



emmaus

INTERNATIONAL

ACTIVISTS FOR CHANGE

STATUTES

INTERNAL RULES

2022

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## 2022 VERSIONS

Statutes amended by the Extraordinary General Assembly held in Piriápolis, Uruguay, on 11 May 2022.

Internal rules ratified by the 14th Ordinary General Assembly held in Piriápolis, Uruguay, from 9 - 13 May 2022.

## 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;
- Offset 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, Switzerland, on the 24 and 25 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 secretariat to liaise between the different groups.

Whereas Emmaus International was constituted during the second General Assembly of the Emmaus movement held in Montreal, Canada, on 2 - 4 July 1971, the minutes of which are appended to the following Statutes;

Taking into account the need to update the previous Statutes adopted during the second General Assembly of the International Movement of Emmaus (2 - 4 July 1971) and successively modified at the 4th General Assembly held in Århus (Denmark) on 25 - 28 October 1979, the 6th General Assembly held in Verona (Italy) on 21 - 23 September 1988, the Extraordinary General Assembly meeting in Ouagadougou (Burkina Faso) on November 18 2003, held at the time of the 10th 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, i.e., the transfer of the head office, the Extraordinary General Assembly that met in Anglet, France, on 24 March 2012, for the 12th Ordinary General Assembly.

The Extraordinary General Assembly of Emmaus International meeting in Piriápolis, Uruguay, on 11 May 2022, during the 14th Ordinary General Assembly, adopted the present Statutes which cancel and replace the previous ones.

### **Internal Rules Preamble**

*The Internal Rules herein apply to the organisation Emmaus International, an organisation registered in France, under the law of 1 July 1901 and whose Statutes were modified as indicated in the preamble of the said statutes.*

## PART I / NAME AND CONSTITUTION

### **Article 1 -**

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

Emmaus International, founded in 1971, is the only international movement and organism of Emmaus recognised by Abbé Pierre to continue the work started in 1949.

### **Rule No. 1 - Definitions:**

*The designation "Emmaus International", as the legal name of the Association, encompasses 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;
- Chair, Vice-Chair, Secretary, Treasurer, Board member, Chief Executive.

*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 / HEAD OFFICE

### Article 2 -

Emmaus International is based in Montreuil or any other town in the Seine-Saint-Denis department (93).

The Board may transfer the head office to another location in France or anywhere 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 body 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 ensure that members' activities comply with the Manifesto and other founding texts of Emmaus International;
- to raise awareness and denounce injustice;
- to lobby decision-makers at local, national and international levels to change or advance the law;
- to promote Abbé Pierre's ideas and work and protect his heritage, as his sole legatee.

#### **Rule No. 2 -**

*Emmaus International aims to contribute to and ensure that members' activities comply not only with the Universal Manifesto but also with the founding texts of Emmaus International, either currently in force or which may be adopted as such by future General Assemblies.*

### Article 4 -

To achieve its aim, Emmaus International (EI) strives to:

1. coordinate the material and moral efforts of its members and gather the maximum amount of information in order to ensure effective help to those who suffer most and to avoid overlapping and wasting 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 humanity.

## PART IV / SEAL AND LOGO

### Article 5 - Seal and logo

The Emmaus International seal is the one marked in the margin of the original of these Statutes. The Chair 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 responsible for its protection.

**Rule No. 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 authorisation 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. Emmaus International undertakes to pay the registration and renewal fees for the aforementioned Trademarks and Logo and to sign a licence agreement with the organisation concerned.*

**Rule No. 4 -**

*If the "Emmaus" or "Abbé Pierre" Trademark(s) and/or Logo have been previously registered in a country by a National Organisation or by a Member Organisation, it is hereby agreed that ownership shall be transferred to Emmaus International. Emmaus International undertakes to pay the costs associated with the formalities for registering the transfer and renewing the Trademark(s) and/or Logo and to sign a licence agreement with the organisation concerned.*

**Rule No. 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 No. 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 No. 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 No. 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 organisations 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 a legal personality in the country of their registered office, become members of Emmaus International if they satisfy the following specific conditions:

1. They expressly support the founding texts 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, Solidarity and Political Commitments, the Emmaus Principles and Membership Charter; Emmaus: common values - tomorrow's actions;

**Rule No. 8 -**

*Each National Organisation will see to it that each of the Member Organisations in the country includes the following sentence in its statutes, under the article on its aim and objectives: "The organisation's activities shall fall within the scope of the guidelines 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 founding texts 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 No. 8 has been implemented by each Member Organisation. The Board sets the deadline for the statutes to be brought 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 political authorities and of public, private or religious institutions;

**Rule No. 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, programmes, 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 accurate and thorough according to the standards accepted by Emmaus International;

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

**Rule No. 10 -**

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

- **Rule No. 10.1** - *Whatever the legal requirements of the country where its registered office 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 No. 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 No. 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 No. 10.4** - *The organisation's statutes must provide for minimum standards regarding renewing the mandates of all its leaders, i.e. for a maximum term of four years, renewable once.*
- **Rule No. 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 No. 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 No. 12 -**

*Yearly financial statements enable clear identification of information such as:*

- **Rule No. 12.1** - *resources coming from an income-generating activity,*
- **Rule No. 12.2** - *those coming from donations and subsidies (indicating their origin),*
- **Rule No. 12.3** - *expenses for financial solidarity within Emmaus, at the national and international level;*
- **Rule No. 12.4** - *expenses for financial solidarity outside of Emmaus, at the national and international level;*
- **Rule No. 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 No. 13 -**

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

- **Rule No. 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 No. 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 No. 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 No. 14.1** - This requirement must be met not only upon application for membership, but also for as long as the organisation is a member of Emmaus International.
- **Rule No. 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 to actively participate in General Assemblies, in Regional Assemblies and in National Assemblies;
8. They must regularly pay their subscriptions as set by the Board;
9. They must use the logo in accordance with the visual identity defined by Emmaus International;

**Rule No. 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, once the national organisation has given its approval, as defined in Parts VIII and IX of the present Statutes.

**Request for membership to Emmaus International:**

**Rule No. 16 -**

*Any request for membership to Emmaus International shall include the documents stated in Appendix I of the Internal Rules below.*

**Rule No. 17 -**

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

- *Membership application form;*
- *List of names, personal addresses, nationality, possible family ties among the Board members;*
- *Description of the activities of the organisation: income-generating and activities of social benefit, solidarity actions (inside and outside the group), alliances, etc.*

**Rule No. 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 the accounting headings and of the auditors' report (or the chartered accountants' report) in one of the three official languages of Emmaus International.*

**Rule No. 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:*

- *The full translation of the organisation's aims and objectives and of its conditions to become a member;*
- *The list of its bodies, of their respective powers, and their details of renewal;*
- *The details on the authentication of the accounts and the auditing procedures by the local authorities;*
- *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 No. 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 No. 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 No. 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 No. 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 No. 3);*
- **Rule No. 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 No. 21 -**

*The procedure respects the following deadlines:*

- **Rule No. 21.1** - *For each organisation, whose application for Emmaus International membership is submitted, the Board members of the Regional Organisation concerned shall prepare a recommendation on a standard form supplied by the International Secretariat.*
- **Rule No. 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 No. 21.3** - *These justified recommendations shall reach the Emmaus International Secretariat at least ninety days before the Board meeting.*
- **Rule No. 21.4** - *After an exchange of views about the Board members' recommendations, the Board shall vote separately on 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 organisations which are not legal entities but which nevertheless satisfy the other conditions set out above.

**Rule no. 22 – Exceptional circumstances:**

*The following can be considered as the exceptional political or legal circumstances intended in the penultimate paragraph of Article 6 of the Statutes: situations of war, dictatorship, apartheid, unacceptable requirements by laws of the country on not-for-profit 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 bodies maintaining relations with such bodies needed in order to rationalise work to better achieve the aims of the organisation.

