

# **STATUTES**

## **OF THE CONFERENCE OF RELIGIOUS IN ENGLAND AND WALES**

**2020**



## **I. GENERAL NORMS**

### **Art. 1 Establishment of the Conference**

There is established The Conference of Religious in England and Wales, governed by these present Statutes which are approved by the Holy See. (cf. Canons 708 and 709).

### **Art. 2 Purpose of the Conference**

The general purpose of this Conference is:

- 1) to promote the welfare of Religious Institutes and Societies of Apostolic Life in England and Wales while respecting the autonomy, nature and spirit of each. (Canon 708).
- 2) to effect closer co-operation with one another, with the Bishops' Conference, with the individual Bishops and with other organisations whose mission seeks to foster Consecrated Life in the Church.
- 3) to provide a proper and official representation with constituted authorities, both ecclesiastical and civil.

### **Art. 3 Powers of the Conference**

The Conference possesses legislative and executive powers sufficient for all that concerns its own organisation and the administration of its affairs, but none in respect of individual member Institutes themselves.

### **Art. 4 Functions of the Conference**

The Conference will pursue its purpose by offering a valuable means of co-operation and co-ordination of activity and effort, chiefly by the following means:

- 1) co-operative study of issues of common interest, in order to discover the most effective outcomes that could be used by all the Institutes for the common good;
- 2) discovering and offering opportunities of actual co-operation between the Conference and those mentioned above in 2(2).
- 3) assisting, through its activities and support, in all that can benefit Institutes in general or individual Institutes.
- 4) co-operating with other Conferences, especially those in Europe.

### **Art. 5 Relations of the Conference with Ecclesiastical Authority**

- 1) The Conference falls under the jurisdiction of the Holy See, by whom its Statutes have been approved (Canon 709).
- 2) The Conference promotes and maintains relations with the Conference of Bishops.
- 3) The Conference fully recognises the authority of the diocesan Bishops in accordance with the laws of the Church.
- 4) The Conference maintains regular contact with the Apostolic Nuncio, who transmits information from the Conference to the Holy See and vice-versa.



**Art. 6 Qualifications for Membership**

- 1) Membership of the Conference is open to the following Major Superiors of Institutes which are present in England and Wales, those who govern an entire Institute, or a province or a district or a region or an autonomous house, or a monastic congregation, or delegate representatives appointed on a stable basis by their Congregational Superior with the responsibility for representing their Institute in England and Wales.
- 2) The Executive Committee may admit Associate Members on appropriate terms if this is considered beneficial to the purpose and function of the Conference as set out in Art 2 and Art 3.

**Art. 7 Members of the Conference**

- 1) The above-mentioned Major Superiors, Superiors and Delegate representatives obtain membership by application in writing to the General Secretary of the Conference. In the case of a delegate representative, the letter should be sent by their Major Superior or General Superior.
- 2) The successors of Superiors are automatically members, but the General Secretary should be notified of new appointments.
- 3) All Superiors ceasing to hold their office cease to be members of the Conference.
- 4) Delegate representatives cease to be members of the Conference when notice is sent to the General Secretary of the Conference informing them of a change by the Major Superior.

**II ORGANISATION OF THE CONFERENCE**

**1. GENERAL ORGANISATION OF THE CONFERENCE**

- Art. 8** The Conference fulfils its aims and objectives through the Annual General Meeting, an Executive Committee and a Conference Secretariat.

**2. ANNUAL GENERAL MEETING (See Rules of Procedure Appendix 1)**

**Art. 9 Membership of the Annual General Meeting**

- 1) The Annual General Meeting is open to all members.
- 2) Members who are unable to be present in person are permitted to send representatives, who will have voting rights subject to Appendix 1 (16).

**Art.10 Time and Place of the Annual General Meeting**

The Executive Committee will determine the time and place and prepare the Agenda for the Annual General Meeting. Notice of the Meeting will be sent with sufficient notice to all members, to the Apostolic Nuncio, to the representative of the Bishops' Conference and to the diocesan Bishop.

