



# EMMAUS INTERNATIONAL

## STATUTES

**adopted by the Extraordinary General Assembly  
held in Anglet (France)  
on March 24<sup>th</sup> 2012**

**AND**

## INTERNAL RULES

**ratified by the 11<sup>th</sup> Ordinary General Assembly  
held in Sarajevo (Bosnia-Herzegovina)  
from October 8<sup>th</sup> to 13<sup>th</sup> 2007**

# Contents

<b>Emmaus International Statutes and Internal Rules</b> .....	Page 3
▪ Part I - Name and constitution .....	Page 3
▪ Part II - Headquarters.....	Page 4
▪ Part III - Aim and objectives .....	Page 4
▪ Part IV - Seal and logo .....	Page 4
▪ Part V - Member organisations.....	Page 5
▪ Part VI - Bodies .....	Page 17
▪ Part VI – 1 - General Assembly .....	Page 17
▪ Part VI – 2 - Board .....	Page 21
▪ Part VI – 3 - Executive Committee.....	Page 25
▪ Part VI – 4 - President .....	Page 27
▪ Part VI – 5 - Wise Persons’ Committee .....	Page 30
▪ Part VII - Regional Organisations .....	Page 31
▪ Part VIII - National Organisations.....	Page 33
▪ Part IX - Financial resources .....	Page 35
▪ Part X - Accounts and auditing .....	Page 37
▪ Part XI - Languages .....	Page 38
▪ Part XII - Modification of the statutes and dissolution .....	Page 38
▪ Part XIII - Internal Rules.....	Page 39
<b>Appendices to the Statutes</b> .....	Page 40
▪ Appendix II - Universal Manifesto of the Emmaus Movement .....	Page 41
▪ Appendix VI.I - Solidarity Commitments.....	Page 42
▪ Appendix VI.II - Emmaus Principles and Membership Charter .....	Page 44
▪ Appendix VII - Scope and Limits of Emmaus Social Commitment.....	Page 46
▪ Appendix X - List of Emmaus International founding federations being still in existence and active in November 2003 .....	Page 47
<b>Appendices to the Internal Rules</b> .....	Page 48
▪ Appendix I - Request for Emmaus International Full Membership – Procedure to be followed.....	Page 49
▪ Appendix II - Progressive scale of sanctions before exclusion .....	Page 51
▪ Appendix III - Status of “Trial Member” of Emmaus International – Indicative application procedure (adopted as a compulsory procedure by Emmaus Asia and Emmaus Europe) .....	Page 53
▪ Appendix IV - Minimum common basis for the statutes of the Regional Organisations.....	Page 56
▪ Appendix V - Minimum common basis for the statutes of the National Organisations .....	Page 57
<b>Regions and regional secretariats</b> .....	Page 58

## KEY

### The text of the Statutes is:

- printed in regular characters,
- aligned to the left margin,
- divided into parts and into article numbers.

### The text of the Internal Rules is:

- printed in italics,
- shifted to the right,
- divided into rule numbers.

To enable an easier use of both texts, the rules of the Internal Rules are inserted after the article or paragraph or sub-paragraph of the Statutes they refer to.

## PREAMBLE

Whereas at the time of its first General Assembly, held in Bern on the 24<sup>th</sup> and 25<sup>th</sup> of May 1969, the EMMAUS Movement adopted the "Universal Manifesto of the Emmaus Movement: To serve first those who suffer most", the text of which is appended to the following statutes.

Whereas on the same occasion, it was decided to establish a liaison secretariat between the different groups.

Whereas Emmaus International was constituted during the second General Assembly of the EMMAUS Movement held in Montreal (Canada) from July 2<sup>nd</sup> to 4<sup>th</sup> 1971 and which minutes are appended to the following statutes.

Taking into account the necessity to put up-to-date the previous statutes adopted during the second General Assembly of the International Movement of EMMAUS (July 2<sup>nd</sup> to 4<sup>th</sup> 1971) and successively modified at the 4<sup>th</sup> General Assembly held in Århus (Denmark) from 25<sup>th</sup> to 28<sup>th</sup> October 1979, the 6<sup>th</sup> General Assembly held in Verona (Italy) from 21<sup>st</sup> to 23<sup>rd</sup> September 1988, the Extraordinary General Assembly meeting in Ouagadougou (Burkina Faso) on November 18<sup>th</sup> 2003, held at the time of the 10<sup>th</sup> General Assembly, and by the Board, at its meeting in Roanne (France) on 22-26 April 2008, the latter modification being strictly limited to article 2, that is the transfer of the headquarters, the minutes of which are appended.

The Emmaus International Extraordinary General Assembly meeting in Anglet (France) on March 24<sup>th</sup> 2012 adopts the following statutes which cancel and replace the previous ones.

### **Internal Rules Preamble**

*The Internal Rules herein apply to the association Emmaus International, an association registered in France, under the law of 1 July 1901 and whose Statutes were modified by the Extraordinary General Assembly held in Ouagadougou on 18 November 2003.*

## PART I / NAME AND CONSTITUTION

### **Article 1 –**

Under the name Emmaus International, an international, non governmental, non profit-making, contractual association is established.

Emmaus International, founded in 1971, is the only international movement and organism of Emmaus recognized by Abbé Pierre to carry on with the action started in 1949.

### **Rule N. 1 – Definitions:**

*The designation "Emmaus International", as the legal name of the Association, means its Member Organisations as a whole and its bodies.*

*Unless otherwise specified in these Internal Rules, the following terms refer to those of Emmaus International when the first letter of each word is capitalised:*

- Association, Statutes, Internal Rules, Trademarks and Logo;
- General Assembly (Ordinary and Extraordinary), Board, Executive Committee, Wise Persons' Committee, Secretariat;
- Member Organisation, National Organisation, Regional Organisation, National Assembly, Regional Assembly;
- President, Vice-President, Secretary, Treasurer, Councillor, Executive Director.

*Unless otherwise indicated in these Internal Rules, the term "days", when used to denote a period of time, means "calendar days". "One year" is thereby to be understood as 365 calendar days.*

## **PART II / HEADQUARTERS**

### **Article 2 –**

The headquarters of Emmaus International are established in Montreuil (93100, France), at 47 avenue de la Résistance.

The Board may transfer the headquarters to another location in France or somewhere else in the world.

## **PART III / AIM AND OBJECTIVES**

### **Article 3 –**

The aim of Emmaus International is:

- to serve as a liaison and a mutual aid organ between the members throughout the world while respecting their respective personality and their individual autonomy;
- to reinforce and safeguard the identity of EMMAUS;
- to contribute and attend to the activity of its members so as to conform to the Manifesto.
- to promote Abbé Pierre's ideas and work and protect his memory, as his sole legatee.

#### **Rule N. 2 –**

*The aim of Emmaus International is to help in making and to see to it that the activity of its Members conforms not only with the Universal Manifesto but also with the fundamental texts of Emmaus International, either the present ones or those that could be approved as such by General Assemblies in the future.*

### **Article 4 –**

To reach its aim, Emmaus International (E.I.) strives to:

1. coordinate the material and moral efforts of its members and gather the maximum information in order to ensure effective help to those who suffer most and to avoid overlapping and wastage of funds;
2. develop any useful collaboration with other private or public institutions which share the same ideal of taking into account the dignity and accomplishment of Man.

## **PART IV / SEAL AND LOGO**

### **Article 5 – Seal and logo**

The seal of Emmaus International is the one marked in the margin of the original of these statutes. The President looks after it and has the right to use it.

The logo of Emmaus International is placed in the margin of the original version of these statutes and is an integral part of the seal of Emmaus International.

Only Emmaus International and its member organisations have the right to use the logo. The Board is its keeper.

**Rule N. 3 –**

*If there has been no previous registration of either or both of the Trademarks "Emmaus" and "Abbé Pierre" and/or of the Logo of Emmaus International in the country concerned, Emmaus International gives written authorization to the National Organisation or, failing that, to one of the Member Organisations of the country to register the aforementioned Trademarks and Logo in the name and on behalf of Emmaus International. The applicant undertakes to pay the registration and renewal fees for the aforementioned Trademarks and Logo.*

**Rule N. 4 –**

*If one or both of the Trademarks "Emmaus" and "Abbé Pierre" and/or the Logo have been previously registered in a country by a National Organisation or by a Member Organisation, the National Organisation or Member Organisation in question is obliged to carry out the formalities required with the official bodies of that country to substitute Emmaus International as the owner of the aforementioned Trademarks and Logo. The ownership transfer fees and renewal fees for the aforementioned Trademarks and Logo are to be paid by the National Organisation or Member Organisation.*

**Rule N. 5 –**

*The National Organisations and Regional Organisations are responsible for seeing to it that Articles 13 and 6 sub-paragraph 9 of the Statutes are strictly respected in their respective areas, and for informing the Executive Committee without delay about any possible violation.*

- **Rule N. 5.1 –** *Article 6 sub-paragraph 9 of the Statutes implies that any reproduction of the Logo of Emmaus International by its Member Organisations must strictly respect the drawing and colour references of the original Logo; these references must be obtained from Emmaus International.*

**Rule N. 6 –**

*The Names and Trademarks "Abbé Pierre" and "Emmaüs" are closely linked and must legitimately be the property of Emmaus International, along with any combination of words including one or these two terms.*

*Only Emmaus International has authority to grant the right to use the Names and Trademarks "Abbé Pierre" and "Emmaüs", as well as any combination including one or both of these terms, all around the world, whatever the language.*

**Rule N. 7 –**

*The Board has power to concede the use of these two Names and to delegate the responsibility for their protection. It grants this possibility of use and this responsibility for protection, or withdraws them, by a simple majority decision.*

## **PART V / MEMBER ORGANISATIONS**

### **Article 6 – Definition**

Apart from the founding associations or federations, the list of which is in an appendix to these statutes,

Subject to their final admission at the end of the trial period referred to in Article 14, non profit organisations which have legal personality in the country of their registered office are members of Emmaus International if they satisfy the following more detailed conditions:

1. they expressly support the fundamental documents of Emmaus International, either the present ones or those that could be approved as such by General Assemblies in the future. Such texts, at the time of approval of the present Statutes, are the following ones and are

in an appendix to the present statutes: the Universal Manifesto, Scope and Limits of Emmaus Social Commitment, the Solidarity Commitments, the Emmaus Principles and Membership Charter;

**Rule N. 8 –**

*Each National Organisation will see to it that each of the Member Organisations in the country includes the following sentence in its statutes, in the article on its aim and objectives: "The organisation's action shall fall within the scope of the orientations and requirements of Emmaus International, of which it is a member, as defined by the Statutes of Emmaus International, the Universal Manifesto and the other fundamental documents of Emmaus International, as well as by the decisions of the General Assemblies of the latter."*

*Each National Organisation will report to Emmaus International and the Regional Organisation as to whether rule N. 8 has been implemented by each Member Organisation. The Board sets the deadline for this bringing of the statutes into compliance.*

*Dispensation from this principle may be granted by the Board, upon justified request.*

2. they must conform to the present statutes, to the internal rules and to the decisions of the General Assembly of Emmaus International;
3. their decision making must be independent of the political authorities and of public, private or religious institutions;

**Rule N. 9 –**

*This independence must especially take into account the following aspects:*

- *independence in designating its leaders and persons in charge;*
- *independence in defining its objectives, programs, and work methods;*
- *public or private subsidies received must not lead to compensation in return, which would be contrary to the principle of independence.*

4. they must have a legal basis allowing them to run the organisation democratically and internal rules which set this out, and their accounting must be in accordance with the accounting standards in force in the country of the registered office of the organisation or, failing that, their accounting must be true and thorough according to the standards accepted by Emmaus International;

**Details for running the organisation democratically, as required of each Member Organisation**

**Rule N. 10 –**

*Each Member Organisation must be run democratically. To do so, the following aspects, among others, must be respected:*

- **Rule N. 10.1** - *Whatever the legal requirements of the country where its headquarters is located, a Member Organisation must have a minimum of five natural-person members. If need be and on a case-by-case basis, the Board may grant an exemption, upon justified request.*
- **Rule N. 10.2** - *The number of members who are from the same family or who are relatives shall never exceed one fourth of all the members of the organisation as well as of the members of its Board.*
- **Rule N. 10.3** - *Plurality of posts must be avoided: any person receiving remuneration from a Member Organisation, either directly or indirectly, may not take on functions within its board. He/she may be a member of this board only as a representative of the staff, according*

to the laws in force. Exceptions to this general principle may be made if so provided for in the relevant national legislation.

- **Rule N. 10.4** - The organisation's statutes must provide for minimum standards regarding renewing the mandates of all its leaders, i.e. for a once-renewable four-year term at most.
- **Rule N. 10.5** - Any person taking part in the life of the Member Organisation has the right to participate in the exchange of information, speaking out, taking initiatives, contributing ideas, and making decisions.

### **Accounting**

#### **Rule N. 11 –**

Accounting must be submitted each year to one or more professional auditor(s) or chartered accountant(s). Any exception to this rule must be justified.

#### **Rule N. 12 –**

Yearly financial statements enable clear identification of information such as:

- **Rule N. 12.1** - resources coming from an income-generating activity,
- **Rule N. 12.2** - those coming from donations and subsidies (indicating their origin),
- **Rule N. 12.3** - expenses for financial solidarity within Emmaus, at the national and international level;
- **Rule N. 12.4** - expenses for financial solidarity outside of Emmaus, at the national and international level;
- **Rule N. 12.5** - the estimated value of donations in kind, at the national and international level.

Each National Organisation is in charge of checking the book-keeping of its Member Organisations, and of preparing a presentation of consolidated accounts, to be sent every year to the Regional Organisation, which forwards it to Emmaus International. If no National Organisation exists, this responsibility falls to the Regional Organisation.

#### **Rule N. 13 –**

The **minimum standards** accepted by Emmaus International are the following:

- **Rule N. 13.1** - The documents to draw up each year are: working account, depreciation schedule, balance sheet, or their equivalent according to accounting rules or customs of the country concerned;
- **Rule N. 13.2** - Double-entry book-keeping, unless forbidden by the legislation of the country concerned.

5. they must be able to demonstrate that the majority of members and managers of each organisation come from the country of the registered office of each one of them;

#### **Rule N. 14 – Nationality of the members and managers:**

Article 6 § 5 means that the majority of members and of board members of a Member Organisation must be nationals of the country of its registered office.

- **Rule N. 14.1** - This requirement must be met not only during the membership requests, but also for as long as the organisation is a member of Emmaus International.

- **Rule N. 14.2** - *This point must be verified periodically every four years, before each General Assembly, by the National Organisation or Regional Organisation concerned.*

6. they must have been in existence and active for at least two years;
7. they must commit themselves to active participation in General Assemblies, in Regional Assemblies and in National Assemblies;
8. they must regularly pay their membership dues as set by the Board;
9. they must use the logo in accordance with the visual identity defined by Emmaus International;

**Rule N. 15 –**

*The Member Organisations are recommended to use the Emmaus International Logo.*

10. they must be accepted by the Board, after making a request for membership duly signed by one or several of the duly authorised legal representatives, submitted to the Board by the representatives of the corresponding region of the world, following on the positive opinion of the national structure, as defined in Parts VII and VIII of the present statutes.