**Rule No. 23 – Alliances, associations, federations or other structures linking member groups of Emmaus International:**

*The alliances mentioned in article 6 of the Statutes are formal or informal groupings of both Emmaus International and non-Emmaus International Member Organisations. The relations to set up with the "alliances, associations, federations or other structures linking member groups of Emmaus International" are as follows:*

- **Rule No. 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 No. 23.2** – *At the level of the Regional Organisations and National Organisations, it is 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 organisation 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 founding texts of Emmaus International, the Statutes, and 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 organisation's accounts, as well as the make-up and activities of its various bodies;

**Rule No. 24 – Information to Member Organisations:**

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

- **Rule No. 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 No. 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 No. 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 subscriptions.*
- **Rule No. 24.4** – *Information about the activities of the various bodies of Emmaus International are included in Emmaus International's communications tools.*

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 No. 25 –**

*The Member Organisations may propose candidates for the position of Board member, to be elected by each Regional Organisation according to Article 32 of the Statutes.*

**Rule No. 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 52 of the Statutes.*

5. Contest decisions or actions of the bodies of the organisation that would be contrary to the founding texts of Emmaus International, the statutes, or the decisions made at General Assemblies;
6. Be able to speak with or write to Emmaus International bodies, to present proposals, requests and complaints, and to receive a response.

**Rule No. 27 – Contesting decisions or actions of the bodies of Emmaus International:**

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

- **Rule No. 27.1** – *An answer shall be sent by the Chair 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 No. 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 54 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 founding texts 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 No. 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 subscriptions;
7. Contribute to the movement's solidarity work by organising an annual solidarity sale day and donating all the proceeds to Emmaus International.
8. As part of its participation at regional level, each group compares its annual economic and social reports with those of the other Emmaus International member groups in the region, which is equivalent to approval of its management by Emmaus International.

**Rule No. 29 – Comparing the annual financial and social results:**

*The annual financial and social reports 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 subscriptions 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 No. 30 - Material goods:**

*Article 9 paragraph 2 of the Statutes refers to all property, both movable and immovable. 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 No. 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 property acquired shall be the Member Organisation receiving 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 No. 30.2** – *Any grant of financial support by Emmaus International for purchase of property (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 property 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 No. 30.3** – *Every purchase of property (either land or building) shall involve a written contract between the National Organisation or Emmaus International, which owns the building, and the Member Organisation using the building. 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 period during which the Member Organisation has use of the property keeping in mind that such a period must in any case, cease upon exclusion from Emmaus International or resignation or dissolution of the Member Organisation that is the user of the property.*

## 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 subscriptions 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 Organisation 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 laid down in the Internal Rules.

### **Rule No. 31 – Progressive sanctions before exclusion:**

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

*The exclusion procedure must be used sparingly. The scale of progressive sanctions hereafter in Appendix II to the Internal Rules will apply before the radical and definitive sanction which is exclusion.*

### **Rule No. 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 No. 32.1** – *The procedure is launched at the initiative of the National Organisation or of the Regional Organisation. If the National Organisation fails to act, the Regional Organisation shall be entitled to refer the matter to the Board on its own initiative. In the event that the National Organisation and/or the Regional Organisation fails to act, the Executive Committee may refer the matter to the Board.*
- **Rule No. 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 No. 32.3** – *The procedure shall respect the following deadlines:*
  - *For any exclusion request, the duly detailed request shall be sent by the Board members 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 Chair 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 Board members, at least ninety days before the Board meeting.*
  - *After an exchange of views on the basis of the recommendations of the Board members, the Board takes a vote, case by case.*

- **Rule No. 32.4** – *The decision made by the Board, whatever it may be, is officially communicated by the Chair 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 No. 32.5** – *The exclusion decision is officially sent by post to all Member Organisations, within thirty days.*
- **Rule No. 32.6** – *In case of exclusion, the Board shall decide case by case on the measures necessary to inform the public 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 organisation and from benefiting from its status as a Member Organisation of Emmaus International until the final outcome of the exclusion procedure.

### **Rule No. 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 No. 33.1** – *The emergency nature of such a measure is left to the discretion of the Executive Committee.*
- **Rule No. 33.2** – *The suspension decision is immediately and officially communicated by the Chair 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 No. 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 Board members of Emmaus International of the region concerned.*
- **Rule No. 33.4** – *The Executive Committee judges, on a case-by-case basis, the need for immediate information to all Member Organisations.*
- **Rule No. 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 Organisation that has been inactive over two consecutive years and that has not asked for authorisation to suspend activities during a period of reorganisation will automatically be excluded from Emmaus International.

**Rule No. 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 No. 35 –**

*In case a Member Organisation has been inactive for two consecutive years and has not asked for such authorisation 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 No. 36 –**

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

**Rule No. 37 -**

*In case of termination of activity, the decision of removal from membership is immediately and officially communicated by the Chair or the Secretary to the Member Organisation in question, by recorded delivery letter with acknowledgement 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.*

**Rule No. 38 -**

*When an Emmaus International Member Organisation ceases to exist as a result of a takeover by a non-Emmaus International Member Organisation, the latter is not considered ipso facto to be a member of Emmaus International and therefore does not have the right to use the names and trademarks "Emmaus" and "Abbé Pierre" and the Emmaus International Logo. It must apply for trial membership and then, in due course, for full membership.*

## **Article 13 - Use of the name**

As the sole legatee of Abbé Pierre, only Emmaus International has the authority to authorise the use of the names and trademarks "Emmaus" and "Abbé Pierre", as well as the Emmaus International Logo.

In the event of resignation or exclusion of a Member Organisation, in the event of loss of membership, the latter automatically renounces the use of the title of "member of the Emmaus International Movement founded by Abbé Pierre", as well as all references to Emmaus, Abbé Pierre and any distinctive sign (including trademarks and domain names) and logos belonging to Emmaus International or others that may lead to confusion.

In particular, it shall refrain from using the names and trademarks "Emmaus" and "Abbé Pierre" in any Internet domain name or email address.

**Rule No. 39 - 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 No. 39.1 –** *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 No. 39.2** – *According to the urgency, the Board or the Executive Committee has the power to take any useful measures, in particular 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 report to the Executive Committee about their fulfilment.*

## **Article 14 - Trial Membership**

In order to ensure its smooth integration into Emmaus International, each new member must be mentored by another Member Organisation in its discovery of Emmaus and bringing its statutes, rules and practices into line.

In return for this mentoring, 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 Organisation.

During the trial period, the Member is invited as an observer to the National Assemblies, Regional Assemblies and General Assemblies, without voting rights.

Members must pay an annual contribution to the running of Emmaus International in return for the services they receive (same access to official documents and communication material as full members) and the rights they enjoy from Emmaus International (participation in meetings as an observer, access to collective programmes, etc.)

Within the minimum period of 2 years and a maximum of 5 years, the application for definitive membership shall be made in accordance with the conditions laid down in Article 6, paragraph 10.

If the application for membership is rejected at the end of the trial period, membership is automatically and immediately terminated, without the Board having to justify its decision. This results in the termination of the authorisation to use the title of "Trial member of the Emmaus International movement founded by Abbé Pierre", as well as all mentions of Emmaus, Abbé Pierre and any distinctive signs (including trademarks and domain names) and Logos belonging to Emmaus International or others that may lead to confusion.

### **Rule No. 40 -**

*The National Organisation concerned or, failing that, the Regional Organisation, appoints the Member Organisation in charge of mentoring 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 No. 41 - Conditions and procedure**

- **Rule No. 41.1** – *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 No. 41.2** – *In any case, there should be monitoring by the National and Regional Organisations, especially in order to help the group start up and understand the Emmaus ethos.*
- **Rule N. 41.3** – *The organisations that wish to can already use elements from the procedure and the application form for this status, set out below in Appendix III to the Internal Rules).*

- **Rule No. 41.4** – Calculation of the annual contribution is as follows for all regions. It must be at least equal to a quarter of the value of the fee that would be payable for a full member with the same characteristics (type of activities and resources).

#### **Rule No. 42 - 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;
- 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.

If justified by exceptional circumstances, the Board may, however, decide to hold a meeting of the General Assembly using electronic means.