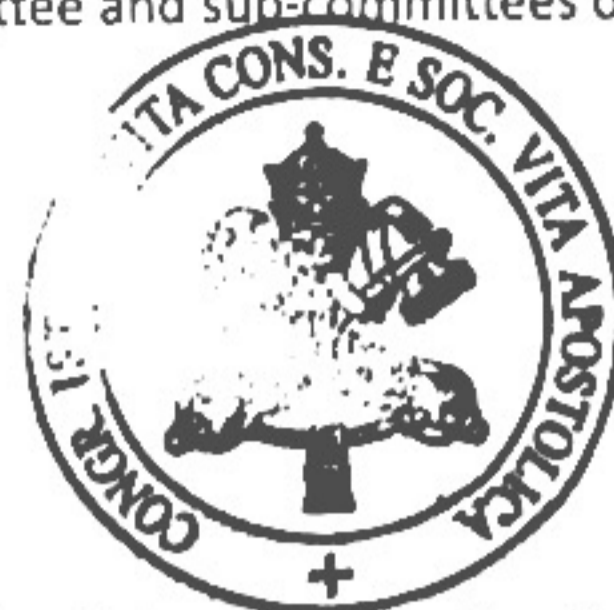
**Art.11 Competence of the Annual General Meeting**

- 1) In general:  
The Annual General Meeting is competent to discuss and decide all matters relevant to the purpose of the Conference as stated in Art. 2 above.



2) In particular:  
The Annual General Meeting is competent

- (i) to elect Officers of the Executive Committee in accordance with the provisions laid down in Art.14
- (ii) to approve reports from commissions, the Executive Committee and sub-committees on events and activities since the last Annual General Meeting
- (iii) to approve the Annual Accounts
- (iv) to approve the subscription paid by members
- (v) to approve proposed changes to the Statutes



#### **Art.12 Procedure for the Annual General Meeting**

The Procedure of the Annual General Meeting shall be regulated by Standing Orders approved by the Conference at its Annual General Meeting (see Appendix 1).

### **3. THE EXECUTIVE COMMITTEE**

#### **Art.13 Membership of the Executive Committee**

- 1) The Executive Committee consists of a President, Vice-President and 6 (six) elected members.
- 2) The Executive Committee has the authority to co-opt up to 4 (four) members or former members of the Conference to the board (see Standing Orders Appendix 2).

#### **Art.14 Election of Officers**

- 1) The President, Vice-President and members of the Executive Committee will be elected by members of the Conference at the Annual General Meeting.
- 2) The President and Vice-President must be Major Superiors in office.
- 3) Other members of the Executive can be Major Superiors, Superiors of Institutes which are present in England and Wales, those who govern an entire Institute, or a province or a district or a region or an autonomous house, or a monastic congregation, or delegate representatives appointed on a stable basis by their Congregational Superior.
- 4) Election requires a relative majority of votes.
- 5) The members of the Executive Committee will take office immediately upon election.

#### **Art.15 Term of Office**

- 1) The President, Vice-President and other members of the Executive Committee will be elected for a period of three years. They may be re-elected once.
- 2) If, before the expiration of the three-year term, a place on the Executive Committee becomes vacant, it is filled at the next Annual General Meeting.
- 3) If the President vacates office for any reason, the Vice-President will act as President until the next Annual General Meeting, when a new President will be elected. If the President and Vice-President vacate office, the General Secretary shall convene a meeting of the Committee to elect an Acting President to hold office until the next Annual General Meeting.
- 4) Should the President or Vice-President cease to be a Major Superior or other elected member of the Executive cease to satisfy the qualifications in Art 14 (3) they will cease to be a member of the Executive Committee at the next Annual General Meeting.
- 5) Co-opted members have a term of office up to three years renewable for a second three year period.

**Art.16 Meetings of the Executive Committee**

The Executive Committee will meet at least four times a year and as often as needed. The President convenes the meetings.

An extraordinary meeting of the Executive Committee may be called by a minimum of three members of the Executive Committee.

**Art.17 Function of the Executive Committee**

- 1) In general it belongs to the Executive Committee:
  - (i) to provide strategic leadership and set structure
  - (ii) to ensure compliance with relevant laws, governing documents and policies
  - (iii) to ensure responsible management of resources
  - (iv) to prepare and adopt the Agenda for the next Annual General Meeting
  - (v) to approve the reports of the General Secretary and Finance Committee
  - (vi) to set up any special technical or study Commission or Committee which may appear necessary and to consider reports of the same
  - (vii) to deal with any business submitted by the President of the Conference
  - (viii) to prepare and adopt reports to be submitted to the approval of the Annual General Meeting
  - (ix) to approve extraordinary expenditure
- 2) The Executive Committee will appoint the General Secretary.
- 3) The Executive may also appoint Committees to deal with Special Matters of interest, such as liaison with the Hierarchy, Vocations, Formation, Canonical questions, Safeguarding, Courses or and any other matter relevant to or affecting members.
- 4) The Executive Committee can appoint a Finance Committee in accordance with Art.24.