**Request for membership to Emmaus International:**

**Rule N. 16 –**

*Any request for membership to Emmaus International shall include the documents stated in Appendix I of the Internal Rules, pages 49-50.*

**Rule N. 17 –**

*The following documents must be provided in one of the three official languages of Emmaus International:*

- **Rule N. 17.1** - *membership request form;*
- **Rule N. 17.2** - *list of names, personal addresses, nationality, possible family ties among the Board members;*
- **Rule N. 17.3** - *description of the activities of the organisation: economical and social activities, solidarity actions (inside and outside the group), alliances, etc.*

**Rule N. 18 –**

*The financial statements can be provided in one of the official languages of the country, provided that they are sent along with a translation of accounting headings and of the auditors' report (or the chartered accountants' one) into one of the three official languages of Emmaus International.*

**Rule N. 19 –**

*The statutes of the organisation can be provided in one of the official languages of the country, provided that they are sent along with a summary in one of the three official languages of Emmaus International. This summary shall include at least:*

- **Rule N. 19.1** - *the full translation of the organisation's aims and objectives and of its conditions to become a member;*
- **Rule N. 19.2** - *the list of its bodies, of their respective powers, and their details of renewal;*
- **Rule N. 19.3** - *the details on the authentication of the accounts and the auditing procedures by the local authorities;*

- **Rule N. 19.4** - the conditions for allocating the balance of assets, in the case of dissolution.

*This summary will be accompanied by a sworn statement affirming the truthfulness of the information given about their statutes.*

**Rule N. 20 –**

*When giving their opinion on a request for membership, the National Organisation and the Regional Organisation concerned must attest in writing that they have checked in particular the following points, and give any details of use:*

- **Rule N. 20.1** - the organisation's independence from the political authorities and from public, private or religious institutions (art. 6 § 3 of the Statutes and corresponding rules of the Internal Rules);
- **Rule N. 20.2** - that the organisation is run democratically, not only according to its Statutes but also in practice (art. 6 § 4 of the Statutes and corresponding rules of the Internal Rules);
- **Rule N. 20.3** - existence of accounting that complies with the requirements of Article 6 § 4 of the Statutes and corresponding rules of the Internal Rules;
- **Rule N. 20.4** - existence of solidarity actions inside and outside the Member Organisation, demonstrated by the financial statements (Emmaus Principles and Membership Charter, condition of membership N. 3);
- **Rule N. 20.5** - that the majority of members and managers are nationals of the country of its registered office (art. 6 § 5 of the Statutes).

**Rule N. 21 –**

*The procedure respects the following deadlines:*

- **Rule N. 21.1** - For each organisation of which they are submitting the request for Emmaus International membership, the Councillors of the Regional Organisation concerned shall prepare a recommendation on a standard form supplied by the International Secretariat.
- **Rule N. 21.2** - Detailed and duly justified reasons shall be given whenever they propose that an organisation's membership be rejected or postponed. In any case, the request and corresponding opinion are sent to Emmaus International.
- **Rule N. 21.3** - These justified recommendations shall reach the Emmaus International Secretariat at least ninety days before the Board meeting.
- **Rule N. 21.4** - After an exchange of views on the basis of the Councillors' recommendations, the Board shall vote separately for each candidate organisation.

Exceptionally, and where the political or legal circumstances of the country in question justify this, the Board may, on a temporary basis, admit structures which are not legal entities but which nevertheless satisfy the other conditions set out above.

**Rule N. 22 –**

*The following can be considered as the exceptional political or legal circumstances intended in the next-to-last paragraph of Article 6 of the Statutes: situations of war, dictatorship, apartheid, unacceptable requirements by laws of the country on non-profit-making organisations, or any other circumstance preventing the creation of a legal personality.*

Except for the founding federations, the following shall not be considered as Emmaus International members: the alliances, associations, federations, or other structures linking member groups of Emmaus International, whether legally constituted or not. This does not prevent the Emmaus International organs maintaining relations with such bodies needed for rationalizing work so as to better achieve the goals of the association.

**Rule N. 23 –**

*The alliances mentioned in Article 6 of the Statutes are formal or informal groupings of organisations, whether the latter be Member Organisations of Emmaus International or not. The relations to set up with the "alliances, associations, federations or other structures linking member groups of Emmaus International" are as follows:*

- **Rule N. 23.1** - *At the level of Emmaus International, they shall be invited as observers to General Assemblies; receive a copy of all information distributed to all the Member Organisations or to those in their Regional Organisation or National Organisation; and be invited to contribute to collective reflection, given their distinctive nature. They act as an interface and as a catalyst for their members.*
- **Rule N. 23.2** - *At the level of the Regional Organisations and National Organisations, it's recommended that they be invited as observers to Regional Assemblies, National Assemblies and other meetings; be distributed all information sent to the members; and be invited to contribute to collective reflection, given their distinctive nature, and to participate fully in Emmaus activities within the region and the nation.*

## **Article 7 – Rights**

Each Emmaus International member organization has the right to:

1. keep its freedom, its distinctive nature and its right to be different, with a view to better implementing the values contained in the fundamental documents of Emmaus International, the statutes, and other decisions made at General Assemblies, according to the requirements of the local context.
2. know the identity of all the Emmaus International members, the state of the association's accounts, as well as the make-up and activities of its various bodies.

**Rule N. 24 –**

*For implementation of the Member Organisations' right to information, stated in Article 7 § 2 of the Statutes, it's clarified that:*

- **Rule N. 24.1** - *The up-to-date list of Emmaus International Member Organisations and their addresses is available upon request to the Emmaus International Secretariat. It is sent systematically to each Member Organisation every four years, before the General Assembly.*
- **Rule N. 24.2** - *The up-to-date list of natural persons who are members of the various bodies of Emmaus International is available upon request to the Emmaus International Secretariat. It is sent systematically to each Member Organisation every four years, after the General Assembly.*

- **Rule N. 24.3** -*The annual financial statements of Emmaus International, along with the auditors' report, are sent to each Member Organisation; they can be sent along with the call for membership dues.*
- **Rule N. 24.4** - *Information about the activities of the various bodies of Emmaus International are spread through the communication tools available in Emmaus International.*

3. attend the General Assemblies, Regional Assemblies and National Assemblies with voting rights and delegate their right to vote.
4. propose candidates to Emmaus International bodies and the removal from office of their members.

**Rule N. 25 –**

*The Member Organisations may propose candidates for the position of Councillor of the Board, to be elected by each Regional Organisation according to Article 31 of the Statutes.*

**Rule N. 26 –**

*The Member Organisations may propose the Regional Organisations candidates for the Wise Persons' Committee, to be elected by the General Assembly according to Article 51 of the Statutes.*

5. contest decisions or actions of the bodies of the association that would be contrary to the fundamental documents of Emmaus International, the statutes, or the decisions made at General Assemblies.
6. have spoken or written access to Emmaus International bodies, to present proposals, requests and complaints, and to receive a response.

**Contesting decisions or actions of the bodies of Emmaus International:**

**Rule N. 27 –**

*Any contesting of decisions or actions of the bodies of Emmaus International has to be sent to the President of Emmaus International, in writing, and be justified by explicit reference to the text(s) which is (are) being referred to.*

- **Rule N. 27.1** - *An answer shall be sent by the President to the Member Organisation, with a copy to the National Organisation. The maximum time limit is one hundred and twenty days if the Executive Committee is concerned, and one year if the Board is concerned.*
- **Rule N. 27.2** - *For second instance, the Member Organisation can request its National Organisation or Regional Organisation to submit the case to the Wise Persons' Committee, according to the procedures provided for in Article 53 of the Statutes.*

## **Article 8 – Obligations**

Each Emmaus International member group has the obligation to:

1. act with a view to achieving the aims of Emmaus International;
2. fulfil all the legal requirements applicable to its legal status;
3. accept and meet the requirements of the fundamental documents of Emmaus International, the Statutes, and the decisions made at General Assemblies, as well as the broad lines of action defined by their corresponding Regional Assembly and National Assembly; and especially accept and meet the requirements of Article 6 sub-paragraphs 3, 4, 5 and 9 above;

**Rule N. 28 –**

*In compliance with the requirements of Article 6 sub-paragraphs 3, 4 and 5 of the Statutes, each Member Organisation informs its National Organisation of any modification of its statutes, and of any modification in the composition of its board, by presenting a certified true copy of the corresponding official documents. It sends a copy to its Regional Organisation and to Emmaus International.*

4. participate in all bodies open to direct participation of the groups: General Assembly, Regional Assembly and National Assembly;
5. cease using the title "member of the Emmaus International Movement founded by Abbé Pierre" as well as all references to Emmaus or others which could lead to confusion, and cease using the Emmaus International logo, in the event of loss of membership status through withdrawal or in the event of exclusion from Emmaus International by Board decision;
6. finance the activities of Emmaus International by paying the set membership dues;
7. within the framework of its participation at the regional level, each group compares its annual financial and social results with those of the other Emmaus International member groups in the region, which is equivalent to approval of its management by Emmaus International.

**Rule N. 29 – Comparing the annual financial and social results:**

*The annual financial and social results of each Member Organisation are drawn up according to a standard plan adopted by the Board of Emmaus International.*

**Article 9 – Resignation**

Any member organisation, whatever its status, can resign at any time from Emmaus International; it remains liable for its financial obligations, in particular for its membership dues for the current year and any loans there may be, until their complete repayment.

In the case of resignation, exclusion or cessation of activity, all material things that were obtained as a result of Emmaus International support shall revert to Emmaus International.

**Rule N. 30 – Material things**

*Article 9 paragraph 2 of the Statutes refers to all property, either movables or real estate. In view of the implementation of Article 9 paragraph 2, financial support from Emmaus International to its Member Organisations is granted and made under the following conditions:*

- **Rule N. 30.1** - *Any grant of financial support by Emmaus International for purchase of movables (including vehicles), as a donation or as a subsidy, shall be made either directly to the Member Organisation or through the intermediary of a Regional Organisation or National Organisation. The owner of the movable purchased shall be the Member Organisation that is the beneficiary of the financial support. In the event of direct payment by Emmaus International to the Member Organisation, a solidarity agreement shall be signed between Emmaus International and the Member Organisation concerned. In the event of payment through the intermediary of a Regional Organisation or a National Organisation, two solidarity agreements shall be signed: the first one between Emmaus International and the Regional Organisation or National Organisation, the second one between the Regional Organisation or National Organisation and the Member Organisation.*
- **Rule N. 30.2** - *Any grant of financial support by Emmaus International for purchase of real estate (either land or building), as a donation or as a subsidy, must be made through the intermediary of a National Organisation, which will become the owner of the real estate*

*thus purchased. In the absence of a National Organisation, purchase must be made by the Member Organisation, in the name and on behalf of Emmaus International.*

- **Rule N. 30.3** - *Each purchase of real estate (either land or building) shall involve a written contract stating the terms according to which this real estate is placed at the disposal of the user. The contract is signed between the National Organisation or Emmaus International, as owner of the real estate and the Member Organisation as the user of the real estate. The contract shall furthermore clarify, among other matters, who is responsible for the payment of maintenance and repair expenses, of local taxes and of any other related expenses. This contract shall also specify the duration of the placing at disposal, keeping in mind that it cannot, in any case, last beyond the possible exclusion from Emmaus International or resignation or dissolution of the Member Organisation that is the user of the real estate.*

## **Article 10 – Exclusion**

Any member organisation shall be excluded from Emmaus International in the case of non-compliance with the conditions set out in the present statutes, as well as non-payment of membership dues or non-attendance of three consecutive general and regional assemblies, even if it has been represented by another member organisation.

Besides the above, exclusion of a member organisation may be declared for a serious reason as a disciplinary measure.

The decision to exclude a member shall be taken while respecting the right of defence, after the member in question has been able to put forward its arguments. The sanction shall be decided by the Board and no appeal shall be possible.

The exclusion procedure is that set in the internal rules.

### **Rule N. 31 – Progressive sanctions before exclusion:**

*Any application of sanctions must always be preceded by steps taken by the Councillors of Emmaus International towards the Member Organisation concerned in order to understand why its is not paying its dues and detect possible difficulties.*

*The exclusion procedure must be used sparingly. The scale of progressive sanctions hereafter in Appendix II (pages 51-52) will apply before the radical and definitive sanction which is exclusion.*

### **Rule N. 32 – Exclusion procedure:**

*The decision to exclude is made by the Board. An attempt at conciliation shall be made. In case of failure, procedure for exclusion of a Member Organisation shall be carried out as follows:*

- **Rule N. 32.1** - *The procedure is launched at the initiative of the National Organisation or of the Regional Organisation. In the event that the National Organisation does not fulfil its responsibilities, the Regional Organisation is entitled to refer the matter to the Board on its own initiative. In the event that the National Organisation and/or the Regional Organisation does (do) not fulfil its (their) responsibilities, the Executive Committee can refer the matter to the Board by itself.*
- **Rule N. 32.2** - *In any case, an exclusion request must be accompanied by all corresponding justifications and include the opinions of the National Organisation and Regional Organisation concerned.*
- **Rule N. 32.3** - *The procedure shall respect the following deadlines:*

- *For any exclusion request, the duly detailed request shall be sent by the Councillors of the Regional Organisation in question to the Executive Committee, at least one hundred and eighty days before the Board meeting.*
  - *In pursuance of Article 10 § 3 of the Statutes and in order to respect the right of defence, the Executive Committee or its President informs the Member Organisation in question by recorded delivery letter with acknowledgement of receipt, as soon as possible. It shall give it a maximum sixty-day time period, starting from the sending of this letter, to put forward its case.*
  - *The Executive Committee shall send the full file, i.e. the detailed exclusion request and the case put forward by the Member Organisation, to all the Councillors, at least ninety days before the Board meeting.*
  - *After an exchange of views on the basis of the recommendations of the Councillors, the Board takes a vote, case by case.*
- **Rule N. 32.4** - *The decision made by the Board, whatever it may be, is officially communicated by the President to the Member Organisation in question, by recorded delivery letter with acknowledgement of receipt, to its registered office address. In case of exclusion, the letter shall include a full quotation of the consequences of exclusion, and particularly Articles 9 and 13 of the Statutes.*
  - **Rule N. 32.5** - *The exclusion decision is officially sent by post to all Member Organisations, within thirty days.*
  - **Rule N. 32.6** - *In case of exclusion, the Board shall decide case by case on the necessary public information measures and decide on the bodies in charge of carrying this out, particularly in order to protect the "Emmaus" and "Abbé Pierre" Trademarks and the Logo of Emmaus International: notifying the authorities of the country, informing the public, etc.*

## **Article 11 – Suspension**

In the case of emergency and if the actions of a member organisation are such as to seriously damage the whole of the Emmaus movement, the Executive Committee can provisionally suspend the membership of a member organisation as soon as the procedure for exclusion is submitted by a regional organisation.

The suspension of its membership will prohibit the member organisation in question from participating in the various bodies of the association and from benefiting from its status as a member organisation of Emmaus International until the final outcome of the exclusion procedure.