### **Article 19 - Extraordinary General Assembly**

At the request in writing of more than half of the Member Organisations or on the initiative of the Board, the Chair of Emmaus International must convene an Extraordinary General Assembly within a maximum of three months.

#### **Rule No. 43 -**

*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 27 of the Statutes.*

**Rule No. 44 -**

*In the event of a remote meeting of the General Assembly by electronic means, the Board shall determine the practical arrangements for the organisation of the meeting in accordance with the Statutes and the Internal Rules, in order to allow the participation of Member Organisations and invited organisations or persons, the holding of debates and the organisation of votes by electronic means during the event. These practical arrangements shall be communicated to the organisations and persons entitled to participate in the General Assembly at least thirty days before the opening of the Assembly.*

**Rule No. 45 -**

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

**Article 20 - Consultation by correspondence**

If justified by exceptional circumstances, the Board may consult the General Assembly by postal or electronic means. This consultation may cover any of the matters provided for in Articles 29 and 30.

The voting period for all postal consultations is 30 days.

**Rule No. 46 - Consultation by correspondence**

- **Rule No. 46.1** – *The Board shall determine the practical arrangements for such consultations by correspondence, in accordance with the Statutes and the Internal Rules. These arrangements shall be communicated to Member Organisations at the same time as the consultation.*
- **Rule No. 46.2** – *Each resolution submitted by correspondence shall be subject to a specific vote respecting the majority rules defined in Articles 27 and 30 depending on the subject of the resolutions.*
- **Rule No. 46.3** – *For consultations by correspondence, the quorum is calculated on the basis of the organisations that have validly cast their votes by the closing date of the consultation.*
- **Rule No. 46.4** – *Organisations and individuals entitled to participate in a General Assembly shall be informed of consultations by correspondence and their results.*

**Article 21 - 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 subscriptions at least since the last two General Assemblies, unless an exception is granted by the Board upon justified request.

**Rule No. 47 -**

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

- *annual financial statements for each year for which subscription fees are owed;*
- *Detailed explanations for non-payment.*

**Rule No. 48 -**

*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 22 - 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 secretary of the Board at the latest at the start of the General Assembly.

**Rule No. 49 -**

*Proxies given according to Article 22 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 head office of Emmaus International. Blank proxies shall be distributed by the President of Emmaus International.*

## **Article 23 - 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 Chair of Emmaus International.

**Procedure for sending notices of meetings:**

**Rule No. 50 -**

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

**Rule No. 51 -**

*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, including electronically, making it possible to check that the addressee has received it.*

**Rule No. 52 -**

*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 registered letter, email or other. These documents shall be made available electronically at least thirty days before the opening of the General Assembly, and sent by ordinary mail to any Member Organisation which expressly requests them in writing at least thirty days before the opening of the General Assembly.*

## **Article 24 - Minutes**

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

## **Article 25 - 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 26 - Agenda**

The agenda is drawn up by the Board.

It is sent 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 (10%) of the Member Organisations and must be sent to the Chair of Emmaus International at least eight weeks before the General Assembly. In this case, the Chair shall then inform all the Member Organisations by letter at least four weeks before the General Assembly.

## **Article 27 - Voting procedure**

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 (10%) of the Member Organisations present or duly represented.

If a General Assembly is held remotely, all votes will be cast electronically. In this case, the quorum is calculated based on the number of Member Organisations that have validly cast their vote by the end of each vote.

Except in the case of consultations provided for in article 20, voting by correspondence is excluded.

### **Rule No. 53 –**

*For all voting by the Ordinary General Assembly and the Extraordinary General Assembly, the majority taken into account according to Articles 27, 28 and 30 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 28 - Election of the Chair**

The Ordinary General Assembly elects the Chair 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 Chair runs until the next General Assembly.

This term of office is renewable once.

### **Rule No. 54 -**

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

### **Rule No. 55 -**

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

- **Rule No. 55.1** - *Each candidate for Chair shall have been an active member of the movement within one of its Member Organisations for a minimum of five years.*
- **Rule No. 55.2** - *The candidacy letter shall be accompanied by a curriculum vitae and a work programme, 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 No. 55.3** - *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 No. 55.4** - *The candidacy must be received at the Emmaus International head office at least six weeks before the opening of the Ordinary General Assembly that holds the election.*

- **Rule No. 55.5** - *The Executive Committee shall inform the entire movement of all candidacies received.*

**Rule No. 56 -**

*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 for the legitimate election of the Chair.*

**Rule No. 57 -**

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

- **Rule No. 57.1** - *The Executive Committee formally records the death or resignation or permanent impediment.*
- **Rule No. 57.2** - *The first Vice-Chair becomes interim Chair, or, failing that, the second Vice-Chair, and this for the length of the remaining term of office, i.e. until the next Ordinary General Assembly convened in accordance with Article 17 of the Statutes.*

**Rule No. 58 -**

*An Ordinary General Assembly convened on an extraordinary basis under Article 19 of the Statutes, has the power to remove the Chair from office. The same conditions of quorum and majority used for the election of the Chair 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 Chair, to serve out the remaining term of office until the next Ordinary General Assembly, as provided for in Article 17.*

## **Article 29 - 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 adopt the Chair's Report, 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 work guidelines 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 No. 59 -**

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

## **Article 30 - 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 No. 60 -**

*The Extraordinary General Assembly is convened by the Chair 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 31 - Definition**

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

The Board is responsible for encouraging, monitoring and overseeing any other Emmaus International body, including the Executive Committee.

### **Article 32 - Members**

The Board consists of natural persons who represent the Member Organisations of a specified region and are called Board members 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 specified in appendix VI of the Internal Rules. Only Member Organisations of Emmaus International may take part in voting.

In addition to the elected Board members, the Regional Assemblies elect a number of substitute Board members, equal to half the number of the titular members, rounded up to the next whole number.

#### **Rule No. 61 -**

*In addition to the Board members elected by the Regional Organisations, the Chair is also a full member of the Board.*

- **Rule No. 61.1** – *The substitute Board members receive the preparatory documents and minutes of the Board meetings.*

#### **Rule No. 62 -**

*The procedures for election of the Board members by the Regional Assemblies, are subject to prior ratification by the Board. These procedures must comply with Articles 32 and 33 of the Statutes and with the following minimum common framework:*

- **Rule No. 62.1** - *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 No. 62.2** - *Each Emmaus International Member Organisation in the region is entitled to present only one titular candidate and one substitute candidate at these elections.*
- **Rule No. 62.3** - *Minutes of the election of the Board members by the Regional Assembly shall be drafted. These minutes shall then be 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 voters and the voting results.*

#### **Rule No. 63 -**

*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 33 - Term of office

The term of office of the members of the Board begins at the General Assembly following their election and runs until the following General Assembly. It is renewable once.

### **Rule No. 64 -**

*In principle, the term of office of the members of the Board is four years, and must run from one Ordinary General Assembly to the next, convened in accordance with Article 17 of the Statutes.*

- **Rule No. 64.1** - *The statutes or internal rules of the Regional Organisations must clearly stipulate that their Board members are elected for the period mentioned in rule no. 64 of the Internal Rules.*

## Article 34 - End of mandate

The status of member of Board ends:

1. On his/her death or civil incapacity;
2. When he/she stops being a member of a Member Organisation;
3. At the end of the mandate received from the Regional Organisation;
4. On his/her resignation in writing.

In the event of the resignation, death or incapacity of an Emmaus International Board member, the Executive Committee calls on the elected substitute candidate, with the highest number of votes in the region where there is a vacancy, to take up duties for the remaining duration of the term. In the event of an equal number of votes, the Chair of the Regional Organisation shall select the substitute.

### **Rule No. 65 -**

*The office of Board member 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 included on the meeting agenda.*

### **Rule No. 66 -**

*In the event of an early termination of a Board member's term of office, in accordance with Article 34 § 1, 2 or 4 of the Statutes or Rule 65:*

- **Rule No. 66.1** - *If the list of substitute candidates in a region is exhausted, the vacant board member positions in the respective region shall remain vacant until the end of the term.*
- **Rule N. 60.2** - *In the event that the substituted Board member 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 35 – Election of the Executive Committee

Within the limits provided for in article 42 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 Chair, who is elected by the Ordinary General Assembly.



