



STANDING ORDERS

MISSION STATEMENT

Informed by the moral and social teachings of the Church, CICIAMS is committed to:

- **Giving** Christian witness in our lives through guiding and supporting healthcare workers internationally
- **Co-ordinating** the work of member associations in their efforts to evangelise the ethos and ideals of the nursing profession
- **Promoting** the initiation of and participation in professional research and development towards the achievement of optimum care and wellbeing
- **Respecting** the religious convictions of others and accepting their rights to practice their beliefs
- **Developing** a positive vision of life from conception to death
- **Representing** Christian and professional values in our work with other national and international associations.

1. AFFILIATION

Article 1

To become a **member** of CICIAMS, an Association should fulfil the following conditions:

- 1) Have a strictly professional character
 - be nurses and/or midwives
 - be comprised of recognised persons to include qualified medical and paramedical professionals who provide health care
 - be auxiliary professional categories of the nursing or midwifery professions
 - accept the structures and the operational procedures set forth in CICIAMS statutes.
- 2) Have a Catholic character:
 - cooperate with all efforts in the exercise of the profession for a real human promotion and evangelisation of the world of health

- promote the spiritual and moral personality of the members as well as their technical improvement
- be accepted or recognised as an association having a Catholic character by the competent religious authority.

The following can be admitted as members without voting rights:

- associations or professional groups not satisfying all the required conditions for membership
- catholic schools of nursing and institutions of Christian inspiration providing health or socio-medical care, unattached to a National Association after examination of their individual statutes
- individuals, if approved, can be co-opted by the Executive Board to participate in the work of CICIAMS (see CICIAMS Statutes, Article 5).

NOTE: It is not necessary for all the members of a national association to be Catholics but these persons should normally not be in a position to assume, within the national association, the responsibility of the presidency in charge of official representation to the General Council of CICIAMS. In exceptional circumstances the Executive Board can make a recommendation to the General Council for a final decision.

Article 2

Each association or group, either members or invited members of CICIAMS must aim to collaborate closely with CICIAMS work as outlined in its Mission Statement. They must submit a report annually to the General Secretariat and send the list of their board's members and the number of members of the association.

CICIAMS is dedicated to safeguarding minors and other vulnerable persons. All member Associations that are part of CICIAMS are obliged to establish policies and procedures for the protection of minors and other vulnerable persons in accordance with national laws, the directives of national conferences of bishops, and diocesan directives. Such policies and programmes should include the behaviours expected of members, a clear framework for promoting appropriate interactions with minors and other vulnerable persons, and procedures for reporting violations to civil and ecclesiastical authorities.

Article 3

Membership is obtained in writing to the General Secretariat by the President of the Association duly constituted.

A copy of the Association's constitution should accompany the request.

The application is studied by CICIAMS Committee on Statutes.

If admission conditions are satisfied and with the approval of the President of the relevant Region of CICIAMS, the application is transmitted to the Executive Board for definitive admission by the General Council.

Admission of Member Associations is accepted at a General Council Meeting by a simple majority of votes.

Admission of individual members is decided by the Executive Board.

Article 4

Full, Associated and Individual members pay their annual fees to the General Secretariat through CICIAMS International Bank Account in accordance with the terms established by the General Council. At the same time Full, Associated and Individual members should send their details on the form circulated to the General Secretariat.

Article 5

Withdrawal of Membership and Resignation

The General Council of CICIAMS decides by a simple majority vote on withdrawal of membership when the Member Association no longer satisfies the conditions as listed. A member association may resign by letter signed by the President and Secretary, confirming the decision has been taken in accordance with the rules of the resigning Association.

The resignation only becomes effective after the next following Executive Board meeting. Fees for the current year of resignation must be paid.

Member Associations that have resigned may apply for re-admission by complying with the conditions as laid down in Article 3 of the Standing Orders.

II. ORGANISATION AND ADMINISTRATION

Article 6

Composition of the General Council

The General Council consists of Member Associations and invited associate members.

The Member Associations are represented at the General Council Meeting by the Presidents of the Associations or their Deputies. They may be accompanied by one or several members of their Association, the number not exceeding four (4). Each will have the right to speak. Other members are welcome to General Council Meetings as observers.

The members of the Executive Board who are not designated as official delegates of their Associations assist at the General Council as observers with the right to speak.

The President or delegate of an Association unable to attend the statutory meetings of the General Council must inform the Secretary General. The Presidents of the Associations can delegate their authority by written permission to a member of another Association. No Association can receive more than two of these requests. The written requests must be given to the Secretary General prior to voting.

For election to the various Executive Board positions, candidates may not accept a delegated vote concerning themselves.

Full Member Associations in good standing have voting rights. Any Member Association with membership exceeding one thousand (1000) will be entitled to a second vote.

The quorum for a meeting of the General Council is calculated by the number of full Member Associations present with a right to vote plus those who have given authority to members whose powers have been approved. For a General Council Meeting to proceed, a quorum of one third majority of Member Associations must be reached.

Article 7

Voting Procedures

Call for candidates

- At least six months prior to the anticipated date of election all Member Associations of CICIAMS will be advised by the Secretary General of the vacancies to be filled within the Executive Board.
- The Associations will send nominations to the Secretary General within three months.
- The same person can be presented for several functions within the Executive Board.
- The candidates must be members of their national association and be sufficiently available to fulfil their function.