### **Rule N. 33 –**

*The procedure for suspension of a Member Organisation is possible only after a procedure for exclusion has been started, and it shall be carried out as follows:*

- **Rule N. 33.1** - *The emergency nature of such a measure is left to evaluation by the Executive Committee.*
- **Rule N. 33.2** - *The suspension decision is immediately and officially communicated by the President to the Member Organisation in question, by recorded delivery letter with acknowledgement of receipt, to its registered office address. The letter shall include a full quotation of the consequences of suspension, stipulated in Article 11 paragraph 2 of the Statutes.*

- **Rule N. 33.3** - A copy of this letter is simultaneously sent to the Regional Organisation and to the National Organisation concerned, as well as to the Councillors of Emmaus International of the region concerned.
- **Rule N. 33.4** - The Executive Committee judges, case by case, the need for immediate information to all Member Organisations.
- **Rule N. 33.5** - In the event of suspension of a Member Organisation, its Regional Organisation and, if it exists, its National Organisation undertake to immediately make the same decision, with the same effects as those mentioned in Article 11 § 2 of the Statutes.

## **Article 12 – Dissolution or termination**

Membership of Emmaus International terminates automatically on the dissolution or termination of activity of the member organisation.

A member organization that has been inactive over two consecutive years and that had not asked for authorization to suspend activities during a period of reorganization will automatically be excluded from Emmaus International.

### **Rule N. 34 –**

*In case of dissolution, the Member Organisation must immediately and simultaneously inform Emmaus International as well as the Regional Organisation and the National Organisation concerned.*

### **Rule N. 35 –**

*In case a Member Organisation has been inactive for two consecutive years and has not asked for such authorization because of reorganisation, the procedure for removal from membership shall be made as follows: the National Organisation or, failing that, the Regional Organisation is responsible for officially informing Emmaus International and requesting removal from membership of the Member Organisation in question. This request has to be duly justified.*

### **Rule N. 36 –**

*During its next meeting, the Board formally records dissolution or termination of activity and consequently decides removal from membership of the Member Organisation in question.*

### **Rule N. 37 –**

*In case of termination of activity, the decision of removal from membership is immediately and officially communicated by the President or the Secretary to the Member Organisation in question, by recorded delivery letter with acknowledgment of receipt, to its registered office address. This letter shall include a full quotation of the consequences of termination of activity and of losing the status of member, particularly as stipulated in Articles 9 and 13 of the Statutes.*

## **Article 13 – Use of the name**

Where a member organisation has resigned or been excluded or where it has lost the status of member, such member organisation automatically relinquishes the use of the title of "member of the Emmaus International Movement founded by Abbé Pierre", as well as the use of all references to Emmaus or others which could lead to confusion, and the use of the Emmaus International logo.

### **Rule N. 38 – Use of the Name and of the Logo:**

*In the event of violation of the obligation set out in Article 13 of the Statutes by a former Member Organisation, which either resigned or was excluded or removed from membership, the following steps shall be taken:*

- **Rule N. 38.1** - *The Executive Committee shall immediately send this former Member Organisation a formal demand to immediately stop any misuse. This formal demand is sent by recorded delivery letter with acknowledgement of receipt, to its registered office address.*
- **Rule N. 38.2** - *According to the urgency, the Board or the Executive Committee has the power to take any useful measures, in particularly instituting any legal action or informing authorities and public opinion. These measures can be delegated to the Regional Organisation or National Organisation in question, which shall give the Executive Committee an account of their fulfilment.*

## **Article 14 – Trial Membership**

In order to ensure that it fits in harmoniously within Emmaus International, each new member must be guided by another member organisation in its discovery of Emmaus and in conforming to its statutes, rules and practices.

In return for this guidance, this member receives provisional and trial acceptance of its membership with the right to use the name and the logo accompanied by the following obligatory statement "trial member of Emmaus International" in all its documents.

This dual role of guidance and acceptance on trial of a member is held by the national organisation or, failing that, the regional one.

During the trial period, the member is invited as an observer to the National Assemblies, Regional Assemblies and General Assemblies.

Between two years and five years, a request for full membership is made according to the conditions set in article 6 sub-paragraph 10.

Where at the end of the trial period the request for admission is rejected, membership is immediately automatically terminated without any justification required from the board.

### **Rule N. 39 –**

*The National Organisation concerned or, failing that, the Regional Organisation, appoints the Member Organisation in charge of guidance of the Trial Member. This Member Organisation shall be invited to participate in all meetings of the board of the Trial Member, during the entire trial period.*

### **Rule N. 40 – Conditions and procedure**

- **Rule N. 40.1** - *To apply for and to be granted the status of "Trial Member of Emmaus International" and to thereby benefit from the rights that ensue from membership, especially the right to use the Names and Trademarks "Emmaus" and "Abbé Pierre" and the Logo of Emmaus International, the minimum condition in terms of activity is to have started up an income generating activity and/or receive people and/or carry out solidarity actions.*
- **Rule N. 40.2** - *In any case, there should be monitoring by the National and Regional Organisations, especially in order to help the group start up and absorb the spirit of Emmaus.*
- **Rule N. 40.3** - *The organisations that wish to can already use elements from the procedure and application form which figure hereafter in Appendix III, pages 53 to 55.*

### **Rule N. 41 – Specific situations**

*For specific situations, the Board gives mandate to the Executive Committee to define, with the national and regional instances concerned, possible specific ways of applying this decision in that country.*

## PART VI / BODIES

### Article 15 – Bodies

The bodies of Emmaus International are as follows:

- The General Assembly;
- The Board;
- The Executive Committee;
- The Wise Persons' Committee.

## PART VI – 1 / GENERAL ASSEMBLY

### Article 16 – Definition

The General Assembly is the highest body of Emmaus International and has full powers and responsibilities so that it can realise its aims and its objectives within the framework of the statutes, of the Manifesto and of any policies and decisions it may adopt.

### Article 17 – Frequency

An important gathering for all the member organisations of Emmaus International, it takes place in principle every four years or at any other interval decided by the Board.

### Article 18 – Place

It can be held in any city in the world at the discretion of the Board.

### Article 19 – Exceptional General Assembly

At the request in writing of more than half of the member organisations or on the initiative of the Board, the President of Emmaus International must call an exceptional General Assembly within a maximum of three months.

#### **Rule N. 42 –**

*Article 19 refers to the request for an Ordinary General Assembly convened on an extraordinary basis, i.e. whose powers are those provided for in Article 28 of the Statutes, but which is convened independently of the statutory frequency provided for in Article 17. Consequently, its decisions are adopted by simple majority, in accordance with Article 26 of the Statutes.*

#### **Rule N. 43 –**

*In case of holding an Ordinary General Assembly convened on an extraordinary basis, all the mandates as President, Councillors, Executive Committee members and Wise Persons' Committee members shall continue till the date of the next Ordinary General Assembly, according to the statutory frequency provided for in Article 17.*

### Article 20 – Voting rights

Each member organisation may vote and has one vote at the General Assembly on condition that it is up to date with its obligations under the statutes and in particular the payment of its membership dues at least since the last two General Assemblies, unless an exception is granted by the Board upon justified request.

**Rule N. 44 –**

*Any dispensation request by a Member Organisation for non-payment of membership dues since the last two General Assemblies must be justified by the following information:*

- *annual financial statements for each year for which membership dues are owed;*
- *detailed explanations for non-payment.*

**Rule N. 45 –**

*Each Member Organisation votes through the intermediary of its president or of any other natural-person who is a member of that Member Organisation and to whom the president has given written power to that end.*

**Article 21 – Proxies**

A member organisation may give another member organisation a proxy to represent and vote on its behalf.

The member organisation may receive a maximum of two proxies which must be submitted to the President of Emmaus International at the latest at the start of the General Assembly.

**Rule N. 46 –**

*Proxies given according to Article 21 of the Statutes shall be either established in the name of the proxy Member Organisation or be blank proxies. All proxies shall be sent to the headquarters of Emmaus International. Blank proxies shall be distributed by the President of Emmaus International.*

**Article 22 – Notice of meeting**

Notices of meetings of the General Assembly are addressed to the member organisations in accordance with the conditions set out in the internal rules at least three months before the assembly and unless there are exceptional circumstances.

The General Assembly is convened and chaired by the President of Emmaus International.

**Procedure for sending notices of meetings:**

**Rule N. 47 –**

*The notice of meeting of the General Assembly stipulates the time limit for reception of proxies at the Emmaus International headquarters.*

**Rule N. 48 –**

*The notice of meeting of the General Assembly is sent to each Member Organisation, to the address of its registered office or, failing that, to its common mail address. It is sent by recorded delivery letter with acknowledgement of receipt or by any other means making it possible to check that the addressee has received it.*

**Rule N. 49 –**

*Except for the notice of meeting and the agenda, the other documents submitted to the General Assembly (particularly the accounts of the preceding financial years, the policy report from the President, the activity reports of the Board, of the Executive Committee and of the Treasurer) are sent to each Member Organisation by any appropriate means: simple or recorded delivery letter, electronic mail, or other means. These documents shall be available by electronic means at least thirty days before the opening of the General Assembly, and sent by ordinary post to any Member Organisation that has made a formal written request for it at least thirty days before the opening of the General Assembly.*

## **Article 23 – Minutes**

The minutes of the General Assembly are drafted by the Secretary.

## **Article 24 – Quorum**

In order to make valid decisions, the General Assembly must consist of at least half the member organisations of the Movement, either present or duly represented.

If this quorum is not reached at the Ordinary General Assembly, another Ordinary General Assembly is convened within six months and may take decisions in the absence of a quorum.

## **Article 25 – Agenda**

The agenda is drawn up by the Board.

It is notified to the member organisations at the same time as the notice of meeting.

Any other proposal may only be submitted by a region or by a minimum of ten percent of the member organisations and must be sent to the President of Emmaus International at least eight weeks before the General Assembly. In this case, the President informs the member organisations by letter at least four weeks before the General Assembly.

## **Article 26 – Voting system**

The questions submitted to the Ordinary General Assembly are adopted by simple majority of member organisations present or duly represented. In case of a tied vote the proposal in question is deemed to be rejected.

Voting takes place by show of hands unless a secret ballot is requested by at least ten percent of the member organisations present or duly represented.

Voting by correspondence is not authorised.

### **Rule N. 50 –**

*For all voting by the Ordinary General Assembly and the Extraordinary General Assembly, the majority taken into account according to Articles 26, 27 and 29 of the Statutes is the majority of the Member Organisations present or duly represented. This means that blank or null and void votes or abstentions are taken into account and must be considered as "no" votes.*

## **Article 27 – Election of the President**

The Ordinary General Assembly elects the President of Emmaus International by secret ballot by a majority of two-thirds of the member organisations present or duly represented at the first round of voting and by simple majority in the second round of voting.

The term of office of the President runs until the next General Assembly and is renewable once.

### **Rule N. 51 –**

*The term of office of the President runs until the next Ordinary General Assembly meeting, in accordance with Article 17 of the Statutes.*

### **Rule N. 52 –**

*The following provisions govern candidacies for presidency of Emmaus International:*

- **Rule N. 52.1** - *Each candidate for President shall have been an active member of the movement within one of its Member Organisations for a minimum of five years.*

- **Rule N. 52.2** - *The candidacy letter shall be accompanied by a curriculum vitae and a work program, as well as a declaration from the candidate's National Organisation and Regional Organisation that they have no objection regarding his or her integrity and honesty.*
- **Rule N. 52.3** - *Candidacies can be put forward either by the candidate's Member Organisation, or by its National Organisation or its Regional Organisation, or by a minimum of 5% of the Member Organisations.*
- **Rule N. 52.4** - *The candidacy must be received at the Emmaus International headquarters at least six weeks before the opening of the Ordinary General Assembly that holds the election.*
- **Rule N. 52.5** - *The Executive Committee shall inform the entire movement of all candidacies received.*

**Rule N. 53 –**

*If, owing to the withdrawal of one or several candidacies after the first round of voting, there remains a single candidate, a second round of voting by simple majority is required to legitimate election of the President.*

**Rule N. 54 –**

*In the event of death or resignation of the President, or in the event of permanent impediment of the latter for whatever reason:*

- **Rule N. 54.1** - *The Executive Committee formally records the death or resignation or permanent impediment.*
- **Rule N. 54.2** - *The first Vice-President becomes interim President, or, failing that, the second Vice-President, and this for the length of time until the normal term of office, i.e. until the next Ordinary General Assembly convened in accordance with Article 17 of the Statutes.*

**Rule N. 55 –**

*An Ordinary General Assembly convened on an extraordinary basis under Article 19 of the Statutes, has the power to remove the President from office. The same conditions of quorum and majority used for the election of the President shall apply to his/her removal from office. In such a case, the Ordinary General Assembly convened on an extraordinary basis shall elect a new President, to serve out the remaining term of office until the next Ordinary General Assembly, as provided for in Article 17.*

## **Article 28 – Exclusive powers of the Ordinary General Assembly**

Only the Ordinary General Assembly has the right:

1. to examine the accounts of preceding years approved by the Board;
2. to decide on the proposals which are submitted to it by the Board;
3. to decide on the policy report from the President, on the activity reports of the Board, of the Executive Committee and of the Treasurer and of the various working groups which have been given a specific mandate;
4. to adopt the general direction of work and priorities until the next General Assembly;
5. to set the number and extent of the Regions as well as the number of representatives per Region, on the proposal of the Board.

**Rule N. 56 –**

*The Ordinary General Assembly has the power to adopt new fundamental texts of Emmaus International, mentioned in Article 6 § 1 of the Statutes, with the exception of the Universal Manifesto.*

**Article 29 – Exclusive powers of the Extraordinary General Assembly**

Only the Extraordinary General Assembly has the right:

1. to interpret or modify the Manifesto;
2. to modify the statutes;
3. to dissolve Emmaus International.

The decisions concerning this article may only be taken by a majority of three-quarters of the member organisations present or duly represented.

**Rule N. 57 –**

*The Extraordinary General Assembly is called by the President of Emmaus International and, where appropriate, at the request in writing of more than half of the Member Organisations or on the initiative of the Board.*

**PART VI - 2 / BOARD**

**Article 30 – Definition**

The activity of Emmaus International is under the direct responsibility of the Board.

The Board is responsible for encouragement, follow-up and supervision of all other Emmaus International bodies, including the Executive Committee.

**Article 31 – Members**

The Board consists of natural persons who represent the member organisations of a specified region and are called Councillors of Emmaus International. They are selected from the member organisations of Emmaus International.

They are elected by the Regional Assemblies according to their own procedures, which are first ratified by the Board. Only member organisations of Emmaus International may take part in voting.

**Rule N. 58 –**

*Besides the Councillors elected by the Regional Organisations, the Founder and the President are also fully-fledged members of the Board.*

**Rule N. 59 –**

*The procedures for election of the Councillors by the Regional Assemblies, are subject to prior ratification by the Board. These procedures must comply with Articles 31 and 32 of the Statutes and with the following minimum common framework:*

- **Rule N. 59.1** - *Each Emmaus International Member Organisation in the region must be convened in writing to the Regional Assembly, well enough in advance to enable it to attend.*
- **Rule N. 59.2** - *Each Emmaus International Member Organisation in the region is entitled to present only one candidate to these elections.*

- **Rule N. 59.3** - Minutes of the election of the Councillors by the Regional Assembly shall be drafted. These minutes are sent to Emmaus International. They shall specify that only the Emmaus International Member Organisations took part in voting. They are accompanied by the number of voting organisations and the voting results.