**Art.18 Special Functions of the Executive Committee with regard to the Conference Secretariat**

- 1) The Executive Committee will appoint one of their number to oversee the management and activities of the Conference Secretariat on behalf of the Executive Committee. Other members of the Executive can be called on to assist this person from time to time.
- 2) The Executive Committee will use the Conference Secretariat for the conduct of its business.
- 3) The Executive Committee will transmit to the Conference Secretariat all records and documents to be preserved in the archives of the Conference.

**Art.19 Procedure for the Transaction of Business**

Four members of the Executive Committee constitute a quorum.

**Art.20 Expenses of the Executive Committee**

Expenses incurred by members attending Committee meetings, and other expenses occasioned by such meetings or necessary for the efficient operation of the Committee will be met by the Conference and paid by the General Secretary.





#### 4. THE CONFERENCE SECRETARIAT

##### Art.21 The General Secretary

The appointment of the General Secretary is made by the Executive Committee and is subject to Contract.

##### Art.22 Establishment of the Conference Secretariat

The Conference will have a Permanent Secretariat with appropriate staffing, quarters and facilities. The staff and location of the Secretariat will be determined by the Executive Committee, and the running expenses will be met by the Conference.

##### Art.23 General Function of the Conference Secretariat

- 1) The Secretariat is the principal instrument for use by the Conference. Each member of the Conference, as well as its Officers, may communicate with the General Secretary to obtain information, but only the President of the Conference may direct the General Secretary's work for Conference business.
- 2) The Conference Secretariat will collect and preserve all the documents, correspondence, records and statistics which concern the Conference and its Committees.
- 3) The material conserved in the Archives may be consulted at the Secretariat but may not be taken away. If any document be required for use outside the Secretariat, a duly authenticated copy may be obtained from the General Secretary.
- 4) The General Secretary shall, under the direction and the supervision of the Finance Committee, keep the accounts of the Conference, and shall contract and pay the ordinary expenses of the running of the Secretariat within the limits determined annually by the Executive Committee. The approval of the Executive Committee is required for extraordinary expenditure.
- 5) The General Secretary shall keep a bank account in the name of the Conference, which will be administered under the direction and supervision of the Finance Committee in accordance with levels set by the Executive Committee concerning whether the consent of one or more members of the Executive Committee is needed for payments.
- 6) The General Secretary of the Conference is the official Agent for sending and receiving:
  - (i) official correspondence of the Conference;
  - (ii) official communications to members of the Conference;
  - (iii) official communication with the Apostolic Nuncio
- 7) The President, or his or her delegate is to authorise any press release issued by the Secretariat on Conference business.
- 8) The General Secretary will keep an up-to-date inventory of the possessions of the Secretariat.
- 9) A resource centre will be established in the Secretariat, containing among other things:
  - (i) the Acts of the Holy See, particularly those which concern in any way Religious Institutes;
  - (ii) Episcopal Decrees, especially those published collectively or by the Bishops' meeting;
  - (iii) the civil laws or regulations which immediately concern Religious Institutes or may be of interest to them;
  - (v) publications which may be of specific interest to Religious

##### Art.24 The Finance Committee

- 1) The Finance Committee is appointed by the Executive. At least two members of the Finance Committee shall be drawn from the Executive and one of them will be appointed to chair the Committee.

2) The Finance Committee supervises the financial aspects of the role of the General Secretary which are:

- (i) to keep the accounts of the Conference;
- (ii) to keep an up-to-date inventory of the possessions of the Secretariat;
- (iii) to keep a Bank Account in the name of the Conference in accordance with Art.23 (5);
- (iv) to contract and pay the ordinary expenses of the running of the Secretariat within the limits determined annually by the Executive Committee. Extraordinary expenses must have the approval of the Executive Committee.

3) The Finance Committee will submit to the Executive Committee a budget of the estimated income and expenditure for the coming year for the approval of the Executive and undertake such other tasks as are properly delegated to them by the Executive.

#### Art.25

An external Auditor will be appointed to monitor and undertake a biennial audit of the execution of the statutes.

**THE CONFERENCE OF RELIGIOUS IN ENGLAND AND WALES**  
**CYNHADLEDD CREFYDDWYR LLOEGR A CHYMRU**  
(CMRS TRUST)



#### APPENDIX 1

#### RULES OF PROCEDURE FOR GENERAL MEETINGS

**NOTE:** These Rules of Procedure were voted on and accepted unanimously at the CMRS General Meeting of 22.9.1981 and revised at the AGM of 2002.

#### GENERAL MEETINGS

1. There shall be two ordinary general meetings of the Conference in each year; one of these meetings will be the Annual General Meeting.
2. The date and place of ordinary general meetings will be announced at least three months in advance and will be decided by agreement of the Executive.
3. An extraordinary general meeting may be called by the President and the Executive voting collegially by absolute majority.