**Rule No. 67 -**

*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 Board member is allowed.*

## **Article 36 - 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 No. 68 -**

*The decisions by the Board members must be made first and foremost according to the common interests of Emmaus International as a whole and not to defend the interests specific to one region.*

**Rule No. 69 -**

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

The Board has the following duties in particular:

1. Implementing the aims and objectives, proposals and decisions adopted by the General Assembly;
2. Leading and coordinating discussions to promote the defence of the rights of the poorest people around the world;
3. Organising Emmaus International's communication policy targeting the general public and authorities;
4. Coordinating the solidarity and resource-sharing activities among all the member organisations of Emmaus International;
5. Forming alliances with other organisations that share the same goals in order to fight together against poverty and its causes wherever it is found;

**Rule No. 70 -**

*According to Article 36 § 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 No. 70.1** - *Alliances with private organisations mainly have the objective of reinforcing Emmaus International's 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 people throughout the world. These alliances can be accompanied by financial or material collaboration.*
- **Rule No. 70.2** - *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 responsible for forming alliances with organisations in their respective areas.*
- **Rule No. 70.3** - *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 No. 70.4** - *In accordance with the Universal Manifesto, alliances with political parties, or of a denominational nature, are not allowed.*

**Rule No. 71 -**

*Moreover, as the policy-making body of Emmaus International, the Board is in charge of steering 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. Ruling on membership applications and the exclusion of Member Organisations;
7. Monitoring the work of the Executive Committee to which it delegates powers, and studying the financial and activity reports;
8. Setting up suitable working groups to carry out specific missions entrusted to them;

**Rule No. 72 -**

*When setting up a working group, regardless of its name, the Board shall determine a framework, specifying the following points in particular:*

- **Rule No. 72.1** - *missions entrusted (themes to study, from what perspective, and any other point concerning this question);*
- **Rule No. 72.2** - *the responsibilities of this working group: analysis, proposal or decision-making role;*
- **Rule No. 72.3** - *composition of the group, method for appointing its members and the person in charge;*
- **Rule No. 72.4** - *length of its mission, timetable of its activities;*
- **Rule No. 72.5** - *its budget, and how it is financed.*

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

9. Preparing the agenda of the General Assemblies.

## **Article 37 - 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 of May. The rules governing the execution and payment of expenditure are set out in the Internal Rules.

**Rule No. 73 -**

*Within the framework of the budget adopted by the Board, the Chair decides on expenditure and makes payment, according to provisions of Rule No. 85.4 of the Internal Rules regarding Article 49 of the Statutes.*

## **Article 38 - Meetings**

The meetings of the Board may be held in any place selected by the Chair or, failing that, one of the two Vice-Chairs, depending on the requirements of that particular time. They can also be held remotely by electronic means.

All meetings are convened in writing, at least one month in advance, except in case of emergency or exceptional circumstances.

The convening order must contain the agenda.

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

Unless exceptional circumstances make such a meeting impossible, the Board shall meet physically at least once a year, before 31st May, in addition to any remote meetings held by electronic means.

**Rule No. 74 -**

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

### **Article 39 - Quorum**

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

### **Article 40 - 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 Chair of Emmaus International has the casting vote.

Minutes of the meeting shall be drafted by the Secretary.

In case of consultation by mail, the vote can be cast by e-mail or by any other electronic means guaranteeing the identity of the voter, without the need to add a handwritten signature to the electronic vote.

**Rule No. 75 -**

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

## **PART VI - 3 / EXECUTIVE COMMITTEE**

### **Article 41 - 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 provided by the Board. It reports on its activity to the Board.

### **Article 42 - Members and term of office**

The Executive Committee is made up of:

- The Chair, elected by the Ordinary General Assembly according to Article 27;
- Members elected by the Board from among its members. The number of elected members ranges from a minimum of five or to as many as seven, if the Board deems it necessary. The Board shall also designate, from among those elected, two Vice-Chairs, a Treasurer and a Secretary.

The term of office of the members of the Executive Committee runs until the following General Assembly and is renewable once.

**Rule No. 76 -**

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

**Rule No. 77 -**

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

**Rule No. 78 -**

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

## **Article 43 - Co-opted members**

In order to better fulfil its role, the Executive Committee may appoint up to two persons as co-opted members, chosen from outside the Board, due to their skills and experience at 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 Ordinary General Assembly and is renewable once.

**Rule No. 79 -**

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

## **Article 44 - Meetings, decisions and reports**

The Executive Committee sits as often as necessary and at least six times a year. It 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 No. 80 -**

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

**Rule No. 81 -**

*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 No. 82 -**

*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 No. 83 -**

*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 No. 84 -**

*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 Chair orally informs the Board members during the meeting of the Board.*

## Article 45 - Guests

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

## Article 46 - Report

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

## Article 47 - 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 48 - International Secretariat

The International Secretariat of the Emmaus movement has the following main functions, under the authority of the Executive Committee and the responsibility of a Chief Executive:

- International coordination;
- Secretariat of solidarity actions;
- Communication;
- General administration;
- As universal legate, preserving and spreading the legacy of Abbé Pierre and the movement.

### **Rule No. 85 -**

*The Chair may delegate a spokesperson role to the Chief Executive.*

## PART VI - 4 / CHAIR

### Article 49 - Public statements

The Chair 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 No. 86 -**

*The Chair is entitled to speak out publicly about any issue related to the fight for the rights of the poorest people around the world, or any issue concerning Emmaus International at the global level or across several regions.*

- **Rule No. 86.1** - *For a public statement on external affairs, the Chair takes into account as much as possible the diversity of views within the movement.*
- **Rule No. 86.2** - *Before making a public statement on sensitive matters (which could jeopardise the safety of Emmaus organisations or their members), the Chair shall first consult with the Member Organisation or the Regional Organisation or the National Organisation concerned, as the case may be.*
- **Rule No. 86.3** - *The Chair can also speak out on issues that are specific to one Regional Organisation, upon request by its Board members, or specific to one National Organisation, upon request by the representatives of the latter.*

- **Rule 83.4** - Finally the Chair can speak out to support a Member Organisation, upon request by the latter.

## Article 50 - Responsibilities

The Chair 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 Emmaus International organisation.

The Chair, 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 No. 87 -**

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

### **Rule No. 88 -**

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

- **Rule No. 88.1** - He/she represents the Organisation in all civil affairs and holds full powers for making commitments in such affairs on the Organisation's behalf, within the framework of the guidelines given by the Board.
- **Rule No. 82.2** - He/she has authority to represent the Organisation in court, as plaintiff as well as defendant. He/she can be replaced only by a representative to whom he/she gave special authorisation.
- **Rule 88.3** - The Chair 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 Chair must inform the Board immediately and, in urgent cases, the Executive Committee, of any procedure thus initiated.
- **Rule No. 85.4** - The Chair decides on expenditure and makes payment, within the framework of the budget adopted by the Board. He/she can delegate to the Treasurer and the Chief Executive and, if need be, another salaried staff member of Emmaus International, his/her powers regarding expenditure and payment, within a maximum limit set by the Executive Committee.
- **Rule No. 85.5** - As regards everyday affairs, with the authorisation of the Executive Committee and under his/her own responsibility, the Chair can partially delegate, in writing, his/her powers and signature to one or more members of his/her choice. The 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 51 - 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-Chairs or to any other member of the Executive Committee to represent him/her.

**Rule No. 89 -**

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

**Responsibilities of other members of the Executive Committee:****Rule No. 90 - Vice-Chairs:**

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

**Rule No. 91 - Secretary:**

*The Secretary sees to the proper material, administrative, accounting, and legal running of the Organisation. 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 Organisation. He/she carries out, or has carried out under his/her supervision, notifications to the Prefecture and announcements in the Journal Official (official bulletin), in accordance with laws and regulations in force.*

- **Rule No. 91.1** - He/she can act by delegation from the Chair.
- **Rule No. 91.2** - He/she can be assisted in his/her duties by an Assistant Secretary.

