

Statutes of *Justitia et Pax Europa e.V.*

§1

Name, seat and financial year

The Association shall bear the name "*Justitia et Pax Europa*", and is to be entered in the register of associations of the *Amtsgericht Bonn (Germany)*. Subsequent to being entered, it shall bear the addition "*e.V.*"(registered association).

The Association shall have its seat in Bonn.

The financial year of the Association shall be a calendar year.

§ 2

Purpose of the Association

The Association shall devote itself to supporting the activities of the Conference of European Justice and Peace Commissions with all tasks of forming and promoting an European and international network, in particular.

The Association shall pursue exclusively and directly charitable, non-profit and religious purposes within the meaning of the Part of the Tax Code (*Abgabenordnung*) of 16 March 1976 relating to "objectives enjoying favourable fiscal treatment" (*Steuerbegünstigte Zwecke*). It shall pursue altruistic objectives.

It shall not primarily pursue economic objectives of its own. All and any profits may be used exclusively for the purposes in accordance with the present Statues. No person may be favoured by means of administrative tasks alien to the purposes of the Association or by disproportionately high remuneration. The members shall not receive in their capacity as members any subsidy from the funds of the Association.

§ 3

Membership

The members of *Justicia et Pax Europa e.V.* are the natural and legal entities members of the Conference of European Justice and Peace Commissions.

The Board shall rule on acceptance and exclusion of members in coordination with the Conference of European Justice and Peace Commissions.

Membership shall expire

by virtue of a written declaration of resignation submitted to the Board which becomes valid on the day of receipt by the Board,
(in cases of personal membership) by virtue of finishing the working relationship with the particular national Justice and Peace Commission

by virtue of the death of a member, in case of legal entities by loss of legal capacity by exclusion of a member on order by the Board because of conduct placing the purpose or the reputation of the Association in jeopardy, as well as gross external breaches of Church principles.

The members shall have no right to assets of the Association on leaving.

§ 4

Membership subscriptions

Subscriptions may be levied from the members based on a fee code to be adopted by the Members' Assembly.

§ 5

Bodies of the Association

The bodies of the Association shall be

1. the Members' Assembly
2. the Board,
3. Audit committee

§ 6

Rights and duties of the Members' Assembly

The rights and duties of the Members' Assembly are as follows:

- (1) to deliberate on fundamental questions,
- (2) to accept the activity report of the Board, as well as to deliberate on further work,
- (3) to adopt the fees code in accordance with § 4, and
- (4)** to pass resolutions on amendments to the present Statutes and on the dissolution of the Association.

§ 7

Meetings and resolutions of the Members' Assembly

An ordinary Members' Assembly shall take place at least once per year.

An extraordinary Members' Assembly shall be convened if the interests of the Association so require, or if at least one-quarter of the members requests its convocation in writing to the Board, stating grounds.

Convocation shall be carried out by the Board in writing and shall state the agenda. The convocation period shall be at least two weeks.

The Members' Assembly shall be presided over by one of the Co-presidents, or – if both are absent - by another Board member.

The Members' Assembly shall only be quorate if at least one-half of the members are present. It shall adopt its resolutions as a rule by a show of hands and by simple majority of the votes cast. The Co-president being the president of the meeting shall have the casting vote.

Minutes shall be taken as to the resolutions which shall be signed by the person chairing the meeting and one other person attending the meeting.

§ 8 The Board

The Board shall consist of the Executive Committee of the Conference of European Justice and Peace Commissions. The Co-presidents shall be the Co-Presidents of the Conference of European Justice and Peace Commissions.

§ 9

Rights and duties of the Board

The Board shall have the right and the duty to see that those tasks are implemented that are necessary to execute the Association's tasks. The Association shall be represented within the meaning of section 26 subsection 2 of the German Civil Code (*BGB*) by the Co-presidents.