**Rule N. 60 –**

*In the process of adopting or modifying its own election procedures, and in view of their prior ratification, each Regional Organisation shall take into account the Board meeting timetable.*

**Article 32 – Term of office**

The term of office of the members of the Board is four years, renewable once.

**Rule N. 61 –**

*The term of office of member of the Board is four years, and must go from one Ordinary General Assembly to the next, convened in accordance with Article 17 of the Statutes.*

- **Rule N. 61.1** - The statutes or internal rules of the Regional Organisations must clearly stipulate that their Councillors are elected for the period mentioned in rule N. 61 of the Internal Rules.

**Article 33 – End of mandate**

The status of member of Board ends:

1. on his death or his civil incapacity;
2. when he stops being a member of a member organisation;
3. at the end of the mandate received from the Regional Organisation;
4. on his resignation in writing.

A maximum of six months after a resignation, death or unforeseen difficulty, the regional Board shall issue a call for candidates and the regional Assembly shall then elect a new Councillor of Emmaus International for the duration of the remaining mandate.

**Rule N. 62 –**

*The office of Councillor also comes to an end in the event of unexcused absence at two consecutive meetings of the Board, or through removal from office by the Regional Organisation that elected him or her. This removal from office does not need to be planned in the agenda.*

**Rule N. 63 –**

*In the event of early end of the mandate of a Councillor (according to Article 33 § 1, 2 or 4 of the Statutes or according to rule N. 62:*

- **Rule N. 63.1** - A new Councillor is elected by the Regional Organisation concerned for the remaining term of office;
- **Rule N. 63.2** - In the event that the replaced Councillor holds an additional mandate as member of the Executive Committee, the Board shall replace him or her by electing from among its members a new member of the Executive Committee for the remaining term of office.

## **Article 34 – Election of the Executive Committee**

Within the limits provided for in Article 41 below, the Board sets the number of, and elects from among its own members, the members of the Executive Committee, with the exception of the President, who is elected by the Ordinary General Assembly.

### **Rule N. 64 –**

*The members of the Board elected as members of the Executive Committee, remain members of the Board; no substitution or replacement of their mandate as administrator is allowed.*

## **Article 35 – Responsibilities**

The Board is the policy-making body of Emmaus International.

Any questions which are not expressly the concern of another body will form part of its responsibilities.

### **Rule N. 65 –**

*The decisions by the Councillors must be made first and foremost according to the common interest of Emmaus International as a whole and not to the defence of interests peculiar to one region.*

### **Rule N. 66 –**

*The Board leases and purchases any real estate required to carry out the objectives of the Association, leases out the Association's real estate or grants mortgages on it, carries out the sale or exchange of this real estate, takes out all loans, and provides all guaranties and collateral.*

The Board has the following duties in particular:

1. to implement the policies, suggestions and decisions decided at the General Assembly;
2. to lead and coordinate reflection to promote the fight for the rights of the poorest throughout the world;
3. to organise the communication policy of Emmaus International towards the public and political authorities;
4. to coordinate actions of solidarity and the sharing of resources between all the member organisations of Emmaus International;
5. to form alliances with other organisations which share the same aim in order to fight with them extreme poverty and its causes in all parts of the world;

### **Rule N. 67 –**

*According to Article 35 § 5 of the Statutes, the Board – as the policy-making body – is in charge of forming alliances with other organisations that share the same aim. Specifically:*

- **Rule N. 67.1** - *Alliances with private organisations have mainly the objective of reinforcing the Emmaus International political stance, based on its Member Organisations' actions in the field, and of giving it a wider impact in the fight for the rights of the poorest throughout the world. These alliances can be accompanied by financial or material collaboration.*
- **Rule N. 67.2** - *The Board can form alliances with other organisations of a non-governmental nature and that act at the same international level, i.e. global; the Regional Organisations and National Organisations are in charge of forming alliances with organisations in their respective areas.*

- **Rule N. 67.3** - *The Board also has the role of looking for, favouring and fostering consistency and synergy between alliances formed at the different levels, i.e. international, regional and national ones.*
- **Rule N. 67.4** - *In accordance with the Universal Manifesto, alliances with political parties, or of a denominational nature, are not allowed.*

**Rule N. 68 –**

*Moreover, as the policy-making body of Emmaus International, the Board is in charge of orienting Emmaus International's external relations with public organisations or institutions. This collaboration is aimed as a priority – but not exclusively – at multilateral organisations, particularly those with which Emmaus International is in consultative status and the specialised agencies of the United Nations. This collaboration can be of a policy, financial or material nature.*

6. to decide on membership or exclusion of member organisations;
7. to check the work of the Executive Committee, to which it has delegated responsibilities, and to examine its financial and activity reports;
8. to set up suitable working groups to carry out a specific mission which it gives them;

**Rule N. 69 –**

*When setting up a working group, whatever its name, the Board shall determine a framework and specify the following points in particular:*

- **Rule N. 69.1** - *missions entrusted (themes to study, with what perspective, and any other point concerning this question);*
- **Rule N. 69.2** - *The powers of this working group: role of analysing, proposing, or decision-making;*
- **Rule N. 69.3** - *composition of the group, method for appointment of its members and of the person in charge;*
- **Rule N. 69.4** - *length of its mission, its activities timetable;*
- **Rule N. 69.5** - *its budget, and the way of financing it.*

*The Board can put an end to the mission of a working group, at any time, motivating its decision.*

9. to prepare the agenda of the General Assemblies.

## **Article 36 – Financial Powers**

As regards finance, the Board approves the accounts of the previous financial year and adopts the budget for the next financial year, before the 31st May. The rules governing the execution and payment of expenses are set in the internal rules.

**Rule N. 70 –**

*Within the framework of the budget adopted by the Board, the President decides on expenditures and pays for them, according to provisions of rule N. 85.4 of the Internal Rules regarding Article 49 of the Statutes.*

## **Article 37 – Meetings**

The meetings of the Board may be held in any place selected by the President or, failing that, one of the two Vice-Presidents, depending on the requirements of that particular time.

All meetings are convened in writing, at least three months in advance, unless there is an emergency or there are exceptional circumstances.

The convening order must contain the agenda.

A consultation may take place by correspondence at the initiative of the President or, failing this, of one of the two Vice-Presidents. The decision is considered to be adopted if it is approved in writing by the majority of responses received within the time limit provided.

The Board meets physically at least once a year, before 31st May, in addition to any meetings by correspondence, as the case may be.

**Rule N. 71 –**

*The President convenes the Board by simple letter or by any electronic communication means, sets its agenda and presides over its meetings.*

**Article 38 – Quorum**

The quorum of attendance required for the Board meetings to be valid is always one half of the members of the Board.

**Article 39 – Voting and minutes**

Each member has the right to only one vote.

Decisions are taken by simple majority of the members present. In the event of a tied vote, the President of Emmaus International has the casting vote.

Minutes of the meeting shall be drafted by the secretary.

**Rule N. 72 –**

*The draft minutes of the Board are sent by electronic means to its members with a view to their adoption during the next Board meeting. They are forwarded to the Regional Organisations and National Organisations for the sake of information to their Member Organisations.*

**PART VI - 3 / EXECUTIVE COMMITTEE**

**Article 40 – Responsibilities**

The Executive Committee has all the powers necessary for the daily management of the affairs of Emmaus International, on the basis of a mandate given by the Board. It accounts for its activity to the Board.

**Article 41 – Members and term of office**

The Executive Committee is made up of:

- the President, elected by the Ordinary General Assembly under Article 27;
- five members of the Board, elected by the Board, which may, if it deems it necessary, increase the number of elected members to seven. The Board shall also designate from among those elected the two Vice-Presidents, the Treasurer and the Secretary.

The term of office of the members of the Executive Committee is for four years renewable once.

**Rule N. 73 –**

*The term of office of member of the Executive Committee is four years, and must go from one Ordinary General Assembly to the next, convened in accordance with Article 17 of the Statutes.*

**Rule N. 74 –**

*The office of member of the Executive Committee comes to an end through resignation; loss of position as Councillor; unexcused absence at three consecutive meetings of the Executive Committee; or removal from office by the Board, even if removal has not been planned in its meeting agenda.*

**Rule N. 75 –**

*The Board elects a "first Vice-President" and a "second Vice-President".*

## **Article 42 – Co-opted members**

The Executive Committee may decide to co-opt up to two further members if it feels this would enable it to carry out its work more effectively. These persons may be chosen from outside the Board because of their knowledge and experience of Emmaus International. If so required the Executive Committee may appoint them as deputy officers. These persons shall be entitled to vote in the Executive Committee and attend the Board meetings in an advisory capacity.

Their term of office shall run up to the following General Assembly and may be renewed once.

**Rule N. 76 –**

*The Executive Committee shall decide, on a case by case basis, whether a co-opted member shall attend throughout the meetings of the Executive Committee, or only for those agenda points corresponding to his/her qualifications and particular responsibilities.*

## **Article 43 – Meetings, decisions and reports**

The Executive Committee sits as often as necessary and at least six times a year, and makes decisions by simple majority.

It cannot take a decision unless the majority of its members is present.

The reports of the Executive Committee are given to each member of the Board according to the methods provided for in the internal rules.

**Rule N. 77 –**

*The President convenes the Executive Committee by simple letter or by any electronic communication means, sets its agenda and presides over its meetings.*

**Rule N. 78 –**

*The reports of the Executive Committee are sent to the members of the Executive Committee by any appropriate means: paper letter, electronic mail, other. They are approved during the next Executive Committee meeting at the latest.*

**Rule N. 79 –**

*After their approval by the Executive Committee, these reports are sent by electronic means to the members of the Board, and to the Regional Organisations and National Organisations which forward them for the sake of information to their Member Organisations.*

**Rule N. 80 –**

*Decisions of a private nature concerning individual persons are recorded in appended minutes, which are distributed only to the members of the Executive Committee. The members of the Board may consult them but are not allowed to distribute them.*

**Rule N. 81 –**

*Decisions related to the management of the International Secretariat personnel are recorded in appended minutes, which are distributed only to the members of the Executive Committee. The President informs orally the Councillors during the meeting of the Board.*

**Article 44 – Guests**

The Executive Committee can invite third parties to participate in its work in an advisory capacity.

**Article 45 – Report**

The Executive Committee presents a report on the management of Emmaus International to each meeting of the Board.

**Article 46 – Specific tasks**

The Executive Committee may give a mandate to one of its members or to a third party to carry out a particular task, in particular to visit the member organisations and give them moral or technical support.

Persons who receive such a mandate must give a report to the Executive Committee.

**Article 47 – International Secretariat**

The International Secretariat of the Emmaus Movement has the following main tasks, under the authority of the Executive Committee and the responsibility of a Chief Representative:

- dynamics and co-ordination at the international level;
- secretariat of solidarity actions;
- communication;
- general administration.

**Rule N. 82 –**

*The President may delegate a spokesperson role to the Executive Director.*

**PART VI - 4 / PRESIDENT**

**Article 48 – Public statements**

The President of Emmaus International represents Emmaus International both within and outside the Movement. He/she has the right to make public statements relating to the ideals and the aims of Emmaus International.

**Rule N. 83 –**

*The President is entitled to speak out publicly about any issue related to the fight for the rights of the poorest throughout the world, or any issue concerning Emmaus International at the world level or in several regions.*

- **Rule N. 83.1** - *For a public statement on external affairs, the President takes into account as much as possible the diversity of tendencies within the Movement.*
- **Rule N. 83.2** - *Before making a public statement on delicate situations (which could jeopardise the safety of Emmaus organisations or their members), the President shall consult beforehand, depending on the cases, with the Member Organisation or the Regional Organisation or the National Organisation concerned.*

- **Rule N. 83.3** - *The President can also speak out on issues that are peculiar to one Regional Organisation, upon request by its Councilors, or peculiar to one National Organisation, upon request by the representatives of the latter.*
- **Rule N. 83.4** - *Finally the President can speak out to support a Member Organisation, upon request by the latter.*

## **Article 49 – Responsibilities**

The President represents Emmaus International in legal matters, to third parties and before the courts.

He/she carries out all the duties which the law and the statutes entrust to him/her.

He/she is responsible for carrying out the decisions of the General Assembly, of the Board and of the Executive Committee and he/she signs letters on behalf of the association Emmaus International.

The President, as the representative of Emmaus International, is entitled to participate in an advisory capacity in all the activities carried out by any regional organisation, and in particular in the Regional Assemblies.

### **Rule N. 84 –**

*Qualities: The President of Emmaus International is, as such, the President of the Board and of the Executive Committee.*

### **Rule N. 85 –**

*Powers: The President acts in the name and on behalf of Emmaus International, of the Board and of the Executive Committee, and reports to them appropriately.*

- **Rule N. 85.1** - *He/she represents the Association in all civil affairs and holds full powers for making commitments in such affairs on the Association's behalf, within the framework of the guidelines given by the Board.*
- **Rule N. 85.2** - *He/she has authority to represent the Association in court, as plaintiff as well as defendant. He/she can be replaced only by a representative to whom he/she gave a special authorisation.*
- **Rule N. 85.3** - *The President can initiate any court actions and other actions, after approval by the Executive Committee. This preliminary approval by the Executive Committee is not required for urgent procedures such as summary proceedings, petitions, etc. The President must inform the Board immediately and, in urgent cases, the Executive Committee, of any procedure thus initiated.*
- **Rule N. 85.4** - *The President decides on expenditures and pays for them, within the framework of the budget adopted by the Board. He/she can delegate the Treasurer and the Executive Director and, if need be, another salaried staff member of Emmaus International, his/her powers regarding expenditures and payment, within a maximum limit set by the Executive Committee.*
- **Rule N. 85.5** - *As regards everyday affairs, with the authorisation of the Executive Committee and under his/her own responsibility, the President can partially delegate, in writing, his/her powers and signature to one or more members of his/her choice. These latter may be members of the Board or of the Executive Committee, or salaried*

*staff members of Emmaus International. He/she can terminate the aforementioned delegations at any time.*

## **Article 50 – Other responsibilities**

He/she calls and chairs the meetings of the Board and of the Executive Committee.

He/she can grant a mandate to the Vice-Presidents or to any other member of the Executive Committee to represent him/her.