**Rule No. 93 - Treasurer:**

*The Treasurer draws up, or has drawn up under his/her supervision, the annual accounts of the Organisation. He/she makes the annual call for subscriptions. 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 No. 93.1** - He/she presents the annual budget and supervises its execution.
- **Rule No. 93.2** - He/she can, by delegation and under the Chair's supervision, pay for expenditures under the conditions set by rule N. 88.4 of the Internal Rules concerning Article 50 of the Statutes.
- **Rule No. 93.3** - Finally, he/she can be assisted in his/her duties by an Assistant Treasurer.

**Rule No. 94 -**

*As regards everyday affairs, with authorisation from the Executive Committee and each under their own responsibility, the Vice-Chairs, 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 52 - 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 are not members of the Board.

It is composed of members known for the length of time they have been involved with Emmaus International, their open-mindedness and ability. Applications from candidates are presented by the Regional Organisations, in accordance with methods set by them.

Should a seat on the Committee become vacant, the Regional Organisation may nominate a replacement for the remaining term of office. The proposed replacement must be approved by the Board.

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

**Rule No. 95 -**

*In principle, 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 53 - Definition**

The members of the Wise Persons' Committee are tasked with contributing, through their experience and abilities, to the smooth running of the movement.

The members of the Wise Persons' Committee may be called upon during their term of office, collectively or individually, by the Executive Committee to provide advice, support or mediation.

### **Article 54 - Functioning**

When the Executive Committee wishes to call upon one or more members of the Wise Persons' Committee, it does so by means of a letter of engagement which specifies the objectives and duration of the assignment and determines the human and financial resources made available for the assignment.

The members of the Wise Persons' Committee perform their assignment with independence of thought and judgement. They provide a written account of their actions to the Executive Committee and, if necessary, may communicate their recommendations and reasoned opinions on the matters referred to them.

The members of the Wise Persons' Committee shall be entitled to receive all documents necessary for the performance of the tasks assigned to them by the Executive Committee. All the members of Emmaus International have a duty to provide their assistance when they are called upon.

### **Article 55 - Participation in the affairs of the organisation**

The members of the Wise Persons' Committee are invited to the General Assembly.

They may also be invited by the Executive Committee to present their observations to the Board.

## **PART VII / NATIONAL DELEGATES**

### **Article 56 - Definitions and responsibilities**

A National Delegate's role is to:

- Facilitate the decentralised running of the movement between Emmaus International, the region and groups in the country and foster communication with the Region they are part of;
- Communicate regularly on the country's political developments, the situation of the groups and the decisions made at regional level, particularly following the Regional Board meetings;



- Contribute to making the groups' voices heard, to maintaining close cooperation between the groups in the country and facilitating mutual understanding, in addition to the Emmaus International Board members;
- Encourage the participation of groups in their countries in regional and international initiatives and projects;
- Identify potential people to encourage involvement in the various bodies of the movement;
- Participate in training the groups on the life and running of the movement;
- Visit the groups in their country during the monitoring field visits for trial members (together with an Emmaus International Board member).

## **Article 57 - Members and terms of office**

A National Delegate is elected for a duration of between 2 to 4 years, renewable once.

It is strongly recommended that the National Delegate plays a role within the National Organisation's executive committee.

## **Article 58 – Election of the National Delegate**

The National Delegate is elected by the member groups of the National Organisations, after a call for candidates. Applications from candidates are presented by the National Organisations, in accordance with their own procedures.

In the countries where there is no National Organisation, the National Delegate is elected by a cluster of at least three groups from countries in close proximity, according to specific procedures determined by the Regional Organisations. The Regional Organisations may decide to include a country representative in regional meetings as an observer member if there is no National Delegate.

The position of National Delegate and Emmaus International Board member may not be held concurrently.

# **PART VIII / REGIONAL ORGANISATIONS**

## **Article 59 - 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 60 below, sub-paragraphs 1 to 13.

The budget of each Regional Organisation is made up of the subscriptions 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 in line with the Statutes of Emmaus International.

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

#### **Rule No. 96**

*The minimum common basis for the statutes of the Regional Organisations, that figure in Appendix IV of the Internal Rules, 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 No. 97 -**

*The rights and obligations of each of the Regional Organisations are expressed in a written contract signed between Emmaus International and each of them. This contract is based on the provisions of a standard contract adopted by the Board. The Executive Committee and its Chair assess, on a case-by-case basis, the opportunity to adapt this standard contract, provided that these adaptations do not call into question the nature of the relationship between the Parties and therefore the rights and obligations relating thereto on the one hand, and that these adaptations do not create a situation of injustice between the Regional Organisations on the other. In any case, these adaptations must be as few and as limited as possible.*

**Rule No. 98 -**

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

- **Rule No. 98.1** - *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 No. 98.2** - *submit its statutes to ratification by the Board;*
- **Rule No. 98.3** - *include in its statutes the obligation to comply with the Universal Manifesto and the other founding texts of Emmaus International;*
- **Rule No. 98.4** - *include in its statutes the obligation of conforming to the principles and clauses from the Statutes and Internal Rules that concern it.*

**Rule No. 99** - *This contract in particular includes the obligation for each Regional Organisation to:*

- **Rule No. 99.1** - *send its annual accounts to Emmaus International;*
- **Rule No. 99.2** - *send a separate account on the use of funds attributed by the Board (use by the Regional Organisation itself or by its members);*
- **Rule No. 99.3** - *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 external auditor.*
- **Rule No. 99.4** - *send to Emmaus International the list of its board members, after each election.*
- **Rule No. 99.5** - *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 No. 100 -**

*This contract defines in a clear way:*

- **Rule No. 100.1** - *the delegations of powers granted to the Regional Organisations, especially for financial matters;*
- **Rule No. 100.2** - *the responsibilities given to the Regional Organisations in accordance with Articles 14, 59 and 60 of the Statutes;*
- **Rule No. 100.3** - *the procedures for using the Trademarks "Emmaus" and "Abbé Pierre" and the Logo by the Regional Organisations and by the Member Organisations;*

- **Rule No. 100.4** - their right to information required for them to operate properly (see rule No. 23.1 of the Internal Rules);
- **Rule No. 100.5** - their right to collect annual subscriptions from their Member Organisations in order to fulfil their regional role.

**Rule No. 101 -**

*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 No. 8 to 14 of the Internal Rules are complied with.*

## **Article 60 – Responsibilities**

These Regional Organisations have the following duties:

1. To coordinate the region;
2. To elect members to sit on the Emmaus International Board, and to encourage the active involvement of the members of the region;
3. To settle internal regional disputes;
4. To give their opinion to the Board on the applications for membership to Emmaus International of the trial members in their respective geographical regions;
5. To examine, adopt and monitor the solidarity actions proposed by the members of the region;
6. To gather all the information necessary to develop the political stance of the movement;
7. To organise the training of the various people involved in Emmaus' activities 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 coordination and solidarity;
10. To work with Emmaus International to jointly protect the name of Emmaus and of Abbé Pierre and the Emmaus International logo 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 No. 102 -**

*The Regional Organisations have the authority and responsibility, in their respective geographic areas, 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 No. 70.2 of the Internal Rules.*

## **Article 61 - Duties of the Board members**

The Board members of Emmaus International have the following duties:

1. To maintain ongoing relationships with the members of their respective regions;
2. To represent them at the Board of Emmaus International and report back the 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 process membership applications of trial members in their regions to Emmaus International;
5. To manage regional budgets;
6. To actively uphold Emmaus International's values at all times.