The nomination of the candidate should include:

1. A Curriculum Vitae
 2. Application letter from the candidate
 3. A written approval of the Association of which the candidate is member.
- If the Member Association does not respond within the fixed time period, it loses the right to present a candidate.
 - The list of nominees for offices is prepared by the Secretary General and submitted to the Executive Board for approval. The list of the approved candidates for election with their CV must be sent to all Member Associations prior to a General Council Meeting.

Terms of Office

The term of office of the International President, Secretary General and Financial Manager/Treasurer is for a four year period. These officers are nominated by Member Associations must be approved by the Executive Board and elected by the General Council. They may be nominated for re-election for a four year term of office.

The Regional Presidents are elected by the Member Associations of their regions, approved by the General Council, for a period of four years which can be renewed for a further four years.

Voting

An Association unable to be present at a General Council meeting should send their vote preferences in a sealed envelope to the Chairperson of the Committee on Statutes which

will only be opened at the count of votes. If a second vote is necessary only those present will be entitled to vote.

All votes will be by secret ballot. A simple majority is required to be elected. If no one receives a majority on the first ballot, a second ballot between the two candidates who received the most votes will be undertaken.

In the event of a tied vote for any position a second vote should be undertaken after the relevant nominees address the General Council outlining their experiences and aspirations for the position for which they have been nominated. If the second vote results in another tied result the outcome of the election is determined by the toss of a coin.

For the admission of new Member Associations or for the withdrawal of their membership see Articles 3 and 5.

Scrutineers

In order to ensure compliance with the regulations surrounding Elections and Vote Counting the Committee on Statutes will select an Ad Hoc Committee of Scrutineers consisting of five persons that are not delegates from associations proposing candidates for election and as far as possible representing each Region. These scrutineers will be presented by the Executive Board to the General Council for approval. The sealed envelopes containing the votes by proxy will be opened in the presence of the Chairperson of the Committee on Statutes.

The International President will announce the results following verification by the Scrutineers, the Committee on Statutes and the Executive Board.

The chairperson of the Committee on Statutes is consulted in cases of disagreement. If necessary she/he will discuss with other members of the Committee present at the meeting and report back to the General Council for final decision.

Article 8

The Committees of CICIAMS

Permanent Committees and Representatives to International Organisations

The permanent committees are:

- Committee on Statutes
- Financial Committee
- Professional Committee
- Midwives Committee
- Family Committee
- Ethics Committee

The chairpersons of these Committees are members of the full Executive Board and must submit a report for each Executive Board meeting.

Special Committees and Ad Hoc Committees

The General Council can decide on the creation of Special Committees other than the Permanent Committees for well defined missions.

The Chairperson of these Committees will report as required to the Executive Board.

Representatives to International Organisations

Representatives must submit reports to the Executive Board.

The chairpersons of the Permanent Committees, of the Special Committees and the representatives to International Organisations are nominated by the member associations, approved by the Executive Board and elected by the General Council.

At Regional level the representatives of CICIAMS will be designated by the Regional Board.

In each area, the Regional Board is allowed to establish study commissions which will be organised according to the work regulations elaborated by the General Council.

Article 9

Financial Management

The Financial Manager manages CICIAMS funds. She/he is assisted by the Financial Committee which she chairs.

She/he ensures the collection of fees fixed by the General Council and keeps regular accounts.

She/he must ensure:

- a) payment of the Secretariat personnel, Secretary General and the International President.

She/he must submit accounts to the General Council at the meeting every two years with a budget for the following two years.

She/he submits accounts to the Executive Board at each meeting, communicating details of the expenses and the present situation regarding the budget.

She/he makes available to the Secretary General the necessary funds for expenses foreseen by the budget. Reserve funds should be held within the budget for unforeseen expenses.

Unforeseen expenses must be discussed and approved by the Financial Committee and must be itemised and explained to the Executive Board at each meeting before being incurred unless in cases of emergency.

Emergency expenses must be approved by the Financial Manager and the Financial Committee and reported back to the next Executive Board meeting with details of the expenses.

She/he must ensure that all expenses claimed by members are those used solely for CICIAMS representations or meetings approved by the executive board. Payments must only be made on submission of receipts by the claimant that include the dates relevant to the CICIAMS representation or meeting.

Article 10

Membership fees must be paid before the 30th June of each year.

For serious reasons, judged by the Executive Board, Member Associations may be exempt for the entirety or part of their yearly fee. This exemption may be renewed on request by the Member Association.

Article 11

Publication

CICIAMS General Council can authorise the production of a publication. The General Secretary is responsible for this publication and will be assisted by an Editorial Committee.

The Editorial Committee will

- encourage Member Associations to contribute to the publication
- examine and approve proposed submissions
- decide on the frequency of its publication
- see to the budgetary balance of the publication
- have its spending and accounts approved by the International Financial Manager/Treasurer

Submissions of a moral or spiritual nature will be reviewed by the Ecclesiastical Assistant if they have not been approved beforehand by a competent ecclesiastical authority.

Article 12

General disposition

The dispositions of the present Standing Orders are not to be interpreted or extended, if they do not conform to CICIAMS Statutes. Points not foreseen by the present Standing Orders are to be submitted to the decision of the Executive Board before they are referred to the General Council.

Rome, 7 March 2015

Amended Manzini, 22 August 2016

Amended by decision of the Board, February 2017

Amended by decision of the Board and accepted by the General Council Meeting, Kuching, 3 & 4 September 2018