### **Rule N. 86 –**

*In the event of absence or temporary impediment of the President, it is the first Vice-President who, in order of precedence, shall take on the duties of President and shall, among other duties, convene and preside the meetings. If the first Vice-President is unable to do so, these duties shall be taken on by the second Vice-President.*

### **Responsibilities of other members of the Executive Committee:**

#### **Rule N. 87 – Vice-Presidents:**

*The role of the Vice-Presidents is to help the President in the exercise of his/her duties. They can act through delegation from the President and under his/her supervision. They can receive specific temporary or permanent assignments defined by the President.*

#### **Rule N. 88 – Secretary:**

*The Secretary sees to the proper material, administrative, accounting, and legal running of the Association. He/she draws up, or has drawn up under his/her supervision, the minutes of the meetings of the Executive Committee and Board, and of the General Assemblies. He/she keeps, or has kept under his/her supervision, the official records of the Association. He/she carries out, or has carried out under his/her supervision, notifications to the Prefecture and announcements in the Journal Officiel, official bulletin, in accordance with laws and regulations in force.*

- **Rule N. 88.1** - *He/she can act by delegation from the President.*
- **Rule N. 88.2** - *He/she can be assisted in his/her duties by an Assistant Secretary.*

#### **Rule N. 89 – Treasurer:**

*The Treasurer draws up, or has drawn up under his/her supervision, the annual accounts of the Association. He/she makes the annual call for membership dues. He/she draws up a financial report, which he/she submits along with the annual accounts for approval by the Board during its annual meeting.*

- **Rule N. 89.1** - *He/she presents the annual budget and supervises its execution.*
- **Rule N. 89.2** - *He/she can, by delegation and under the President's supervision, pay for expenditures under the conditions set by rule N. 85.4 of the Internal Rules concerning Article 49 of the Statutes.*
- **Rule N. 89.3** - *Finally, he/she can be assisted in his/her duties by an Assistant Treasurer.*

#### **Rule N. 90 –**

*As regards everyday affairs, with authorization from the Executive Committee and each under their own responsibility, the Vice-Presidents, Secretary and Treasurer can partially delegate, in writing, their powers and signature to one or more members of their choice. These latter may be members of the Board or of*

*the Executive Committee, or salaried staff members of Emmaus International. They can terminate the aforementioned delegations at any time.*

## **PART VI - 5 / WISE PERSONS' COMMITTEE**

### **Article 51 – Members**

The General Assembly elects, for a term running until its next meeting, the Wise Persons' Committee composed of one member per Region. Its members are natural persons who do not belong to the Board.

It is composed of members known for the length of time they have been involved with Emmaus International, for open-mindedness and for ability.

The Committee elects from its members a president who has responsibility for conducting its work.

Should a seat in the Committee become vacant, the candidate who was not elected but had the highest place in the previous vote, will become the replacement member until the next General Assembly.

Applications from candidates are presented by the regional organisations, in accordance with methods set by them.

They must be made known to the Board at least one month before the date set for the General Assembly.

#### **Rule N. 91 –**

*The mandate of member of the Wise Persons' Committee lasts for four years, from one Ordinary General Assembly to the next, convened in accordance with Article 17 of the Statutes. The members of the Wise Persons' Committee can be re-elected once.*

### **Article 52 – Definition**

The Wise Persons' Committee has the following tasks:

- to ensure that the bodies of the Emmaus International association faithfully follow general orientations set out in its founding texts;
- to prepare opinions and proposals concerning the settlement of conflicts between the Regional Organisations or between one or more National or Regional Organisations and the Board, and, as a last resort, conflicts within a National Organisation or a Regional Organisation.

### **Article 53 – Functioning**

The Wise Persons' Committee exercises its duties with independence of thought and judgement. It addresses its recommendations and justified opinions in writing to the Board and can, on the Board's request, make an oral presentation of them.

The Wise Persons' Committee is tasked by the Board, the Executive Committee, a Regional Organisation or a National Organisation. Tasking the Wise Persons' Committee must be in writing with a copy to the parties concerned.

During its term of office, the Wise Persons' Committee can, on its own initiative, submit a maximum of four proposals to the Board.

Where there is a conflict to be settled, the request will state the procedures which have already been undertaken without success by the various third parties.

The Wise Persons' Committee will be provided with all the documents needed for its information. All the members of Emmaus International must give their help when they are asked.

## **Article 54 – Opinions and recommendations**

In the case of an opinion on general orientations, the request to the Wise Persons' Committee should be justified by explicit reference to the text(s) which is (are) being referred to.

Once it is tasked, the Committee gives official acknowledgement to the party submitting the request. From that point, the Committee has a time limit of five months in which to produce its opinions and/or its recommendations.

The Committee gives the majority opinion of its members, the president having the casting vote.

The Wise Persons' Committee is convened by its president, who sets the agenda, at least one month in advance.

# **PART VII / REGIONAL ORGANISATIONS**

## **Article 55 – Definition**

The members of Emmaus International from a given region are formed into regional organisations, which are decentralised structures and to which are delegated the duties set out in Article 56 below, sub-paragraphs 1 to 13.

The budget of each regional organisation is made up of the membership dues which it is authorised to collect from its members as part of financial powers delegated by the Board and/or funds allocated by the Board (budget for operations, solidarity funds, etc...).

Each regional organisation shall adopt its own internal rules and constitute working groups as agreed by its members and whilst respecting the Statutes of Emmaus International.

### ***Minimum common basis:***

#### ***Rule N. 92 -***

*The minimum common basis for the statutes of the Regional Organisations that figure in Appendix IV (page 56) is a reference document and a tool to help the Regional Organisation to draft their own regional statutes.*

### ***Rights and duties of the Regional Organisations vis-à-vis Emmaus International:***

#### ***Rule N. 93 -***

*The rights and obligations of each of the Regional Organisations are expressed in a written contract signed between Emmaus International and each of them.*

#### ***Rule N. 94 -***

*As a preliminary condition, this contract implies that the Regional Organisation:*

- ***Rule N. 94.1 - acquire a legal personality. In the regions where it proves to be impossible to set up a legal personality, the contract will be replaced by a letter of intent;***
- ***Rule N. 94.2 - submit its statutes to ratification by the Board;***
- ***Rule N. 94.3 - include in its statutes the obligation to comply with the Universal Manifesto and the other fundamental documents of Emmaus International;***

- **Rule N. 94.4** - include in its statutes the obligation of conforming to the principles and clauses from the Statutes and Internal Rules that concern it.

**Rule N. 95 –**

*This contract in particular includes the obligation for each Regional Organisation to:*

- **Rule N. 95.1** - send its annual accounts to Emmaus International;
- **Rule N. 95.2** - send a separate account on the use of funds attributed by the Board (use by the Regional Organisation itself or by its members);
- **Rule N. 95.3** - accept that its accounts be checked by an auditor chosen and mandated by the Board or the Executive Committee, on the condition of thirty days' advance notice. The auditor may be an internal Emmaus International auditor or an outside auditor;
- **Rule N. 95.4** - send to Emmaus International the list of its board members, after each election;
- **Rule N. 95.5** - send to Emmaus International the minutes of their Regional Assemblies, at the same time they send them to the member organisations of the region.

**Rule N. 96 –**

*This contract defines in a clear way:*

- **Rule N. 96.1** - the delegations of powers granted to the Regional Organisations, especially for financial matters;
- **Rule N. 96.2** - the responsibilities given to the Regional Organisations in accordance with Articles 14, 55 and 56 of the Statutes;
- **Rule N. 96.3** - the procedures for using the Trademarks "Emmaus" and "Abbé Pierre" and the Logo by the Regional Organisations and by the Member Organisations;
- **Rule N. 96.4** - their right to information required for them to operate properly (see rule N. 23.1 of the Internal Rules);
- **Rule N. 96.5** - their right to collect annual dues from their member organisations in order to fulfil their regional role.

**Rule N. 97 –**

*For the countries where no National Organisation exists, the Regional Organisation is responsible for checking, for each of the Member Organisations of the country concerned, that Article 6 of the Statutes and that rules N. 8 to N. 14 of the Internal Rules are complied with.*

**Article 56 – Responsibilities**

These Regional Organisations have the following duties:

1. to give dynamics to and coordinate the region;
2. to elect the councillors of Emmaus International to the Board, in charge of giving dynamics to and coordinating the groups of the region;
3. to settle internal regional disputes;

4. to give their opinion to the Board on the applications for membership of the trial members in their respective geographical regions to Emmaus International;
5. to examine, adopt and to monitor the actions of solidarity proposed by the members of the region;
6. to gather all the information necessary to work out the political stance of the Movement;
7. to organise the training of the various people involved in the activities of Emmaus in the region;
8. to contribute ideas necessary for the proper working of the Emmaus International working groups which are set up by the Board;
9. to manage the regional funds and budget both for co-ordination and solidarity;
10. to protect the name of Emmaus and of Abbé Pierre and the logo of Emmaus International in their region;
11. to draft a report on the activity of Emmaus in the region before each meeting of the Board;
12. to collect and pass on to Emmaus International the annual financial accounts of each member;
13. to ensure the participation of the members in the national and regional life of Emmaus International.

**Rule N. 98 –**

*The Regional Organisations have the authority and responsibility, in their respective geographic zones, to form alliances with other organisations which share the same aim and that work at the same regional level, along the lines provided for in rule N. 67.2 of the Internal Rules.*

**Article 57 – Duties of the Councillors**

The Councillors of Emmaus International have the following duties:

1. to maintain and follow up their relations with the members of their respective regions;
2. to represent them before the Board of Emmaus International and to pass on to them information from the Board;
3. to draft a report on the activity of Emmaus in their region before each meeting of the Board of Emmaus International;
4. to conduct investigation into the membership applications of trial members in their regions to Emmaus International;
5. to manage regional budgets;
6. to be in all circumstances practical examples of the values of Emmaus International.

## **PART VIII / NATIONAL ORGANISATIONS**

**Article 58 – Definitions and Responsibilities**

All the countries with at least three member organisations of Emmaus International must set up a national organisation, according to the laws of that country. Such organisation will adopt the rules and the operational resources accepted by the member organisations of the country, according to the general policies of the region it belongs to and the provisions of the present Statutes as well as the fundamental texts of Emmaus International.

The national organisations have the following tasks and responsibilities:

1. to help, support and coordinate the activities of the member organisations of Emmaus International in the country;
2. to promote new communities and groups in the country;

3. to become political interlocutor with the national authorities for the resolution of social problems in the country;
4. to represent Emmaus on a national level and in dealings with public and private organisations;
5. to protect, in their country, the name of Emmaus and that of Abbé Pierre, as well as the logo of Emmaus International;
6. to give their opinion regarding Emmaus International membership requests from trial members of their country;
7. to defend, within the country, the moral positions of Emmaus International as expressed in General Assemblies.

**Minimum common basis:**

**Rule N. 99 -**

*The minimum common basis for the statutes of National Organisations that figure in Appendix V (page 57) is a recommendation for the existing or to be created National Organisations.*

**Rights and duties of the National Organisations vis-à-vis Emmaus International:**

**Rule N. 100 -**

*The rights and obligations of each of the National Organisations are expressed in a written contract signed between Emmaus International and each of them.*

**Rule N. 101 -**

*As a preliminary condition, this contract implies that the National Organisation:*

- **Rule N. 101.1** – *acquire a legal personality;*
- **Rule N. 101.2** – *submit its statutes to ratification by the Board;*
- **Rule N. 101.3** – *include in its statutes the obligation to comply with the Universal Manifesto and the other fundamental documents of Emmaus International;*
- **Rule N. 101.4** – *include in its statutes the obligation of conforming to the principles and clauses from the Statutes and Internal Rules that concern it.*

**Rule N. 102 -**

*This contract in particular includes the obligation for each National Organisation to:*

- **Rule N. 102.1** – *send its annual accounts to Emmaus International;*
- **Rule N. 102.2** – *send a separate account on the use of funds attributed by the Board (use by the National Organisation itself or by its members);*
- **Rule N. 102.3** – *accept that its accounts be checked by an auditor chosen and mandated by the Board or the Executive Committee, on the condition of thirty days' advance notice. The auditor may be an internal Emmaus International auditor or an outside auditor.*
- **Rule N. 102.4** – *send to Emmaus International the list of its board members, after each election;*
- **Rule N. 102.5** – *send to Emmaus International the minutes of their National Assemblies, at the same time they send them to the member organisations of the country.*

**Rule N. 103 –**

*This contract defines in a clear way:*

- **Rule N. 103.1** – *the responsibilities given to the National Organisations in accordance with Articles 14 and 58 of the Statutes;*
- **Rule N. 103.2** – *the procedures for using the Trademarks "Emmaus" and "Abbé Pierre" and the Logo of Emmaus International by the National Organisations and by the Member Organisations;*
- **Rule N. 103.3** – *the procedures for their participation in the activities of Emmaus International and for access to information required for them to operate properly;*
- **Rule N. 103.4** – *their right to collect annual dues from their member organisations in order to fulfil their national role.*

**Rule N. 104 –**

*Each National Organisation is responsible for checking, for each of the Member Organisations of the country concerned, that Article 6 of the statutes and that rules N. 8 to N. 14 of the Internal Rules are complied with. When no National Organisation exists, this responsibility falls to the Regional Organisation, as indicated in rule N. 97.*

**Rule N. 105 –**

*Within their respective geographical areas, the National Organisations are responsible for forming alliances with other organisations sharing the same aim and working at the same national level, as provided for in rule N. 67.2 of the Internal Rules.*

## **PART IX / FINANCIAL RESOURCES**

### **Article 59 – Financial resources**

The financial resources of Emmaus International come from:

1. the membership dues, as set by the General Assembly on the basis of the Board's proposal;

**Rule N. 106 –**

*Procedures for calculation and payment of membership dues to Emmaus International are the following:*

- **Rule N. 106.1** – *The rate of membership dues set by the General Assembly applies to the income derived from the Member Organisation's economic activity (income exclusive of tax), excluding any donations and subsidies. This rate is of one point five per cent (1.5%).*
- **Rule N. 106.2** - *The membership dues of the current civil year are calculated based on the income derived from the economic activity (income exclusive of tax) of the previous closed fiscal year, and must be paid within one hundred and eighty days after this closing. A declaration upon honour concerning the amount of this income shall be included with the payment. Upon justified request by a Member Organisation, the Executive Committee may give it a delay of payment, until December 31<sup>st</sup> of the current year.*

- **Rule N. 106.3** – *Departing from rule N. 106.1, the federations whose member organisations already pay their dues at the normal rate must pay their dues at the rate of five per thousand (5‰) of their operating of the previous closed fiscal year.*
- **Rule N. 106.4** – *Departing from rule N. 106.1, the Member Organisations which only have a social action and are funded only by donations, legacies and subsidies must pay their dues at the rate of five per thousand (5‰) of their operating budget of the previous closed fiscal year.*
- **Rule N. 106.5** – *Unless special dispensation has been granted by the Board, as provided for in Article 20 of the Statutes and in Rule N. 44 of the present Internal Rules, the membership dues are to be paid annually.*
- **Rule N. 106.6** – *The year an organisation is affiliated as a full Member of Emmaus International, its membership dues are calculated proportionally to the number of whole months remaining after the date on which the Board granted the organisation full membership.*

2. donations and authorised legacies, with or without specific indication of use to be made, which are made by its members or by third parties;

**Rule N. 107 –**

*The Board of Emmaus International is competent to accept donations and legacies in favour of Emmaus International and decide what they will be used for. In addition to the other competence granted to the Board of Emmaus International by the Statutes, the Board can delegate to the Executive Committee the competence to accept donations and legacies in favour of Emmaus International and to decide what they will be used for, during its term of office. If such is the case, the Executive Committee will scrupulously inform the Board, in accordance with article 45 of the Statutes. The resolutions made by the Board or the Executive Committee regarding the acceptance of donations and legacies will only be valid if it is not administratively opposed in accordance with article 910 of the French Civil Code and the edicts, decrees and other laws in force.*

3. subsidies;

**Rule N. 108 –**

*Emmaus International can receive national or international subsidies of either a private or public nature, particularly in the framework of agreements, partnerships, studies or projects with the public institutions referred to in Article 4 § 2 of the Statutes and in rule N. 68 of these Internal Rules.*

4. additional contributions requested by the Board;

**Rule N. 109 –**

*According to the decision made by the 1996 Administrative Committee meeting and ratified by the 1996 General Assembly, each Member Organisation having an economic activity is obliged to pay the receipts from an annual sales day in aid of Emmaus International solidarity.*

5. and all other resources authorised by law.