#### PURPOSE OF GENERAL MEETINGS

4. General Meetings of the Conference are for the purpose of forwarding the ends of the Conference of Religious, according to its Constitutions, by whatever procedures or formula Conference adopts.
5. The business portion of general meetings will be accorded sufficient time for its adequate handling, proportionately to the business in hand.



## PREPARATION OF GENERAL MEETINGS

6. The President and the Executive, with the Conference Secretariat, are responsible for making the general arrangements for the meetings of the Conference, and for the initial preparation of business. In these fields they will attend to the suggestions made by the membership at the end of the previous general meeting. Those responsible for preparations may establish sub-committees ad hoc.

## INTRODUCTION OF BUSINESS

7. All members may introduce topics for consideration by the Conference in the following manner:
- (i) proposals of business must be in writing and supported by the signatures of the proposer and of two seconders;
  - (ii) the written proposals of business must be submitted to the Conference Secretariat at least one month before the date of the meeting;
  - (iii) at the decision of the sitting President or Chairperson (hereinafter the Moderator) the proposer of business may be required to speak to the motion, with one seconder, personally or by another member of the Conference;
  - (iv) the President with the Secretariat shall be competent to associate topics or themes of like sort for the easier handling of business by composite motions.
8. Within the general agenda of the meeting the Secretariat shall provide a business agenda suitably itemised. Reports of sub-committees and similar communications to the Conference general meetings shall be deemed to be correctly introduced before the meeting by their being duly included on the itemised agenda.

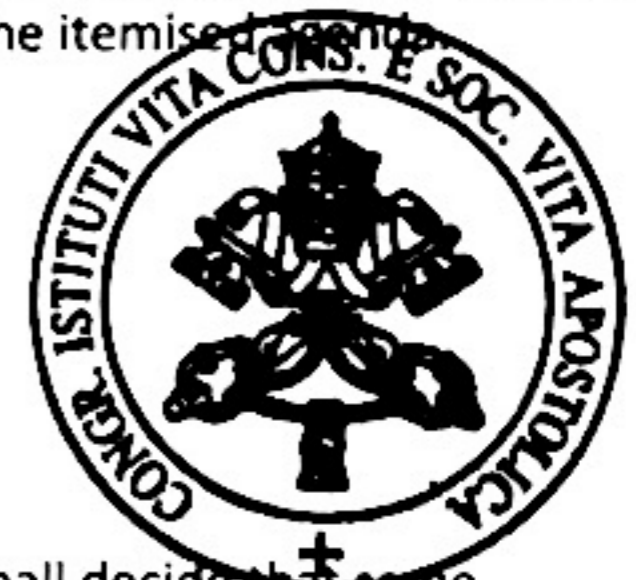
## TRANSACTION OF BUSINESS

### THE MODERATOR

9. The Moderator will take the agenda in the order proposed unless Conference shall decide that some alteration is desirable.
10. The Moderator
- (i) will recognise speakers and rule upon points of order.
  - (ii) ensure that matters raised are well discussed without waste of time;
  - (iii) call for indications of consent, approval or disapproval, whether provisional or definitive;
  - (iv) as judged appropriate, sum up positions and proposals, but this with all impartiality and according to the mind of the meeting;
  - (v) not personally propose any motion, nor directly require that a motion be proposed, but may invite that the Conference propose.

### THE MEMBERS

11. Members may intervene in the discussion in hand to agree or disagree, enlarge or contract the subject.





12. Members may propose substantive motions of order:
- (i) a substantive motion is one that affects the sense of the text under discussion by Conference and moves to amend it;
  - (ii) a motion of order affects and puts under consideration the order and manner of the conduct of the business in hand. Motions of order include inter alia
    - a. does the meeting wish to deal with a given matter?
    - b. does the meeting wish to pass to other business?
    - c. does the meeting wish to suspend the present treatment of business for further space to consider?
    - d. that a fixed period of time should be assigned to given business;
    - e. that the meeting note that a new point has arisen;
    - f. that a point of order itself should be discussed;
    - g. that Conference remit and/or empower another body to carry through business;
  - (iii) a motion of order requires a seconder, and is then decided by the vote of the meeting.

