

# **The Constitution of CEUC**

## **§ 1 Name and home**

Art. 1 The name of the organisation is Conference of European University Chaplains, abbreviated CEUC.

Art. 2 The home of the organisation is Copenhagen, Denmark

## **§ 2 Aims**

Art. 1 The CEUC is a Christian Ecumenical organisation, whose aims are :

- a. The organisation of an annual Conference for European University Chaplains, except for those years when CEUC participates in the organisation of a Global University Chaplains' Conference.
- b. To promote communication and "networking" between University Chaplains in Europe, and to be a resource for their service.
- c. To promote partnerships between University Chaplains of different denominations and faith- groups.
- d. To engage with issues in Tertiary education, youth, culture and European institutions. Tertiary education refers to all post-secondary education at an academic level.
- e. To represent concerns and interests of University Chaplains to European and Global institutions and Church bodies.

## **§ 3 Membership**

Art. 1 Membership rules :

- a. Full membership is open to everyone who is employed or assigned by the Church or the Institution as a Chaplain within the Tertiary Education system. Furthermore senior staff members in Chaplaincies can become members.
- b. Associate membership is open to Church- and University-related organisations and to individuals that have or have had connections with University Chaplaincy.
- c. All matters concerning membership are decided by the board of the organisation. (see § 5)

Art. 2 Application for membership takes place by forwarding the membership application form to the secretary of the organisation. Membership is valid when the member has paid dues for the first year of membership.

- Art. 3 Resignation from membership takes place by contacting the secretary and becomes effective at the end of the membership year.
- Art. 4 Membership dues are decided by the general assembly. Dues are paid in advance for a whole year. Dues for members and associate members are the same.

#### **§ 4 The General Assembly**

- Art. 1 The general assembly is the organisation's highest authority.
- Art. 2 The general Assembly takes place once a year in connection with the annual University Chaplains' Conference. The general assembly is convened at least four weeks in advance by sending out the agenda to the membership either by mail or electronically. In the years when a Global University Chaplains' Conference is organised, the general assembly takes place in connection with the Global Conference.
- Art. 3 All full members, who have paid their membership before the General Assembly, and who are present, have the right to participate and vote..
- Art. 4 The agenda for the general assembly will contain at least the following items :
1. Approval of the minutes of the previous general assembly
  2. Election of minutes secretary
  3. Election of ballot-counters
  4. Election of chair of the general assembly
  5. Approval of the report by the chair of the board
  6. Approval of the financial report by the treasurer of the board
  7. Budget for the next financial year
  8. Proposals received
  9. Membership dues for the next financial year
  10. Election by the gen. ass. of the chair of the board from among the members of the board ( § 5)
  11. Election by the gen. ass. of the vice-chair of the board from among the members of the board ( § 5)
  12. Election of auditors
  13. Miscellaneous
- Art. 5 Proposals to be discussed at the general assembly should be forwarded to the chair of the board at least two weeks before the general assembly. Proposals for amendments to the constitution should be forwarded to the chair of the board at least three months before the general assembly.

- Art. 6 The general assembly is conducted by a chair, who is not a member of the board.
- Art. 7 Decisions made by the general assembly are made by simple majority by a show of hands. A written ballot is required when asked for by any of the participating members.
- Art. 8 Elections always take place by written ballot. In the case of more than one candidate, the candidate receiving an absolute majority of the votes is elected. If such a majority is not achieved during the first ballot, a new election takes place. If still no majority is achieved, a new election takes place between the two candidates that received the greatest number of votes during the second ballot. If two candidates receive the same number of votes during the second ballot, the decision on who takes part in the final election is made by drawing lots. If candidates receive the same number of votes during the final election, the decision is made by drawing lots.
- Art. 9 Art. 9 On request of a member or on request of the board, permission to speak can be given to non-members. The General Assembly has to approve the request.

## **§ 5 The board**

- Art. 1 The organisation's daily business is conducted by the board, consisting of a maximum of ten members : one member of the CEUC is elected or appointed by each of the following regions for a period of three years :
1. The United Kingdom and Ireland.
  2. The Netherlands and Belgium.
  3. Germany and Austria.
  4. France, Switzerland and Luxembourg.
  5. Denmark, Norway and Iceland.
  6. Sweden, Finland, Estonia, Latvia and Lithuania.
  7. Spain, Portugal, Italy, Malta and the Vatican State.
  8. Czech Republic, Slovakia, Hungary, Poland, Slovenia, and Croatia.
  9. Yugoslavia, Bosnia-Herzegovina, Macedonia, Albania, Bulgaria, Romania, Greece and Cyprus.
  10. Russia, Belarus, Ukraine, Moldova, Georgia and Armenia.
- Art. 2 The board conducts the organisation's business in accordance with this constitution and the decisions made by the general assembly.

- Art. 3 A board meeting is held at least once a year, independent of the general assembly. At its first meeting after the general assembly the board elects the secretary and the treasurer. All elections are for the period of one year.
- Art. 4 The board establishes its own order of business. It can establish committees to take care of special assignments. It can also appoint individuals for the same purpose.
- Art. 5 The chair of the board (or the vice-chair) convenes and conducts the board meetings. Convening takes place by sending out the suggested agenda, either by mail or electronically, whenever the chair judges that a board meeting is necessary. The chair can also convene "virtual" board meetings, conducted either by telephone or by E-mail, when a minimum of three board members request such a meeting. This meeting will take place within two weeks after the chair has received the request for this meeting.
- Art. 6 The board can make decisions when a minimum of five members are present or participating.
- Art. 7 When a member of the board resigns during his or her term of office, a substitute elected by the same region will take his or her place. If no substitute is appointed by the region, replacement can take place at the next general assembly.

## **§ 6 Economy, financial matters, and audit**

- Art. 1 The organisation uses the financial year, January 1 to December 31.
- Art. 2 The board is responsible to the general assembly for its financial report and budget.
- Art. 3 The financial accounting of the organisation is the responsibility of the treasurer. The secretary is responsible for all matters concerning membership.
- Art. 4 The financial report is audited by the auditors elected by the general assembly.
- Art. 5 For business conducted within the adopted budget of the organisation, the chair, secretary and treasurer can dispose of the funds of the organisation. Expenses which exceed the adopted budget of the organisation will need to be agreed by the board. The chair can call a quorum to ensure that a majority of the board members agrees with the disposition.

- Art. 6 The economy and financial matters of the organisation are independent of the annual University Chaplains' conference. Financial support for the annual conference is possible only as a guarantee to cover the conference's deficit, up to a limit to be decided by the board.

## **§ 7 Signing and liability**

- Art. 1 The signatures of the chair and at least one board member are sufficient to conduct the organisation's business.
- Art. 2 The membership carries no liability for the obligations that rest on the organisation.

## **§ 8 Constitutional amendments**

- Art. 1 This constitution can only be amended by a 2/3 majority at two consecutive general assemblies.
- Art. 2 Constitutional amendments are effective as from the second general assembly which adopts them.

## **§ 9 Dissolution**

- Art. 1 Dissolution of the organisation can only be decided by a 2/3 majority at two consecutive general assemblies.
- Art. 2 In the case of the dissolution of the organisation its funds will be disposed of according to the decision of the general assembly, in line with § 2 of this constitution.

## **§ 10 Date**

As adopted by the founding general assembly, Canterbury, United Kingdom, 18.05.2002.

Amendments in § 4, Art. 3 and 9; § 3, Art. 4; § 5, Art 1 as approved by the General Assemblies in Tampere, Finland, 2.07.2008, and in Kristiansand, Norway, 5.06.2009.