The association undertakes to present its accounting ledgers and documents, at the request of the Minister of the Interior or the Prefect, concerning the use of gifts which it is authorised to receive, and to provide the Prefect with an annual report on its financial situation and ac-

counts, and to allow delegates of the ministers concerned to visit its premises and to account for the operation of these premises.

## **Article 60 – Responsibilities**

The member organisations are not personally liable for the obligations contracted by Emmaus International; only the assets and resources of the Association are liable for such obligations.

Emmaus International is in no circumstance liable for the obligations which its member organisations contract in its name, without prior express authorisation.

# **PART X / ACCOUNTS AND AUDITING**

## **Article 61 – Treasurer's responsibility**

The treasurer is responsible for keeping the accounts of Emmaus International.

## **Article 62 – Auditing of the accounts**

The President of Emmaus International or the Executive Committee can at any time commission audits of the various accounts using one or more chartered accountants.

### **Rule N. 110 –**

*The accounting of the Regional Organisations may be audited by Emmaus International, insofar as they are authorized to levy funds from the Member Organisations and to receive them from Emmaus International, in accordance with Article 55 paragraph 2 of the Statutes.*

### **Rule N. 111 –**

*The same holds for the National Organisations if they levy funds from the Member Organisations or receive them from Emmaus International.*

### **Rule N. 112 –**

*Emmaus International will have to warn the Regional Organisation or the National Organisation concerned at least thirty days in advance. The Organisation concerned will make available to the specialist in charge of the audit someone who is able to provide him/her with all the information necessary to fulfil his/her task.*

### **Rule N. 113 –**

*With a goal of transparency, of sharing experiences, and of better getting to know the Movement's activities and its impact, the Board has an audit carried out each year on at least three Member Organisations, chosen among those that have volunteered for it. The Board appoints the organisation in charge of the audit, the costs of which are covered by the budget of Emmaus International. The Board decides on the publication of all or part of the findings of such audits.*

## **Article 63 – Financial year**

The financial year of Emmaus International is the calendar year.

## **Article 64 – Auditors**

The Board appoints one or several auditors.

Their reports are provided to the member organisations of Emmaus International.

## **Article 65 – Auditing a member organisation**

In the case of serious accusations or serious doubts as to the operations or actions of a member organisation, the Executive Committee and/or the Board have the duty to bring everything to light with the aim of transparency both towards its members and the general public.

For this it has the right to commission an audit of the member organisation concerned, in particular of its accounting and financial management, its internal operation and its social actions, and to appoint the organisation that will carry out the audit.

The cost of the audit will be covered by the budget of Emmaus International.

The member organisation must comply and cooperate in every way to facilitate the work of the auditors.

The findings of the audit will be brought to the attention of the Board, which will then take the decisions which it considers relevant.

## **PART XI / LANGUAGES**

### **Article 66 – Official languages**

French, English and Spanish are the official languages of Emmaus International.

They will be used on an equal footing in all bodies, publications and documents.

For the purposes of the present statutes, the French version is deemed to be the official one in the case of litigation.

#### **Rule N. 114 –**

*For the purposes of the present Internal Rules, the French version is deemed to be the official one in the case of litigation.*

## **PART XII / MODIFICATION OF THE STATUTES AND DISSOLUTION**

### **Article 67 – Modification of the statutes and dissolution**

Except for the provisions of Article 2 Paragraph 2, decisions concerning the modification of the statutes and the dissolution of Emmaus International may only be taken by a majority of three-quarters of the members present or duly represented at an Extraordinary General Assembly.

Such an assembly must be convened by the President of Emmaus International on the request of two-thirds of the members of the Board or of one half of the member organisations of Emmaus International.

Dissolution can only be decided by an Extraordinary General Assembly which has been specially convened for this and which has no other item on its agenda.

### **Article 68 – Disposal of assets**

In the case of dissolution, the balance of assets shall be allocated, after the payment of debts and according to the law and directives adopted by the Extraordinary General Assembly, to an association which shares the same aims.

## **PART XIII / INTERNAL RULES**

### **Article 69 – Internal rules**

Internal rules are drafted by the Board and adopted or modified by the General Assembly of Emmaus International.

\*\*\*\*\*

# APPENDICES TO THE STATUTES

The following are appendices to the present statutes:

1. Minutes of the First General Assembly held on 24<sup>th</sup> and 25<sup>th</sup> May 1969 in Bern (Switzerland) **APPENDIX I**. *(May be obtained from the Secretariat of Emmaus International)*
2. The Universal Manifesto of the EMMAUS Movement "Serve first those who suffer most" **APPENDIX II** – page 41.
3. Minutes of the constituent General Assembly of Emmaus International held from 2<sup>nd</sup> to 4<sup>th</sup> July 1971, in Montreal (Canada). **APPENDIX III**. *(May be obtained from the Secretariat of Emmaus International)*.
4. Minutes of the 4<sup>th</sup> General Assembly of Emmaus International held from 25 to 28 Oct 1979, in Århus (Denmark), which modified the statutes. **APPENDIX IV**. *(May be obtained from the Secretariat of Emmaus International)*.
5. Minutes of the sixth General Assembly of Emmaus International held from 25<sup>th</sup> to 28<sup>th</sup> September 1988, in Verona (Italy), which modified the statutes. **APPENDIX V**. *(May be obtained from the Secretariat of Emmaus International)*
6. "Solidarity Commitments" and "Emmaus Principles and Membership Charter" approved by the 8<sup>th</sup> General Assembly of Emmaus International held from 9<sup>th</sup> to 12<sup>th</sup> September 1996 in Paris (UNESCO). **APPENDIX VI** – pages 42 to 45.
7. "Scope and Limits of Emmaus Social Commitment" adopted by the 4<sup>th</sup> General Assembly of Emmaus International held from 25<sup>th</sup> to 28<sup>th</sup> October 1979 in Århus (Denmark). **APPENDIX VII** – page 46.
8. List of organisations which took part in the Constituent Assembly, considered as Founding Members. **APPENDIX VIII**. *(May be obtained from the Secretariat of Emmaus International)*
9. List of the member organisations of the Emmaus International Association, as of the date of the General Assembly. **APPENDIX IX**. *(May be obtained from the Secretariat of Emmaus International)*
10. List of the Emmaus International founding federations being still in existence and active in November 2003. **APPENDIX X** – page 47.

*N.B.: the documents mentioned above are attached in an appendix to the original version of the Statutes. They may be obtained from the Secretariat of Emmaus International.*

## APPENDIX II TO THE STATUTES

### UNIVERSAL MANIFESTO OF THE EMMAUS MOVEMENT

*Adopted in Bern, on May 24<sup>th</sup> 1969, by the 1<sup>st</sup> International Assembly of the Emmaus Movement*

#### PREAMBLE

The name of our Movement -EMMAUS- comes from the Palestine town where two desperate re-covered hope. This name shows all people, believer and non-believer alike, our mutual conviction that love alone can unite us and make us progress together.

The EMMAUS Movement was born in November 1949 from the encounter of:

- people who came to realise that they were in a privileged condition and who understood their social responsibilities in the presence of injustice,
- and people who had no longer any reason to live ;

They both decided to combine their will and their actions in view of helping each other as well as those who suffer, because they believe that you can save yourself by saving others.

In order to achieve this, Communities were formed: they work in order to live and give.

Furthermore, some groups of friends or volunteers were formed in order to fight at the civil and private levels.

1. Our Law is the one upon which depend, for all mankind, a meaningful life, true peace and joy for every person and society:

"Serve before yourself those who are less fortunate".

"Serve first those who suffer most".

2. Our Firm Belief is that the respect of this law must animate any pursuit of justice and consequently of peace among men.

3. Our Aim is to help through our action every man, every society and every nation to live, assert and fulfil itself through communication and sharing, and with equal dignity.

4. Our Method is based on the creation, support and animation of circles where all, feeling free and respected, can meet their own needs and help each other.

5. Our First Means, wherever feasible, is the recovery work which allows the revaluation of things and the increase of possibilities for emergency action to help those who suffer most.

6. All Other Means, making the awakening of consciences and challenge possible, must also be used in order to help or make others help first those who suffer most, by sharing their troubles and struggles, both private and civil, until the very roots of each particular ill disappear.

7. Our Freedom: In the accomplishment of its task, EMMAUS is not subordinated to any ideal other than the one expressed in this Manifesto, and to no authority other than the one instituted within the Movement, according to its own constitution. It operates in accordance with the Declaration of Human Rights, adopted by the United Nations, and in accordance with the fair laws of every society and nation, without any political, racial, linguistic, spiritual or other discrimination.

The acceptance of the contents of this Manifesto is the only thing required from anyone wishing to participate in our activity.

8. Our Members: This Manifesto constitutes the simple and specific foundation of the EMMAUS Movement. It must be adopted and applied by any group wishing to become an active member.

\*\*\*\*\*

# APPENDIX VI.I TO THE STATUTES

## SOLIDARITY COMMITMENTS

*Adopted by the 8<sup>th</sup> General Assembly of Emmaus International, Paris, 9 to 12 September 1996.*

### **TOGETHER WE CAN MAKE A DIFFERENCE Emmaus worldwide**

#### **A STATEMENT OF OUR VALUES, OUR RESPONSES TO THE CHALLENGES OF MODERN SOCIETY AND HOW WE CAN WORK FOR CHANGE.**

The world is divided by poverty and inequality. People suffer from exclusion, oppression and exploitation. In Emmaus we believe that the world must change. Ours is a worldwide movement committed to showing that it is possible to work together in harmony, sharing a life where every one is treated equally and can live in dignity.

Those who live and work in Emmaus are drawn from all walks of life and cultural backgrounds. It is this diversity that gives us our strength. We are able to share our skills and resources, to celebrate our differences and to be one Movement.

#### **OUR CORE VALUES**

These are the values by which we strive to live in Emmaus. They set the standard for our way of life together.

- Showing respect:
  - Being tolerant of other people's way of life and their beliefs recognising that other people may have a different point of view.
  - Being willing to listen to what others have to say.
  - Having compassion for others and respect for their circumstances especially towards those who have suffered or are in distress.
  - Respecting the skills of others and valuing their work.
- Being open and honest
  - In the way we live our life within the Movement.
  - About how we report our finances and our activities.
  - In the way we take decisions.
  - By communicating properly so everyone knows what is happening and understands the decisions that are made.
- Sharing.
  - Sharing and exchanging our resources and skills, being willing to receive as well as to give.
  - Learning from each other.
  - Fighting together against injustice, accepting the risks that may be involved.
- Taking and Sharing Responsibility.
  - Encouraging people to participate actively at all levels of the Movement.
  - Ensuring that everybody's voice is heard.
  - Ensuring that decisions are taken and implemented democratically.

#### **TODAY'S CHALLENGE**

In a world where poverty and inequality are to be found everywhere, our Communities and Groups should be living examples of our values. They should be like oases of freedom and justice where everyone's basic human rights are respected, where people are free and treated as equal.

Right across the world there are countries where the poor and the powerless are oppressed and exploited. There are also many more countries in which society is just indifferent to the plight of the poor. This indifference is its own form of oppression and is just as much a challenge.

As a Movement we are committed to fighting poverty and oppression and its causes wherever we are able to and our response to these challenges, both as individuals and as a Movement must reflect our core values in practical ways:

- At both a political and a local level there are various ways in which we can take up the challenge:
  - Empowering others through working with them at grass roots level.
  - Enabling people to find their own voice and become their own advocate to fight their cause.
  - Campaigning so as to expose injustice and oppression whenever we become aware of it.
  - Lobbying politicians and decision makers to influence decisions and policies, whether at local, national or international level.
  - Combining with other like minded organisations to take collective action.
- We can also play our part in challenging the world's economic systems, for example:
  - Running our projects and investing our resources according to Emmaus values.
  - Creating jobs rather than accumulating wealth
  - Actively supporting projects that help people to become self supporting.
  - Showing responsibility as consumers by buying goods that have been fair traded in preference to those that have not.
  - Actively campaigning, either alone or with other organisations, against multi-nationals and other companies who exploit local labour markets or the environment.
  - Supporting the development of local credit schemes.
  - Campaigning for the cancellation of third world debt.

## **A VOICE FOR CHANGE**

By living by its beliefs, by challenging the accepted values of society, by showing that there are fairer ways of living, Emmaus is truly a voice for change.

Through the life we live, we are able to show that it is possible to break down the barriers that exist between people of different languages and cultural backgrounds, bringing them together as one Movement.

In place of mistrust and misunderstanding, we substitute acceptance and tolerance, a willingness to listen and learn. This is our voice for change.

There are practical ways that we can make our voice heard and play our part in making change happen.

- Improving communication:
  - Sharing knowledge and exchanging information at all levels of the Movement
  - Telling the world about Emmaus and the values we live for. How, on a daily basis, we are working and living together sharing with those who are worse off than ourselves.
  - Breaking down barriers that exist between people of different ages, languages and cultural backgrounds.
- Raising awareness:
  - Raising peoples' awareness of the plight of the poor and of the practical things they can do to support the work of those who are fighting to end oppression and exploitation.
  - Raising our own awareness by keeping up to date with current world development and being informed on issues relating to poverty, exploitation and the environment.
  - Using the knowledge and experience we gain to strengthen our own work so that we are better able to argue for the rights of those for whom we are campaigning.
- Education and training:
  - Listening to those who have suffered and learning from their experiences.
  - Setting up training and development programmes to encourage people to develop skills and enable them to find their voice and have confidence to speak out.
  - Providing opportunities for involving young people in our work and widening their knowledge of the issues affecting the poor and the exploited.

\*\*\*\*\*

# APPENDIX VI.II TO THE STATUTES

## EMMAUS PRINCIPLES AND MEMBERSHIP CHARTER

*Text adopted by the 8th General Assembly of Emmaus International, Paris, 9 to 12 September 1996  
English revision by the Emmaus International Administrative Committee, December 1998.*

### THE EMMAUS MOVEMENT

1. The Emmaus Movement is made up of different groups and communities striving continuously towards common goals while:
  - responding to differing local conditions whether social, economic, political, or cultural;
  - paying due heed to the Movement's Universal Manifesto and its Statutes and always seeking practical implementation of the General Assembly's policy decisions.
2. Our Movement draws on its own strengths to create the resources necessary for both its own development and to inspire people to take up the challenge.