§ 10

Meetings and resolutions of the Board

- (1) The Board meets at least once a year at the invitation of the Co-presidents.
- (2) Resolutions are to be adopted by simple majority, but not against the vote of one Co-president.

§ 11 The Audit-Committee

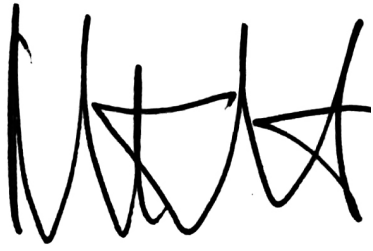
An Audit-Committee of at least two persons oversees the finances of *Justitia et Pax e. V.* The Audit-Committee members are elected by the members' assembly for a mandate of three years (renewable twice).

§ 12

Amendments to the present Statutes and dissolution of the Association

All and any amendments to the Statutes and the dissolution of the Association may only be adopted by a Members' Assembly convened to this end. The resolution on an amendment to the present Statutes and on the dissolution of the Association shall require a majority of three-quarters of the members attending, and in order to be legally effective shall require the consent of the Co-presidents of *Justitia et Pax Europa*.

The present Statues correspond to the resolution reached at the Members' Assembly in La Valletta Malta on 13 November 2023

A bold, black, handwritten signature consisting of several large, interconnected loops and strokes.

Maria Hammershoy
(Co-President)

A handwritten signature in black ink, featuring a prominent horizontal stroke with a sharp upward curve at the end, and several smaller, more fluid strokes below it.

† Antoine Hérouard
(Co-President)

Bylaws and Procedures of the Conference of the European Justice and Peace Commissions

1. Purpose, Name and legal status

The Conference promotes the Catholic Social Teaching at the European level. It supports national Justice and Peace Commissions in Europe and provides impulses for joint activities.

The short version of its name is “Justice and Peace Europe” (abbreviated as: J&P Europe)

Its legal body is the association registered under German law, bearing the name “*Justitia et Pax Europa e.V.*”. It is registered in the German register of associations.

2. Seat

The seat of J&P Europe is in Brussels (Belgium).

3. Membership

National Justice and Peace Commissions can become members of the *Conference of the European Justice and Peace Commissions*.

The applicant Commission must be established or at least recognised by its national Bishops' Conference.

The applicant Commission must be situated in a European country.

4. General Assembly (GA)

The General Assembly (GA) is the highest body of J&P Europe.

4.1 Purpose:

The responsibilities of the GA are to:

- discuss and approve the work plan of the Conference proposed by the Executive Committee
- discuss and approve the annual activities report
- decide on the admission of new members
- elect the members of the Executive Committee
- elect the Co-presidents in one vote
- elect the Audit Committee
- approve the financial report and the budget
- approve amendments to the Statutes, by-Laws and procedures

4.2 Membership

The GA is composed of the representatives of the member of J&P Europe.

4.3 Frequency

The GA shall convene once in the autumn of each calendar year.

4.4 Convocation

The Co-presidents send out a convocation containing an invitation and a draft agenda for the GA to all members at least two months prior to the meeting.

The dates and place of the next meeting will be decided at its yearly meeting.

4.5 Procedures

Decisions of the General Assembly shall be taken by a simple voting majority.

The GA can decide by simple majority to use a qualified majority (75 % of the present or represented members) for any specific proposal.

Elections require a secret balloting process.

Each member is entitled to one vote.

If a member is unable to send a representative to the GA, it should inform the Co-Presidents and the Secretary General at least two weeks in advance.

The absentee can request an attending member to represent its interests and vote by proxy. An attending commission can hold only one proxy vote.

The GA shall appoint a *Voting Committee* who will have the responsibility to supervise the voting process and to count the votes.

Concerning recommendations, resolutions and declarations that are to be adopted by the GA, see Annex 1: rules for official statements

5. Executive Committee (ExCo)

5.1 Purpose

The Executive Committee (ExCo) takes the steps required to implement the decisions of the GA, to lead and facilitate the work of the Secretary General and to foster the work of J&P Europe.