## PART IX / NATIONAL ORGANISATIONS

### Article 62 - 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 founding texts of Emmaus International.

The National Organisations have the following tasks and responsibilities:

1. To help, support and coordinate the activities of the Emmaus International Member Organisations in the country;
2. To promote new communities and groups in the country;
3. To become a political intermediary with the national authorities to resolve social problems in the country;
4. To represent Emmaus at the 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 No. 103**

*The minimum common basis for the statutes of National Organisations that figure in Appendix V of the Internal Rules, is a recommendation for the existing or future National Organisations.*

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

##### **Rule No. 104 -**

*The rights and obligations of each of the National Organisations are expressed in a written contract signed between Emmaus International and each of them. This contract is based on the provisions of a standard contract adopted by the Board.*

*The Executive Committee and its Chair assess, on a case-by-case basis, the opportunity to adapt this standard contract, provided that these adaptations do not call into question the nature of the relationship between the Parties and therefore the rights and obligations relating thereto on the one hand, and that these adaptations do not create a situation of injustice between the Regional Organisations or National Organisations on the other. In any case, these adaptations must be as few and as limited as possible.*

##### **Rule No. 105 -**

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

- **Rule No. 105.1** - *acquire a legal personality;*
- **Rule No. 105.2** - *submit its statutes to ratification by the Board;*
- **Rule No. 105.3** - *include in its statutes the obligation to comply with the Universal Manifesto and the other founding texts of Emmaus International;*
- **Rule No. 105.4** - *include in its statutes the obligation of conforming to the principles and clauses from the Statutes and Internal Rules that concern it.*

##### **Rule No. 106 -**

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

- **Rule No. 106.1** - *send its annual accounts to Emmaus International;*
- **Rule No. 106.2** - *send a separate account on the use of funds attributed by the Board (use by the National Organisation itself or by its members);*
- **Rule No. 106.3** - *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 external auditor.*
- **Rule No. 106.4** - *send to Emmaus International the list of its board members, after each election.*
- **Rule No. 106.5** - *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 No. 107 -**

*This contract defines in a clear way:*

- **Rule No. 107.1** - *the responsibilities given to the National Organisations in accordance with Articles 14 and 62 of the Statutes;*
- **Rule No. 107.2** - *the procedures for using the trademarks "Emmaus" and "Abbé Pierre" and the Emmaus International Logo by the National Organisations and by the Member Organisations;*
- **Rule No. 107.3** - *the procedures for their participation in the activities of Emmaus International and for access to information required for them to operate properly;*
- **Rule No. 107.4** - *their right to collect annual subscriptions from their Member Organisations in order to fulfil their national role.*

**Rule No. 108 -**

*Each National Organisation is responsible for checking, for each of the Member Organisations, that Article 6 of the Statutes and that Rules No. 8 to 14 of the Internal Rules are complied with. When no National Organisation exists, this responsibility falls to the Regional Organisation, as indicated in Rule No. 101.*

**Rule No. 109 -**

*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 No. 70.2 of the Internal Rules.*

## **PART IX / FINANCIAL RESOURCES**

### **Article 63 - Financial resources**

The financial resources of Emmaus International come from:

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

**Rule No. 110 -**

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

- **Rule No. 101.1** - *The rate of subscriptions set by the General Assembly applies to the income derived from the Member Organisation's income generating activity (income excluding tax), excluding any donations and subsidies. This rate is of one point five per cent (1.5%).*
- **Rule No. 110.2** - *The subscriptions for the current calendar year are calculated on the basis of the income from economic activity (excluding taxes) of the last closed accounting period and are payable within 180 days of the end of the period. A sworn statement concerning the amount of this income is attached to the payment. Upon a justified request of a Member Organisation, the Executive Committee may grant it a payment deferment until 31 December of the current year.*
- **Rule No. 110.3** - *Departing from Rule No. 110.1, the federations whose member organisations already pay their subscriptions at the normal rate must pay their subscriptions at the rate of five per thousand (5‰) of their operating budget of the previous closed fiscal year.*
- **Rule No. 110.4** - *Departing from Rule No. 110.1, the Member Organisations which run social initiatives and are funded purely by donations, legacies and subsidies must pay their subscriptions at the rate of five per thousand (5‰) of their operating budget of the previous closed fiscal year.*
- **Rule No. 110.5** - *Unless special dispensation has been granted by the Board, as provided for in Article 21 of the Statutes and in Rule No. 47 of the present Internal Rules, the subscriptions are to be paid annually.*
- **Rule No. 110.6** - *The year an organisation is affiliated as a full Member of Emmaus International, its subscriptions are calculated proportionally to the number of whole months remaining after the date on which the Board granted the organisation full membership.*

2. Authorised donations and legacies, with or without specific destination, that it receives from its members or third parties;

**Rule No. 111 -**

*The Board of Emmaus International is competent to accept donations and legacies given 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 46 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 granted to it;

**Rule No. 112 -**

*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 No. 71 of these Internal Rules.*

4. Additional contributions requested by the Board;

**Rule No. 113 -**

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

5. And all other resources authorised by law.

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

## **Article 64 - Responsibilities**

The Member Organisations are not personally liable for the obligations contracted by Emmaus International; only the assets and resources of the Organisation are liable for such obligations.

Emmaus International is in no way liable for any commitments made on its behalf by its Member Organisations, without prior express authorisation.

## **PART XI / ACCOUNTS AND AUDITING**

### **Article 65 - Treasurer's responsibility**

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

### **Article 66 - Auditing of the accounts**

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

#### **Rule No. 114 -**

*The accounting of the Regional Organisations may be audited by Emmaus International, insofar as they are authorised to levy funds from the Member Organisations and to receive them from Emmaus International, in accordance with Article 59 paragraph 2 of the Statutes.*

#### **Rule No. 115 -**

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

#### **Rule No. 116 -**

*Emmaus International must give at least 30 days' notice to the Regional Organisation or National Organisation concerned. The Organisation concerned shall provide the expert in charge of the audit with a person capable of providing all the information necessary for the completion of the audit.*

#### **Rule No. 117 -**

*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 67 - Financial year**

The financial year of Emmaus International is the calendar year.

## Article 68 - Auditors

The Board appoints one or several auditors.

Their reports are provided to the Member Organisations of Emmaus International.

## Article 69 - 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 that it considers relevant.

## PART XII / GENERAL PROVISIONS

### Article 70 - 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 No. 118 -**

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

### Article 71 - Methods of communication

In the application of the Statutes and the Internal Rules, it is considered that an electronic document is equivalent to a paper document, provided that the person issuing it can be duly identified and that it is established, communicated and kept under conditions that guarantee its integrity.

## PART XIII / MODIFICATION OF THE STATUTES AND DISSOLUTION

### Article 72 - 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 Chair of Emmaus International on the request of two-thirds (2/3) 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 73 - 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 XIV / INTERNAL RULES**

### **Article 74 - Internal rules**

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

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# APPENDICES TO THE STATUTES

## APPENDED DOCUMENTS

### FOUNDING TEXTS

<b>APPENDIX I: UNIVERSAL MANIFESTO OF THE EMMAUS MOVEMENT</b>	.....ERREUR ! SIGNET NON DEFINI.
<b>APPENDIX II: SCOPE AND LIMITS OF EMMAUS' SOCIAL COMMITMENT</b>	....ERREUR ! SIGNET NON DEFINI.
<b>APPENDIX III: SOLIDARITY COMMITMENTS</b>	.....ERREUR ! SIGNET NON DEFINI.
<b>APPENDIX IV: EMMAUS PRINCIPLES AND MEMBERSHIP CHARTER</b>	.....ERREUR ! SIGNET NON DEFINI.
<b>APPENDIX V: OUR VALUES AND GUIDING PRINCIPLES</b>	.....ERREUR ! SIGNET NON DEFINI.

### OTHER APPENDICES

<b>APPENDIX VI: LIST OF ORGANISATIONS THAT TOOK PART IN THE CONSTITUENT ASSEMBLY, CONSIDERED TO BE FOUNDING MEMBERS</b> <i>(Available on request from Emmaus International Secretariat)</i>	
<b>APPENDIX VII TO THE STATUTES: LIST OF THE EMMAUS INTERNATIONAL FOUNDING FEDERATIONS BEING STILL IN EXISTENCE AND ACTIVE IN MAY 2022</b>	.....ERREUR ! SIGNET NON DEFINI.