Emmaus is committed to the eradication of poverty and the attainment of dignity for all mankind.

3. The grass-roots groups are the decision-makers; thus the General Assembly decides what policies our Movement should follow at local, national, regional, and international level.
4. Emmaus is a non-violent Movement, which shuns violence and respects pluralism. It is free from any external authority.

### THE EMMAUS PRINCIPLES

1. That men and women from all walks of life meet and learn about one another, through working together, sharing common goals, combating injustice and seeking to enable the poor to build their own future:
  - by solidarity through a common outlook, life and work;
  - by admitting and reaching out to any group or persons living a precarious or marginal existence, as well as those seeking a new way of life;
  - by work that provides the resources to enable the group to live as well as to help others;
  - by sharing all experience, resources and skills as well as the risks inherent in the fight for justice;
  - by a social and political commitment based on actions and aimed at denouncing and working against any kinds of injustice or oppression, and fighting for a just and humane world.

### RIGHTS & OBLIGATIONS OF THE GROUPS

#### RIGHTS

1. To use the Emmaus name.
2. To participate at all levels in the Emmaus Movement: to receive information, state views, launch projects, submit ideas, and take decisions.
3. To request support from the Movement (manpower, moral, material and financial).
4. To equal respect for different cultures and customs without distinction.

## **OBLIGATIONS**

1. To follow the Manifesto and defend the Emmaus name.
2. To take part in the life of the Movement at national, regional, and international levels; to pay dues; to ensure transparency, especially financial, in line with standards defined by Emmaus International.
3. To give human, material and financial support, and to participate in common initiatives, according to ability at local, national, regional and international levels; and to develop social actions.
4. To implement the decisions of the General Assembly and Administrative Committee as endorsed by the Executive Committee; to respect decisions taken by other regions.
5. To allow each community member to receive information, state their views, launch projects, submit ideas and take decisions.

## **CONDITIONS OF MEMBERSHIP**

1.
  - Adoption of the Universal Manifesto.
  - Adoption of the Statutes of Emmaus International and of the region.
  - Implementation of General Assembly policy decisions (See Art. 6 of EI Statutes)
2. Due respect by the group of a participatory and communal way of life both within the group and at all levels of the Movement, by enabling individual members to relate to each other according to the principles of Emmaus.
3. The development by the group of activities aimed at providing support, both within and outside the group of a human, moral, material and financial nature.
4. Transparency of the group's affairs, especially financial; being active within and, if possible, outside the Movement.
- 5.1 The group shall live off its earnings, aiming at self-sufficiency and independence.
- 5.2 The group shall engage in an income generating activity, which emphasises personal dignity and skills as well as self-sufficiency.
- 5.3 Any help or donation shall be used only to develop the group or for its actions to help others.
- 5.4 Outside financing, whether from public or private sources, should be covered by a contract relating to specific activities.

\*\*\*\*\*

## APPENDIX VII TO THE STATUTES

### SCOPE AND LIMITS OF EMMAUS SOCIAL COMMITMENT

*Adopted by the Emmaus International Administrative Committee, Paris, October 1976  
Then adopted by the Emmaus International 4<sup>th</sup> General Assembly, Århus, 25 to 28 October 1979*

#### I

1. Because the Emmaus groups feel morally obliged to show their solidarity with those levels or groups of society which are rightly considered to be down-and-out, excluded or oppressed – in short, the **"most suffering members"** of society;
2. Because, in concrete cases, the demands of these social groups for the satisfaction of their needs and aspirations in the fields of health, education, nutrition, dwellings, working conditions, etc., are not treated by the powers that be either public or private ones, with the promptness and sense of justice required by the seriousness and urgency of the requests;
3. Because the aim that Emmaus has set itself **"to stir people's consciences"** requires that on the one hand it should arouse the privileged classes to recognize where their duty lies, and on the other should open the eyes of the needy to the injustices inflicted on them, so that both can fulfil their responsibilities with ever-greater efficiency;

#### II

After due deliberation, the Administrative Committee of Emmaus International judges the moment opportune to define its position as follows :

1. As a Movement, Emmaus – as well as being **"preliminary and complementary in any struggle for social justice"** – is devoted to the interests of the weakest members of society; its mission consists not only in giving emergency aid, but in helping the people themselves claim their just rights, that is make **"their own voice heard"**.
2. This commitment implies that Emmaus will always be in conflict with those who, consciously or unconsciously, are the cause of these sufferings, especially national or international groups which exert an oppressive influence.
3. Every member-association of Emmaus International must determine, in the light of local conditions, whether it is opportune and how to make known the scope and limits of this Emmaus's commitment, and to shape its social policy accordingly.
4. In line with its Universal Manifesto, Emmaus must found, inspire, sustain and aid social or popular movements claiming people's injured due rights (see art. 6 of the Manifesto).

The Administrative Committee of Emmaus International insists that any group which commits itself with a particular option (of course not in contradiction with the Universal Manifesto), will consider it has the duty to clearly specify in public that this is a special choice, peculiar to this group and not the commitment of the Movement as a whole.

\*\*\*\*\*

## **APPENDIX X TO THE STATUTES**

### **LIST OF EMMAUS INTERNATIONAL FOUNDING FEDERATIONS BEING STILL IN EXISTENCE AND ACTIVE IN NOVEMBER 2003**

The Emmaus International founding federations are those which signed the statutes at the time of the Emmaus International constituent General Assembly, held from 2 to 4 July 1971 in Montreal (Canada).

The present Statutes refer to these founding federations in Article 6, first and last paragraphs.

As of the date of the Statutes revision on 18 November 2003, the founding federations which were still in existence and active are the following:

- Union des Amis et Compagnons d'Emmaüs (U.A.C.E.), Charenton (France).
- Union centrale des Communautés Emmaüs (U.C.C.), Paris (France).
- Stichting Emmaus Nederland, Utrecht (The Netherlands).
- Fédération Emmaüs-Suisse, Bern (Switzerland).

\*\*\*\*\*

# APPENDIXES TO THE INTERNAL RULES

## The appendixes to the Internal Rules are:

1. *Request for Emmaus International Membership - Procedure to be followed - Updated April 2005. **APPENDIX I** – pages 49-50.*
2. *Progressive scale of sanctions before exclusion, **APPENDIX II**, pages 51-52*
3. *Status of "Trial Member" of Emmaus International - Indicative application procedure (adopted as a compulsory procedure by Emmaus Asia and Emmaus Europe) – updated May 2006, **APPENDIX III** – pages 53 to 55.*
4. *Minimum common basis for the statutes of the Regional Organisations, **APPENDIX IV** – page 56.*
5. *Minimum common basis for the statutes of National Organisations, **APPENDIX V** – page 57.*

## APPENDIX I TO THE INTERNAL RULES

### REQUEST FOR EMMAUS INTERNATIONAL FULL MEMBERSHIP PROCEDURE TO BE FOLLOWED

UPDATED APRIL 2005 – REVISION SEPTEMBER 2008

At the end of its trial membership period (lasting 2 to 5 years), each trial member must present an individual request for Emmaus International membership as a full member. Membership in a federation or a national or regional organisation of any kind does not confer membership in Emmaus International in any way.

The trial member must send one copy each of the documents below simultaneously to both:

- the Emmaus International Secretariat, 47 avenue de la Résistance, F-93100 MONTREUIL, France;
- and its National Organisation or, failing that, its Regional Organisation. After examination, the National Organisation sends them on to the Regional Organisation along with its opinion.

*See the corresponding excerpts of the Internal Rules of Emmaus International (rules 16 to 21) clarifying:*

- *the languages in which these documents can be submitted;*
- *the main points that the National Organization and the Regional Organization must check and testify for their recommendation;*
- *the time-limits for request.*

1.- The following **adherence statement** on the organisation's letterhead paper, signed by one or several of its duly authorised legal representatives:

*"The organisation called (enter its official legal name and address) submits its request for membership in the Emmaus International association.*

*It declares that it expressly adheres to the fundamental documents of Emmaus International, as listed in Article 6 sub-paragraph 1 of the Statutes of this Association, and that it adapts its running and all its activities to the latter.*

*It undertakes to conform to the Statutes, to the Internal Rules and to the general-assembly decisions of Emmaus International, according to Article 6 sub-paragraph 2 of the Statutes of this Association, and in particular to conform to the obligations of member organisations, defined in Articles 6, 8, 9, 11, 13 & 65, among others, of the Statutes.*

*It undertakes to cease using the title "member of Emmaus International founded by Abbé Pierre" as well as using all references to Emmaus or others which could lead to confusion, and cease using the Emmaus International logo, in the event of loss of membership status through withdrawal or in the event of exclusion from Emmaus International by Board decision".*

Date, signature, position, first name and surname of the persons who sign.

2.- A **list of names, home addresses, and nationalities** of all the members of the organisation's Board, as well as **any family ties** that may exist among them. For each person, give a short description of their respective personal information (marital status, profession, etc.) and activities. This list should be made on letterhead paper, and signed by at least the president and another Board member.

3.- A brief description of the activities of the organisation, accompanied by its **annual activities report**:

- description of income-generating activities,
- description of social actions,
- projects of the group,
- impact on the region from the association having been set up where it is located.

4.- The **financial statements of the last two years**, presented according to the legal provisions particular to the country concerned, and officially approved or authenticated according to the country's legislation. *If they are not written in one of the three official languages of Emmaus International (French, English or Spanish), they can be presented in the country's language on the condition that they are sent along with a translation of the parts concerning finances and of the accounting auditor's report into one of the three official languages of Emmaus International (see rule 18 of the Internal Rules).*

5.- The **statutes in force**, initialled on each page and signed at the end by the president and another Board member, along with their date of approval. They are to be sent along with a **copy of the official recognition of the organisation's legal personality**. *If they are not written in one of the three official languages of Emmaus International (French, English or Spanish), the statutes of the organisation can be presented in the country's language, on the condition that they are sent along with a summary in one of Emmaus International's three official languages, as provided for in rule 19 of the Internal Rules.*

According to the next-to-last paragraph of Article 6, the Board may "exceptionally, and where the political or legal circumstances of the country in question justify this, (...) on a temporary basis, admit structures which are not legal entities (...)". In such an event, the request for membership shall clearly explain the circumstances which may justify such an exception.

Acceptance as a member of Emmaus International is decided by the Board. The latter is made up of the President and 24 members representing the different regions in the world; for obvious financial reasons, it meets only about once a year. The next meeting will take place **from... to...**

The complete application as well as the justified recommendations of the National Organisation or, failing that, of the Regional Organisation concerned, must be received by Emmaus International ninety days before the Board meeting. A copy of the files is sent to the Councillors of the Region concerned.

Enclosures (sent to candidates for membership):

- Statutes of Emmaus International.
- Internal Rules of Emmaus International.
- Fundamental documents of Emmaus International: Universal Manifesto, Scope and Limits of Emmaus's Social Commitment, Emmaus Principles and Membership Charter, Solidarity Commitments.
- Final Declaration and Action Plan adopted by the last Ordinary General Assembly.

\*\*\*\*\*

## APPENDIX II TO THE INTERNAL RULES

### PROGRESSIVE SCALE OF SANCTIONS BEFORE EXCLUSION

#### Principles adopted

1. **Progressiveness** based on the number of years for which the membership dues are owed.
2. These sanctions apply to non-payment of membership dues, and in the event of payment of an amount of dues below the normal rate, using the normal calculation basis (unless an exception is granted by the Board).
3. The challenge is to find sanctions that have an impact both on the members receiving Emmaus financial support and on those who do not need support.
4. **The sanctions** (decided on by the Board / Executive Committee) may be diverse and may concern:
  - 4.1. **Suspending financial support:**
    - ◇ Non-consideration of financial support requests presented to Emmaus International;
    - ◇ Suspension of payments of financial support already granted by Emmaus International;
    - ◇ Payment by Emmaus International of financial support already granted, minus the outstanding membership dues;
    - ◇ Establishing (automatically?) the same sanctions on a regional level (regional solidarity funds);
    - ◇ Asking member organisations of "financing" countries to discontinue their support to that group.
  - 4.2. **Suspending other forms of support:**
    - ◇ In particular, sending containers of any nature;
    - ◇ Support to "elected persons' groups";
    - ◇ Funding travels (for general assemblies, regional assemblies, miscellaneous activities);
    - ◇ Same observations as for financial support.
  - 4.3. **Suspending voting rights and eligibility:**
    - ◇ Suspension/loss of voting rights **at general assemblies** (of Emmaus International), but also at **regional assemblies**. Ensure that a member organisation that is up to date in the payment of its regional membership dues, but not up to date in the payment of its Emmaus International membership dues, does not have voting rights at the regional assembly;
    - ◇ None of its individual members as natural persons would be eligible for a **regional or international mandate**: Regional Board, Emmaus International Board, Executive Committee, Wise Persons' Committee. (still in debate: case of national delegates who are members of the regional Board);
    - ◇ None of its individual members as natural persons can receive a mandate to participate in the Emmaus International working groups (i.e., **World Councils**);
  - 4.4. **Participation in Emmaus International activities:**
    - ◇ No right to participate in a work camp abroad (e.g., in Africa or Latin America);
    - ◇ No right to be a part of an Emmaus International delegation (e.g., at the World Social Forum).
  - 4.5. **Non-publication of information on the group:**
    - ◇ No publication of any information on the activities of that group by Emmaus International (Newsletter, Tam-Tam, website...).

**4.6. Revoking the right to use the "Emmaus" and "Abbé Pierre" names:**

- ◇ This ban would be the last phase before actual exclusion.

**5. What kind of progression?**

**5.1. for a one-year delay in payments:**

- ◇ Possible deadline extensions for payment, with a commitment to a schedule;
- ◇ Lighter sanctions: those affecting participation in Emmaus International activities, publication of information;
- ◇ Limited to a one-year duration.

**5.2. for a two- to three-year delay:**

- ◇ Sanctions related to financial support;
- ◇ Sanctions affecting voting rights and eligibility;

**5.3. for a four-year delay or more:**

- ◇ Revoking the right to use the names "Emmaus" and "Abbé Pierre";
- ◇ And the start of an exclusion procedure.

**6. Lifting sanctions:**

- ◇ Can be done by the Executive Committee, after payment/settlement of all outstanding membership dues (which are not subject to exception) for eight elapsed years.

\*\*\*\*\*

## **APPENDIX III TO THE INTERNAL RULES**

### **STATUS OF "TRIAL MEMBER" OF EMMAUS INTERNATIONAL INDICATIVE APPLICATION PROCEDURE**

*This procedure adds to what is provided for in article 14 of the Statutes of Emmaus International and in rules No. 39 to 41 of its Internal Rules. It has been adopted as a compulsory procedure by Emmaus Asia and Emmaus Europe. The updated version with explanations dates from December 2008.*

#### **1 - CONDITIONS**

The requirement for a legal personality (Statutes, art. 6, first paragraph and sub-paragraph 4) and possible exception (Statutes, art. 6, last but one paragraph) equally apply to "trial members".