5.2 Mandate

The GA elects the members of the ExCo for a period of three years.

The ExCo directs J&P Europe between the annual sessions of the GA. It prepares proposals for the GA, and for the International Workshop. The ExCo can invite guest or experts to meetings.

The ExCo oversees the work of the General Secretary.

The ExCo can decide to appoint a treasurer among its members to work with the GS and the Auditing-Committee.

The ExCo prepares the election of the Co-Presidents by inviting national Commissions to propose candidates and, if necessary, to facilitate the nomination process. The out-going ExCo shall propose to the GA candidates for membership in the new ExCo.

5.3 Membership

There are between five and nine seats on the ExCo. The Co-presidents are members of the ExCo *ex officio*. For the remaining seats each member Commission is invited to propose candidates for membership of the ExCo. No national commission should have more than one member in the ExCo.

No person may sit more than two consecutive mandates in the ExCo except in case he/she is elected Co-president.

The criteria for election to the EXCO shall be the candidates' active involvement in the work of their national Commission and the European Conference, their insight on the issues regarding Justice and Peace. ExCo members are expected to have a working knowledge of English.

The ExCo should reflect the richness of the Conference and should consistently ensure a balance especially with regard to gender and to the regions of the Conference over time. ExCo members are expected to work at the service of the European Conference, and not primarily as representatives of their national Commissions.

The General Secretary is not a member of the ExCo but attends all of its meetings and communicates on a regular basis with the ExCo.

5.4 Frequency of meetings

The ExCo shall meet at least three times a year, of which one meeting shall be convened along with the GA.

6. Co-Presidency

The Co-presidents:

- chair the ExCo and the GA
- are the representatives of J&P Europe
- work as a team with the support of the EXCO
- decide on who amongst themselves will engage on specific programs or issues.

The General Assembly elects the two Co-presidents, as a rule a man and a woman, with a simple majority and by a single vote. The mandates of the Co-presidents have a duration of three years and can be respectively renewed only once. Care is taken that the Co-presidents are representative from different national Commissions and countries. The Co-presidents work as a team with the support of the ExCo.

7. General Secretary (GS)

The GS is responsible for implementing the J&P Europe workplan, financial management and other tasks assigned to him/her by the GA, the ExCo or the Co-presidents.

The GS is accountable to the ExCo.

The GS is secretary of the ExCo.

The GS is responsible for ensuring communication with the COMECE and the CCEE (Council of the Bishops' Conferences of Europe).

The position of GS of J&P Europe is connected to the working-structure of the *Commission of the Bishops' Conferences of the European Union* (COMECE) in Brussels.

The appointment of the GS, for a period of three years, is a joint decision of J&P Europe and COMECE. The GS is employed by COMECE and seconded to work for the European Conference part-time. With regard to the contents of his/her work, he/she reports to the Co-Presidents. The GS is accountable to the GA.

For the job-description of the GS, see *Annex 2*.

8. Meeting of the General Secretaries of the national Commissions

There is an annual meeting of the General Secretaries of the national Commissions, preferably during spring.

9. Finances

9.1 Budget

The budget for the current expenses of the European Conference falls under the responsibility of the legal association "Justitia et Pax Europa e.V.". It is kept with a period that follows the calendar year.

The budget and the accounts of the Conference are to be approved by the GA of "Justitia et Pax Europa e.V."

The budget of the Conference is to be met through the national contributions from the members Commissions and through fundraising.

The annual budget will consist of the expenses of the Co-Presidents, the salary and expenses of the General Secretary, the costs of organising the meetings of the GA, the International Workshop (see article 11) and the General Secretary's meeting, as well as the running costs of the secretariat.

9.2 Costs that are not included in the budget

It is up to the member Commissions concerned to meet the costs for the participation of EXCO members and members of Working Groups (see article 12) in their respective meetings.