## APPENDIX I TO THE STATUTES

# UNIVERSAL MANIFESTO OF THE EMMAUS MOVEMENT "SERVE FIRST THOSE WHO SUFFER MOST"

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

### PREAMBLE

Our name, "Emmaus", comes from the name of a village in Palestine where despair was transformed into hope. For all, believers and non-believers alike, this name evokes our shared conviction that only love can unite us and allow us to make 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 position and who understood their social responsibilities in the face of injustice, and
- People who had no longer any reason to live.

They decided to join forces and take action together to help each other and come to the aid of those who were suffering, in the belief that it is by saving others that you yourself are saved.

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 applies to all humankind and is that on which depends any life worth living, true peace, and joy for the individual and society:  
"Serve those who are less fortunate before yourself"  
"Serve first those who suffer most"
2. Our conviction is that respect for this law should guide any pursuit of justice and therefore peace among peoples.
3. Our aim is to take action to ensure that every person, society and nation can live, have a place and be fulfilled through communication and sharing in equal dignity.
4. Our method involves creating, supporting and coordinating a system in which everyone, by being free and respected, can meet their own needs and help each other.
5. Our primary means, wherever possible, is the collection work that gives new value to any object and increases the potential to provide emergency relief to help those suffering most.
6. Any other means to raise awareness and meet this challenge should also be used to ensure that those suffering most are served first, by sharing their troubles and struggles - whether public or private - until the cause of each ill is eliminated.
7. Our freedom: In the accomplishment of its task, Emmaus is not subordinate to any other ideal than that expressed in this Manifesto, or to any other authority than that established internally according to its own rules. 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 clearly defined foundation of the Emmaus movement. It must be adopted and applied by any group wishing to become an active member.

## APPENDIX II 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 4th 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 conscience**" requires that on the one hand it should arouse the privileged classes to recognise 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.

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# APPENDIX III TO THE STATUTES

## SOLIDARITY COMMITMENTS

*Adopted by the 8th General Assembly of Emmaus International, Paris, 9 to 12 September 1996.  
Final version approved by the Administrative Committee, July 1999*

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 everyone 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 CHALLENGES

In a world where poverty and inequality are to be found everywhere, Emmaus groups must be oases of freedom and justice where everyone's basic human rights are respected.

We are committed to fighting poverty and oppression and its causes wherever we are able to.

In many more countries, indifference is a form of oppression which needs to be tackled head on.

Our response to these challenges, both as individuals and as a movement, must reflect our core values in practical ways.

- At both a political level:
  - Empowering others through working with them at grassroots 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.
  - Joining forces with other like-minded organisations to take collective action.
- Economically:
  - Running our projects and investing our resources according to Emmaus values.
  - Creating jobs rather than accumulating wealth
  - Supporting projects that help people to become self-reliant
  - Promoting responsible consumer behaviour that respects producers.
  - Actively campaigning against exploitation of labour or the environment.
  - Supporting the development of accessible and suitable credit schemes.
  - Campaigning for debt cancellation for low-income countries.

## A VOICE FOR CHANGE

By living by its beliefs, the Emmaus movement inspires a fairer way of living, opening a path for change; all types of language or cultural barriers can be broken down. In place of mistrust and misunderstanding, we substitute acceptance and tolerance, a willingness to listen and learn.

- Improving communication:
  - Sharing knowledge and exchanging information at all levels of the movement
  - Telling the world about Emmaus and its way of living, working and sharing.
  - 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 developments and being informed on issues relating to poverty, oppression, protection of the environment, in order to move forward in this struggle.
  - Using the knowledge and experience we gain to effectively defend the poorest people.
- 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.

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## APPENDIX IV 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 humankind.

3. The grassroots 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. The right to request solidarity support from the movement (human, moral, material and financial resources).
4. The right to equal respect for different cultures and customs.

## **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 subscriptions; 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. All groups should develop activities aimed at providing support, both within and outside the group:
  - human support;
  - moral support;
  - material support;
  - and financial support.
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.

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# APPENDIX V TO THE STATUTES

## OUR VALUES AND GUIDING PRINCIPLES

*Adopted by the 13th General Assembly of Emmaus International, Jesolo, 18 - 23 April 2016*

### “EMMAUS: COMMON VALUES - TOMORROW’S ACTIONS”

Summary of the two phases of work carried out by the groups of the four regions of Emmaus International from July 2014 to November 2015.

Summary produced by the Values Committee of Emmaus International. This summary draws on the contributions from member groups that were compiled by the national and regional organisations.

#### What’s this all about?

- When we first began this process to prepare us all for the next world assembly, we said **our action needs to adapt to a world that’s changing**. We also said we needed to take a step back and consider the values that drive us and set us apart.
- It’s an opportunity for us all to think: what motivates me as an activist? What do we need to **pass on to members who’ve just joined or will soon join our movement**? The idea is to identify what values are most important to us – values that will help us meet tomorrow’s challenges.
- Doing this will help us bring back the ethos of Abbé Pierre’s first companions, tap into the energy and enthusiasm of those who first set up Emmaus, **think about how we need to change our action** to go with the changes happening in our societies, and rediscover the value of sharing with the poor.

A **value** helps us express an ideal to be attained – members of Emmaus refer to it to guide our action. In this way, values enable us to prepare for the future. Common values are a source of cohesion which help us recognise each other and forge a shared identity. Common values also help others recognise us and help us convey our ideas beyond the movement.

A **guiding principle** clarifies how we understand and decide to apply our values. Guiding principles describe the common and unique methods we use to apply our values.

#### THE BASIS AND GUIDING PRINCIPLES OF OUR SHARED VALUES TODAY

**1- Respect for people and their dignity**, and for their environment: this core value enables personal and collective development, the acceptance of difference, as well as the expression of every individual's uniqueness and capacities. It’s by respecting each individual that dignity is gained or regained. This value goes hand in hand with the fight against all human and material wastefulness.

> *Related value:* **fairness**, which refers to the idea of rights for all.

- Be tolerant and fight all forms of discrimination.
- Ensure dignity, self-esteem, independence and recognition as well as restoring value to people and goods through work – a core guiding principle at Emmaus.
- Strive to achieve respect for human rights and justice – a guiding principle to ensure fairness and respect. “To relieve poverty and fight its causes” – the aim of both of these is social justice.
- Promoting gender equality.
- Fighting environmental degradation.

> *Related value:* **equality.**

- Raise awareness, for political and social commitment, to ensure solidarity and sharing as well as to join forces to campaign.
- To share work, goods, meeting places, problems, knowledge, skills, responsibilities.
- Encouraging people to donate, being generous.
- Encouraging people to donate, being generous.

**2- Openness**, which opens up to reciprocity; it makes it possible to understand the questions that are raised, people and their points of view.

> *Associated values:* **honesty, transparency and accountability.**

- Promoting education and culture, living together and raising awareness.
- Training, providing information, raising awareness.
- Celebrating diversity, not judging and accepting others.
- Putting democracy into practice.

**3- Solidarity**, shown in the community and the desire to live together, gives strength to combat loneliness and to resolve conflict. It should take on an international dimension and reach above and beyond the movement.

> *Related value:* **fraternity**, which is expressed in Emmaus groups, following the words of Abbé Pierre – “serve first those who suffer most”

- Redistributing wealth and reducing inequalities.
- Embracing solidarity as a political commitment.
- Promoting responsibility, ensuring sustainability and being coherent.
- Resolving conflicts

**4- Welcoming**, in the sense of “to be welcoming”, which is a state of mind; it’s also a practice at Emmaus that’s mainly understood in the sense of the expression: to offer an “unconditional welcome”.

- Guaranteeing a warm welcome and highlighting our ‘community’ practices (of work, solidarity, at times of life), they are the Emmaus movement’s key practices. Other related guiding principles are participative democracy and having trust in others. Living together is related to sharing a future and to individual responsibility.
- Listen to and support people, these are principles that characterise “welcoming” in all its dimensions at Emmaus.
- To respond to people’s needs and wishes, particularly those of migrants, women and families.