#### **2 - PROCEDURE**

The application for the status of "trial member" is made by the organisation concerned itself, and sent to the national organisation or, failing that, to the regional organisation. It should include the following elements:

- ◇ A written commitment (according to text in point 5 hereafter).
- ◇ The statutes of the organisation.
- ◇ Proof of official registration (or proof of legal personality).
- ◇ List of Board members.
- ◇ Expected activities (economic, social and political activities, alliances, etc.)

Acceptance as "Emmaus International trial member" is given by the national organisation or, failing that, the regional organisation, mentioning which Emmaus International member organisation it entrusts with monitoring and guidance. A copy of the application, complemented with the acceptance, is immediately sent to Emmaus International and, if the need arises, to the regional organisation.

#### **3 – GUIDANCE: REALITY – DURATION**

The Board reasserts the decisions adopted in April 2005 regarding implementation of the "trial member" status (to be launched immediately in all the regions).

#### **4 – TRIAL PERIOD: HOW TO ASSESS ITS EFFICIENCY?**

At the end of the trial period and with the prospect of giving full membership to the trial member, the regional organisation, through at least two of its Councillors of Emmaus International, must check the efficiency of the trial period.

The criteria to be taken into account to assess the efficiency of the trial period are: the conformity to the Statutes and Internal Rules of Emmaus International regarding the organisation applying for membership, its statutes, aims and objectives, its members, its democratic running, its financial statements (level of financial autonomy, part of the profits allocated to solidarity actions), the reality of its activities (social action, political commitments and alliances), its involvement in the life of the Movement at all levels (national, regional, international)... This appraisal will be done using the form for recommendation by Councillors of Emmaus International, adopted in April 2005.

In case the membership application is rejected by the Board of Emmaus International at the end of the trial period, trial membership is immediately automatically terminated, in accordance with the Statutes. Nevertheless, in exceptional cases left to judgment by the Board, the latter will be entitled to renew the trial period for the organisation concerned and to determine its length of time between two and five years; in such a case, the organisation will be strictly forbidden to use the names and trademarks "Emmaus" and "Abbé Pierre" or any other that could lead to confusion, as well as the Emmaus International logo.

## 5 – APPLICATION FOR THE STATUS OF TRIAL MEMBER

### HOW TO MAKE YOUR DECLARATION:

*The following Declaration is not just a form to be filled in; it has to be made on the headed stationery of the applying organization, or at least clearly mention its full legal name and full address. It should be signed by one of its duly authorised legal representatives.*

*It should be copied out, taking care to complete the passages that are underlined and in italics, according to the indications given below.*

*When there is in the country no National Organization acknowledged by Emmaus International, then delete all corresponding mentions and only refer to the corresponding Regional Organization of Emmaus International (the four Regional Organizations are: Emmaus Africa, Emmaus America, Emmaus Asia, Emmaus Europe).*

### APPLICATION DECLARATION TO BECOME A "TRIAL MEMBER" OF EMMAUS INTERNATIONAL

1. We expressly support the fundamental documents of Emmaus International: The Universal Manifesto, Scope and Limits of Emmaus Social Commitment, the Solidarity Commitments, the Emmaus Principles and Membership Charter. (Statutes, Art. 6 § 1).

2. We agree to include the following statement in our Rules and By Laws: (Rule No. 8)

"Our action shall fall within the scope of the orientations and requirements of Emmaus International, of which we are a trial member, as defined by the Statutes of Emmaus International, the Universal Manifesto and the other fundamental documents of Emmaus International, as well as by the decisions of the General Assemblies of the latter."

3. We agree to conform to the present Emmaus International statutes, to its Internal Rules and to the decisions of its General Assemblies. (Statutes Art. 6 § 2)

4. Our decision-making is independent of the political authorities and of public, private or religious institutions. (Statutes Art. 6 § 3)

5. We are established as a Not For Profit organisation on a legal basis that will allow us to run the organisation democratically, as set out by the Internal Rules of Emmaus International, and we follow proper accounting procedures according to the standards in our country. (Statutes Art. 6, first paragraph and § 4)

#### a. Democracy:

- (1) Our Organisation and our Board will always have a minimum of five natural-person members, the majority of whom will be nationals of our country (please indicate the name of your country here). (Rule No. 10.1, Statutes, Art. 6 § 5, Rule No. 14)
- (2) The number of our members who are from the same family or who are relatives will not exceed one fourth of all the members of our Organisation as well as of our Board. (Rule No. 10.2)
- (3) No person receiving remuneration from our organisation, either directly or indirectly, will be a member of our Board – except as a representative of the staff. (Rule No. 10.3)
- (4) Our Board members/trustees will seek a renewal of their mandates from time to time. The mandate will be for a once-renewable four-year term at most. (adapted from Rule No. 10.4).

#### b. Accounting.

- (1) Our accounts will be audited annually by a chartered accountant. (Rule No. 11)
- (2) We will provide the following detail to our national organisation i.e. ... (please indicate the full name of your National Organisation here, for example: Emmaus Finland) each year, covering the period ... to ... (please indicate the start and end dates of your financial year): (Rules No. 12 and 12.1 to 12.5)

- (a) Resources coming from all income-generating activity;
- (b) Income from donations and subsidies (indicating their origin);
- (c) Expenses on financial solidarity within Emmaus, at both the national and international level;
- (d) Expenses on financial solidarity outside Emmaus, at both the national and international level;
- (e) The estimated value of donations in kind, at the national and international level.

6. We commit ourselves to active participation in Emmaus International General Assemblies, Emmaus (*insert the name of the region*) Regional Assemblies, *our National Organisation (insert the full name of your National Organisation here)* National Assemblies and to participation in the Movement's common activities and actions. (Statutes, Art. 6 § 7, and Emmaus Principles and Membership Charter, obligations of the groups, point 3)

7. We will regularly pay any membership dues and other contributions set by the Board of Emmaus International and the Regional Board of Emmaus (*insert the name of the region*). (Statutes, Art. 6 § 8, and Rule No. 109)

8. We will use the Emmaus International logo in accordance with the visual identity defined by Emmaus International, and accompanied by the phrase "Trial member of Emmaus International". In the event that our subsequent application for full membership is rejected we will immediately cease using the "Emmaus" and "Abbé Pierre" names and trademarks and the Emmaus International logo, as well as all references to Emmaus or others which could lead to confusion. (Statutes, Art. 6 § 9, Art. 13, Art. 14).

9. We accept mentoring and monitoring by whichever existing Emmaus International full member is appointed by *our national organisation (please indicate the full name of your National Organisation here)*, and will make our application for full membership between two and five years after our acceptance as a trial member. (Statutes Art. 14, Rules No. 39 and 40).

Signature \_\_\_\_\_ Name of the organization: \_\_\_\_\_

Name of person signing: \_\_\_\_\_ Appointment in the Board: \_\_\_\_\_

Date: \_\_\_\_\_

**ACCEPTANCE BY THE NATIONAL ORGANISATION  
(OR, FAILING THAT, THE REGIONAL ORGANISATION)**

.....is accepted as a trial member of Emmaus International.

Guidance during the trial period will be the responsibility of the following Emmaus International member organisation: .....

Signature \_\_\_\_\_ Name of person signing: \_\_\_\_\_

Date : \_\_\_\_\_

Chairperson of the Board, *name of the National Organisation (or, failing that, of the Regional Organisation) (please state the full name of your National Organisation or Regional Organisation here, depending on the circumstances)*

Send a copy for information to:

- Regional Executive Committee or Regional Secretariat
- International Secretariat of Emmaus – 47 avenue de la Résistance – F-93100 MONTREUIL (France)

\*\*\*\*\*

## APPENDIX IV TO THE INTERNAL RULES

### MINIMUM COMMON BASIS FOR THE STATUTES OF THE REGIONAL ORGANISATIONS

**In a preamble**, recall: the constituent General Assembly of Emmaus International in 1971; the statutes modified in 2003, in particular articles 28 § 5 and 55; motion No 2 of the 2003 Ordinary General Assembly; motions Nos 14.1 to 14.5 adopted by the Board in October 2004.

#### **Aim:**

- Emmaus (*name of the region*) constitutes the regional organisation of Emmaus International for the (...) continent and its aim is to implement Emmaus International's policies and decisions on the continent.
- It adopts as its own the policies of Emmaus International, defined by its Universal Manifesto and its other current and future fundamental texts, and by the decisions of Emmaus International General Assemblies.
- It recognises its obligation to comply with the principles and provisions of the Emmaus International Statutes and Internal Rules concerning regional organisations.

#### **Objectives:**

- Cite the responsibilities of regional organisations (article 56 of the Emmaus International Statutes).
- Cite some of the responsibilities of the Emmaus International Board (art. 35 § 2, 3, 4 & 5).
- Other optional objectives (of each region's choosing).

#### **Member organisations:**

- Only the organisations that have been accepted as members of Emmaus International are full members of the regional organisation and have voting rights at the Regional Assembly and in the other bodies of the regional organisation. Only their representatives are eligible for regional and international office.
- "Trial members" (as per article 14 of the Emmaus International Statutes) cannot have membership status in the regional organisation; they are invited to the Regional Assembly as observers, in an advisory capacity.
- Resignation (cf. Emmaus International Statutes, art. 6 § 7). The text could read as follows: "*resignation from membership of a regional organisation entails ipso facto resignation from membership of Emmaus International, with the consequences provided for by the Emmaus International Statutes*".
- Exclusion: it is necessary to ensure consistency in exclusion on three levels (national, regional, international). Proposal: *on the national or regional level, first there is a suspension procedure /decision, which immediately and necessarily sets off the exclusion procedure, submitted to the Board of Emmaus International. The Emmaus International Board's decision to exclude a member brings about that organisation's ipso facto exclusion on the regional and national levels.*

#### **General assembly:**

- The Emmaus (*region name*) General Assembly constitutes the Regional Assembly as per the Emmaus International Statutes.

#### **Councillors of Emmaus International:**

- The Regional Assembly elects Councillors of Emmaus International. Their number and form of their term of office (duration, beginning and end, renewal) are set by the Statutes and Internal Rules of Emmaus International.
- Besides the duties attributed to them by the Emmaus International Statutes, these councillors are responsible for: ...

## APPENDIX V TO THE INTERNAL RULES

### MINIMUM COMMON BASIS FOR THE STATUTES OF THE NATIONAL ORGANISATIONS

#### **Preamble:**

- Recall: the constituent General Assembly of Emmaus International in 1971; the statutes modified in 2003, in particular article 58.

#### **Aims:**

- Emmaus (*name of the country*) constitutes the national organisation of Emmaus International for (*name of the country*) and its aim is to implement Emmaus International's policies and decisions in this country.
- It adopts as its own the policies of Emmaus International, defined by its Universal Manifesto and its other current and future fundamental texts, and by the decisions of Emmaus International General Assemblies.
- It recognises its obligation to comply with the principles and provisions of the Emmaus International Statutes and Internal Rules concerning national organisations.

#### **Objectives:**

- Cite the responsibilities of national organisations (article 58, sub-paragraphs 1 to 7 of the Emmaus International Statutes).
- Cite some of the responsibilities of the Emmaus International Board (art. 35 § 2, 3, 4 & 5) placing them at the national level.
- Other optional objectives (of each country's choosing).

#### **Member organisations:**

- Only the organisations that have been accepted as members of Emmaus International are full members of the national organisation and have voting rights at the National Assembly and in the other bodies of the national organisation. Only their representatives are eligible for national office.
- "Trial members" (as per article 14 of the Emmaus International Statutes) cannot have membership status in the national organisation; they are invited to the National Assembly as observers, in an advisory capacity.
- Resignation (cf. Emmaus International Statutes, art. 6 § 7). The text could read as follows: *"resignation from membership of a national organisation entails ipso facto resignation from membership of Emmaus International, with the consequences provided for by the Emmaus International Statutes"*.
- Exclusion: it is necessary to ensure consistency in exclusion on three levels (national, regional, international). Proposal: *on the national or regional level, first there is a suspension procedure /decision, which immediately and necessarily sets off the exclusion procedure, submitted to the Board of Emmaus International. The Emmaus International Board's decision to exclude a member brings about that organisation's ipso facto exclusion on the regional and national levels.*

#### **General Assembly:**

- The Emmaus (*country name*) General Assembly constitutes the National Assembly as per the Emmaus International Statutes.

\*\*\*\*\*

# REGIONS AND REGIONAL SECRETARIATS

**Motion 13 adopted by the 11<sup>th</sup> Ordinary General Assembly of Emmaus International, held in Sarajevo from October 8<sup>th</sup> to 13<sup>th</sup> 2007**

## **RATIFICATION OF THE NEW REGIONS AND NUMBER OF COUNCILLORS OF EMMAUS INTERNATIONAL**

The Ordinary General Assembly ratifies the decisions taken by the October 2004 Board, as follows:

- Creation of four Regions, each covering one continent: Africa, America (merging the former North America and Latin America Regions), Asia (merging the former Far East, Lebanon and Indian sub-continent Regions) and Europe (merging the former Europe Centre-South, Northern Europe and France, as well as the Eastern Europe District),
- Fixing the number of Councillors of Emmaus International (CEI) at four for each of the Africa, America and Asia Regions, and twelve for Europe.

## **CONTACT DETAILS OF THE REGIONAL SECRETARIATS AS OF MARCH 2013**

### **Emmaus Africa**

11 BP 972 CMS  
Ouagadougou 11  
Burkina Faso  
Tel. +226 50 34 49 61  
[c.mahounon@fasonet.bf](mailto:c.mahounon@fasonet.bf)  
[r.kabore@fasonet.bf](mailto:r.kabore@fasonet.bf)

### **Emmaus America**

c/o Grupo Aportes  
Juan Paullier 1235  
11200 Montevideo  
Uruguay  
Tel. +598 24 08 85 32  
[secretariaemausamerica@gmail.com](mailto:secretariaemausamerica@gmail.com)

### **Emmaus Asia**

Door no.23, First floor  
Bharathi mill street, Mudaliarpet,  
Pondicherry - 605 004  
INDIA  
Tel. +91 41 36 452 411  
[emmausiasia@yahoo.com](mailto:emmausiasia@yahoo.com)

### **Emmaus Europe**

47 avenue de la Résistance  
93104 Montreuil cedex  
France  
Tel. +33 (0)1 41 58 25 71  
[contact@emmaus-europe.org](mailto:contact@emmaus-europe.org)





# EMMAUS INTERNATIONAL

Headquarters:  
47 avenue de la Résistance  
93104 MONTREUIL cedex – France

Tel. +33 (0)1 41 58 25 50  
Fax +33 (0)1 48 18 79 88

E-mail: [contact@emmaus-international.org](mailto:contact@emmaus-international.org)  
Website: [www.emmaus-international.org](http://www.emmaus-international.org)

Emmaus groups' online portal:  
[www.planete-emmaus.org](http://www.planete-emmaus.org) – [www.planet-emmaus.org](http://www.planet-emmaus.org)  
[www.mundo-emaus.org](http://www.mundo-emaus.org) – [www.planeet-emmaus.org](http://www.planeet-emmaus.org)  
[www.pianeta-emmaus.org](http://www.pianeta-emmaus.org)