## DISCUSSION

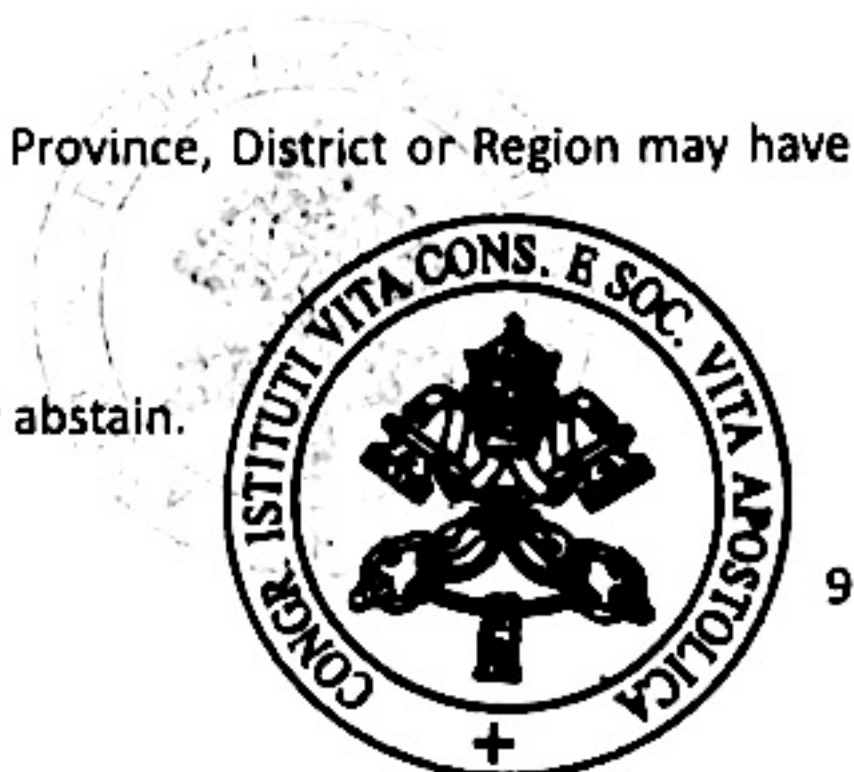
13. The Moderator will recognise that the free and orderly flow of discussion is what constitutes the business meeting and will permit it to proceed to the point that a topic has so developed as to be ready for a formal action or proposal to be resolved by majority vote. To this end
- (i) amendments whether formal or informal may always be introduced from the floor, and in important matters the Moderator may require that an amendment be cast in due form and seconded;
  - (ii) amendments should be taken in order of their introduction. The Moderator may require that the proposer of an amendment shall provide the secretaries with a written version of the amendment.
14. If in the process of discussion a motion arises spontaneously from the Conference, it need not be considered as being a new motion, or new business in the sense of 15 following, but it will require formal proposing and seconding.

## TREATMENT OF UNSCHEDULED BUSINESS

15. Only after the treatment of business formally scheduled on the business agenda (cf. 8 above) may unscheduled business be offered to the meeting for its attention. Such new and unscheduled business should be presented to the Secretariat before the session in writing with the signature of the proposer and two supporters. It must always be introduced by a previous motion or order proposed by the Moderator, "Does this Conference wish to consider and deal with the motion/ . . . and the motion is . . ."

## VOTING

16. All and only members of the Conference are entitled to vote, but no Province, District or Region may have more than one voting member.
17. (i) in votes which are indicative, i.e. taken to ascertain the present sense of the meeting, but without resolving the motion, all may abstain.



- (ii) In motions which are deliberative, i.e. which commit the Conference to a position or course of action, an absolute majority of those present, and entitled to vote (50% + 1) is required for the motion to succeed.
- (iii) In resolving motions of order, an absolute majority of those present entitled to vote is required that the motion be carried.

#### AMENDMENT OF THESE RULES OF PROCEDURE

18. In the course of an experimental period of two years from their first acceptance and operation these rules can be amended by an absolute majority of those present and entitled to vote at any general meeting (50% + 1); any changes thereafter require a qualified majority of two-thirds plus one.

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#### APPENDIX 2

#### STANDING ORDERS

## II ORGANISATION OF THE CONFERENCE

### 1. THE EXECUTIVE COMMITTEE

**Art 13 Membership of the Executive Committee consists of a President, Vice-President and 6 (six) elected Members.**

Art 13 should be applied as follows:

- 1) Members vote for the President from among the whole membership. On the election of the President, a vote will be taken for the Vice-President, who should be a member of the opposite sex.
- 2) Six members of the Executive Committee are then elected ensuring as far as possible a mixture of men and women.
- 3) Up to four members, or former members, may be co-opted by the Executive
- 4) Normally, co-opted members would not have served on the Executive for the previous 12 (twelve) months at least.
- 5) The consent of the Superior of a potential co-opted member of the Executive should be sought, prior to that individual being approached.



TEXTUS APPROBATUS

Romae, die