www.vinnies.org.au)