10. Joint Activities

10.1 General requirement

The Conference of European Justice and Peace Commissions unites a wide range of different experiences and mentalities, working methods and cultures. This constitutes its wealth and, at the same time, is a challenge when it comes to **developing common forms of work**. The concrete development of such forms of work will contribute to the growth of a European culture.

10.2 Forms of action

The **General Assembly** includes a thematic **International Workshop and symbolic acts** to show that our Church and the European community together make up one community, engaged in a learning process and mutually supportive.

The **Concerted Actions (CAs)** are agreed upon by a qualified majority of the members during the General Assembly. The CAs are implemented on the *national level* by the Commissions. After agreeing to join a CA, a national commission strives to advocate on the topic, e.g., by approaching its national members of the European Parliament, its delegations to the Council of Europe and its national parliaments and governments on the matter concerned. They can also produce documentation and organise events on the subject. The Conference's Co-presidency supports these CAs on the *European level*, approaching for instance the institutions of the European Union and the Council of Europe. The *participatory status* that the Conference enjoys with the Council of Europe offers particular opportunities for advocating its concerns.

A number of prerequisites will have to be fulfilled for a concerted action to be successful: *relevance to the qualified majority of Commissions, professional preparation of the material, participation of the commissions in the preparation, and adoption by the Conference at its General Assembly.*

11. Working Groups

Permanent or *ad hoc* Working Groups (WGs) may be set up by the General Assembly for predetermined objectives and themes and/or to assure regional co-operation. Terms of reference shall be determined by the GA. WGs are always accountable to the GA.

12. Representation of the Conference at international institutions and organisations

The ExCo designates the Conference representative at the Council of Europe in Strasbourg (France). The Conference has "participatory" status in this institution.

The ExCo also decides who or which Commission(s), ~~can~~ represents the J&P Europe at international and other organisations and agencies, meetings, and conferences.

13. Guests

The guests invited to the General Assembly, International Workshop and to the meetings of the ExCo will be invited solely by the General Secretary and the ExCo.

Annex 1

Rules for Official Statements

1. The General Assembly of Justice and Peace Europe

The General Assembly is authorized to make statements in the name of the whole Conference under the following conditions:

1.1 A proposed statement must be sent to the General Secretary at the latest a month prior to the GA. The GS will refer the proposals to the EXCO before they can be included in the agenda of the GA. The ExCo may suggest to the authors to change or withdraw their proposal.

1.2 The proposed statements have to be sent to the member Commissions before the General Assembly.

1.3 Statements will be announced at the beginning of the General Assembly and decisions will be made at the end of it.

1.4 The statement is to be signed as follows:
The Conference of European Justice and Peace Commissions
N.N and N.N., Co-presidents.

1.5 In exceptional cases the General Assembly may decide to issue a statement in response to a question or situation of urgency.

2. The Executive Committee

The Executive Committee (ExCo) is authorized to publish statements in its own name.

2.1 Every member of the EXCO can make a proposal for a statement.

2.2 The EXCO will discuss and take a decision on the matter based on the urgency and the political goal of the proposal.

2.3 A statement of the EXCO is signed as follows:
The Executive Committee of the Conference of European Justice and Peace Commissions
N.N. and N.N., Co-presidents

2.4 The statement published by the EXCO has to be reported in the following GA, which will take note of it.

3. The Co-presidents

The Co-presidents are authorised to make statements during the time between the sessions of EXCO and General Assembly.

3.1 They will discuss their proposal with the General Secretary.

3.2 If there is any doubt or disagreement, the co-presidents shall ask for the opinion of at least two ExCo members.

3.3 The Co-presidents sign his statements as follows:
N.N. and N.N. Co-presidents of *Justice and Peace Europe*.

3.4 The EXCO takes note of the Co-presidents' statements at its following session. It will then report it to the following GA, which will take note of it.