Ultimately, amongst all the key values which the movement has reviewed today, two overarching guiding principles characterise our action:

- Acting first and foremost for the most vulnerable.
- Accepting and respecting differences.

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## APPENDIX VII TO THE STATUTES

# LIST OF THE EMMAUS INTERNATIONAL FOUNDING FEDERATIONS BEING STILL IN EXISTENCE AND ACTIVE IN MAY 2022

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 11 May 2022, the founding federations which were still in existence and active are the following:

- Union des Amis et Compagnons d'Emmaüs (U.A.C.E.), Montreuil (France).
- Federatie Emmaus Nederland, Utrecht (Pays-Bas). By notarial deed of 27 December 2011, Sticing Emmaus Nederland converted its legal status from 'Sticing (foundation)' to 'association' and changed its name to Federatie Emmaus Nederland.
- Fédération Emmaüs-Suisse, Berne (Suisse).

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# APPENDICES

# TO THE INTERNAL RULES

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## APPENDIX I TO THE INTERNAL RULES

# APPLICATION FOR FULL MEMBERSHIP OF EMMAUS INTERNATIONAL

### PROCEDURE TO BE FOLLOWED

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:

- 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 Organisation and the Regional Organisation 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 membership application to Emmaus International.*

*It declares that it expressly adheres to the founding texts of Emmaus International, as listed under Article 6 sub-paragraph 1 of the Statutes of this organisation, and that it adapts its operations 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 organisation, and in particular to conform to the obligations of Member Organisations, defined in Articles 6, 8, 9, 11, 13 and 69 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, surnames and first names of the signatories.

2.- List of names, personal addresses, nationalities, and any family ties of the organisation's board. For each of them, include a brief description of their marital status and respective activities. This list should be made on letterhead paper, and signed by at least the chair 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.- Financial statements from the last two years, presented in compliance with the country's legal provisions, and officially approved or certified according to the country's laws. If they are not written in one of the three official Emmaus International languages, they can be submitted in the language of the country in question, on condition that they are sent with a translation of the accounting information and the report of the auditor (or chartered accountants) in one of Emmaus International's three official languages (please refer to 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 must be sent with a **copy of the official recognition of the organisation's legal personality**. If they are not written in one of the three official Emmaus International languages (French, English and Spanish), the organisation's statutes can be submitted in the language of the country in question, on condition that they are sent with a summary in one of Emmaus International's three official languages, in line with the provisions under 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 Board comprises a Chair and twenty-four members representing the different regions of the world; for obvious financial reasons, it only meets 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 Board members of the Region concerned.

Enclosures (sent to candidates for membership):

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

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## APPENDIX II TO THE INTERNAL RULES

### PROGRESSIVE SCALE OF SANCTIONS BEFORE EXCLUSION

#### PRINCIPLES ADOPTED

1. Sanctions are imposed **progressively** according to the number of years for which subscriptions are owed.
2. These sanctions apply to non-payment of subscriptions, and in the event of payment of subscriptions at 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 applications 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 in "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 the 'groups of elected representatives';
    - ◇ Funding travel (for General Assemblies, Regional Assemblies, and other activities);
    - ◇ Same method 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 subscriptions, but not up to date in the payment of its Emmaus International subscriptions, 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 (such as 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 about the activities of that group by Emmaus International (Newsletter, Tam-Tam, website etc.).

**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 payment 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 subscriptions (which are not subject to exception) for eight elapsed years.

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## 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. 40 to 42 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 May 2022.*

#### 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 Board members 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 Board members of Emmaus International, adopted by the Board.

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 organisation, 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 Organisation acknowledged by Emmaus International, then delete all corresponding mentions and only refer to the corresponding Regional Organisation of Emmaus International (the four Regional Organisations are: Emmaus Africa, Emmaus America, Emmaus Asia, Emmaus Europe).

### APPLICATION DECLARATION TO BECOME A “TRIAL MEMBER”

1. We expressly support the founding texts of Emmaus International: The Universal Manifesto, Scope and Limits of Emmaus Social Commitment, the Solidarity Commitments, the Emmaus Principles and Membership Charter; Our Values and Guiding Principles. (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 founding texts 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. To this effect, the maximum length of the term of office will be four years, renewable once. (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 France, Emmaus Burkina Faso) 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 an 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 actively participate in Emmaus International general assemblies, Emmaus regional assemblies (indicate the name of the region) and the National Assemblies of (indicate the full name here of your National Organisation) and to participate 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 subscriptions and other contributions set by the Emmaus International Board and particularly the annual solidarity sale and the Regional Board of Emmaus (complete with the name of the region). (Statutes, Art. 6 § 8, and Rule No. 113)

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 (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. 40 and 41).

Signature

Name of the organisation:

Name of signatory:

Role on 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 signatory:

Date:

Chair of the board, *name of the National Organisation (or failing that, of the Regional Organisation)*  
*(indicate the full name of the National Organisation or the Regional Organisation here)*

**Send a copy for information to:**

- The regional executive committee or regional secretariat
- Emmaus International Secretariat – 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 THE PREAMBLE:

- *Recall: the constituent General Assembly of Emmaus International in 1971; the Statutes modified in 2003, in particular articles 28 § 5 and 59; 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 endorses Emmaus International's guidelines, as defined by its Universal Manifesto and other current and future founding texts, and by the decisions of the Emmaus International General Assemblies.
- It recognises that it is obliged to comply with the principles and provisions of the Statutes and Internal Rules of Emmaus International that concern it.

### OBJECTIVES:

- Cite the responsibilities of Regional Organisations (article 60 of the Emmaus International Statutes).
- Cite some of the responsibilities of the Emmaus International Board (art. 36 § 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 mandates.
- The "trial members" (as defined in 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.

### EMMAUS INTERNATIONAL BOARD MEMBERS:

- The Regional Assembly elects Board members 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.
- In addition to the functions assigned to them by the Emmaus International Statutes, these Board members are responsible for: ...

## APPENDIX V TO THE INTERNAL RULES

# MINIMUM COMMON BASIS FOR THE STATUTES OF NATIONAL ORGANISATIONS

### PREAMBLE:

- Recall the constituent General Assembly of Emmaus International in 1971; the Statutes modified in 2003, and particularly article 62.

### AIM:

- Emmaus (*name of country*) constitutes the National Organisation of Emmaus International for (*name of country*) and its aim is to implement Emmaus International's policies and decisions in the country.
- It endorses Emmaus International's guidelines, as defined by its Universal Manifesto and other current and future founding texts, and by the decisions of the Emmaus International General Assemblies.
- It recognises that it is obliged to comply with the principles and provisions of the Statutes and Internal Rules of Emmaus International regarding National Organisations.

### OBJECTIVES:

- Cite the responsibilities of National Organisations (article 62 paragraphs 1 to 7 of the Emmaus International Statutes).
- Cite some of the responsibilities of the Emmaus International Board (art. 36 § 2, 3, 4 & 5) by relating them to 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 mandates.
- The "trial members" (as defined in 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 at the regional and national levels.*

### GENERAL ASSEMBLY:

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

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# REGIONS

# AND REGIONAL SECRETARIATS

## DILINEATION OF REGIONS

**Motion 13 adopted by the 11th Ordinary General Assembly of Emmaus International from 8 - 13 October 2007 in Sarajevo**

### **RATIFICATION OF THE DELINEATION OF REGIONS AND NUMBER OF BOARD MEMBERS PER REGION**

The Ordinary General Assembly ratifies the decisions made by the Board in October 2004, particularly:

- Creating four regions, each covering a continent: Africa, Americas (merging the former North America and Latin America Regions), Asia (merging the former Far East, Lebanon and Indian subcontinent regions) and Europe (merging the former Europe Centre-South, Northern Europe and France, as well as the Eastern Europe District).
- Fixing the number of Board members of Emmaus International at four for each of the Africa, Americas and Asia Regions, and twelve for Europe.

## REGIONAL SECRETARIAT CONTACT DETAILS – MAY 2022

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