



# The International Council for Lasallian Association and the Educational Mission

## STATUTES

### 1. DEFINITION

The International Council for Lasallian Association and the Educational Mission (CIAMEL) is a deliberative and collaborative body of Brothers and Partners representing the worldwide Institute. It is established for the animation and direction of all existing and future educational programs that embody the Lasallian mission. CIAMEL's work reflects the ambition of assuring a hopeful future for every student confided to our care, especially the poor and most vulnerable.

### 2. GOALS

#### 2.1 Strategic

- 2.1.1 To carry out the prioritized lines of action proposed by the International Assembly for the Lasallian Educational Mission (AIMEL 2013), and to evaluate their impact particularly in service to the poor and most vulnerable.
- 2.1.2 To implement the propositions of the 45th General Chapter related to CIAMEL's mandate.
- 2.1.3 To develop a prophetic vision for the Lasallian network based upon worldwide studies on current realities and possibilities for the future.

#### 2.2 Operational

- 2.2.1 To identify the District and Regional structures of the Lasallian educational mission that already exist and to foster their formation in places where they do not exist.
- 2.2.2 To support and to consolidate good administration in existing works to assure their viability.
- 2.2.3 To support and encourage educational projects on the international level in favor of the most vulnerable.
- 2.2.4 To network with Lasallian universities and centers of higher education with a view to strengthening links, pooling resources, and encouraging research for the benefit of the Lasallian Mission.

- 2.2.5 To promote the integral formation of all Lasallians with a view to fostering a deeper understanding and broader implementation of the Lasallian mission.
- 2.2.6 To strengthen the Lasallian network of ministries in accordance with the criteria of solidarity and interdependence.
- 2.2.7 To bring together Lasallians from diverse sectors of the Institute to create ad-hoc committees for specific projects.
- 2.2.8 To collaborate with the Secretariats of the Generalate on mission-related work.
- 2.2.9 To develop a guide for institutional evaluation, based on criteria developed by the Secretariat of Association and Mission, to assess and strengthen the commitment of members in the ministries in the Lasallian educational network.

### 3 SCOPE OF RESPONSIBILITY

- 3.1 To assist and support the Brother Superior General and his Council in the exercise of their responsibilities with respect to the Lasallian educational mission.
- 3.2 To gather information in order to provide direction and support to the District and Regional Mission Councils and to the Lasallian educational network with a view to furthering co-responsibility.
- 3.3 To commit to a process of collaborative deliberation.

### 4 CONSTITUTION

#### 4.1 Membership

- 4.1.1 Membership is nine members: ideally 1/3 Brothers, 2/3 Partners.
- 4.1.2 The members of the Council are approved by the Brother Superior General and his Council.
- 4.1.3 In consultation with the Visitors, the General Councilors propose the names of competent individuals from their Regions. Each Region will have at least one representative.
- 4.1.4 The Executive International Board of IALU will be invited to propose one member for the Council.
- 4.1.5 The Young Lasallians movement will have a representative on the Council.
- 4.1.6 The Brother Superior General and his Council will appoint two additional councilors with a view to ensuring balance and diversity in the membership of the Council.
- 4.1.7 The General Councilor responsible for Association and Mission will accompany this International Council.

#### 4.2 Member qualifications (All qualifications not required)

- 4.2.1 To be open-minded and visionary thinking, with the ability to create programs and resources, and to explore new approaches that will enhance the Lasallian educational mission.
- 4.2.2 To have the ability to work collaboratively with people of different cultures and be able to make decisions.

- 4.2.3 To be a good communicator, either through the written word or orally, with strong interpersonal and organizational skills.
- 4.2.4 The ability to communicate in at least two languages of the Institute.
- 4.2.5 To have broad experience of the Lasallian educational mission and network.
- 4.2.6 To have served on a District or Regional Mission Council.
- 4.2.7 To be familiar with, and sensitive to, both local and international Lasallian educational realities.
- 4.2.8 To be familiar with the guiding documents of the Institute.
- 4.2.9 To be committed to continuing education on the life and mission of the Institute.

#### **4.3 Executive Committee**

- 4.3.1 If, for whatever reasons, the members of the Council believe an Executive Committee would be helpful, they can decide to establish it. In that case, the Council will determine the Executive Committee's powers, restrictions or regulations as needed.

## **5 INTERNAL ORGANIZATION OF STRUCTURE**

- 5.1 The CIAMEL will have the following positions to facilitate its work. Initially these positions will be chosen by the General Council, in consultation with the Brother Secretaries, before the first meeting:
  - a) Chair
  - b) Secretary
  - c) Moderator
- 5.2 The Chair and Secretary will meet the Brother Secretaries before the first meeting to clarify the job descriptions of the Chair and Secretary, and to communicate the agenda and documentation to the Council.
- 5.3 The initial term for these positions is three years. After the first term, the Council will select the Chair and Secretary to be approved by the Brother Superior General and his Council.
- 5.4 Responsibilities of the Chair
  - 5.4.1 To convene and preside at the meeting.
  - 5.4.2 To liaise with the General Council.
  - 5.4.3 To work closely with the Brother Secretaries of Association and Mission.
  - 5.4.4 With the Brother General Councilor of Association and Mission, to prepare the agenda.
  - 5.4.5 In collaboration with the Brother Secretaries, to follow-up with action items from the minutes and keep the Council informed.
  - 5.4.6 To foster communication, collaboration and teamwork.
- 5.5 Responsibilities of the Secretary
  - 5.5.1 To ensure that minutes are taken and follow-up actions and timelines are documented.

- 5.5.2 To keep official records of meetings and activities of the Council, and provide communication and correspondence on behalf of the Council.
- 5.5.3 To work closely with the Chair and the Brother Secretaries of Association and Mission.
- 5.5.4 To write a small article after each meeting for the Generalate website documenting the important actions of the Council.
- 5.5.5 To ensure that regular update reports are sent to the Brother Visitors and to the General Council on the action and activities of the Council.
- 5.5.6 To ensure translation of documents into the three official languages of the Institute.

## 5.6 Responsibilities of the Moderator

- 5.6.1 The position of the Moderator is to facilitate meetings and to ensure that all have the opportunity to express themselves.
- 5.6.2 The Moderator sets the order that each participant will speak by tracking the requests to speak, and ensures that each speaker is not interrupted.
- 5.6.3 The Moderator assists the Chair in ensuring that everyone fully participates in the discussions.
- 5.6.4 The Moderator is also empowered to put him/herself on the list of speakers.

## 6 COUNCIL ATTRIBUTIONS AND RESPONSIBILITIES

### 6.1 Responsibilities

- 6.1.1 To commit to a 3-year term of service. Terms are renewable once and staggered for continuity.
- 6.1.2 To attend CIAMEL meetings.
- 6.1.3 To commit time to engage in the work of the council (approximately 1 – 2 hours per week).
- 6.1.4 To serve as a liaison between The International Council for Lasallian Association and the Educational Mission and the Regional and District Mission Councils to ensure that information is disseminated throughout the Institute.
- 6.1.5 To establish at local level a network of individuals that will facilitate communication and the implementation of the Council's approved decisions.
- 6.1.6 To keep in contact between meetings via various means of communication – e-mail; videoconference, etc.
- 6.1.7 To support the Council's efforts in gathering information, resources, news, and in following up its appeals.
- 6.1.8 To suggest names for establishing team projects when necessary.
- 6.1.9 To serve on special team projects, if called upon.
- 6.1.10 To establish a budget for annual operations.
- 6.1.11 To report annually to the Brother Superior General and his Council on the functioning of the Council including an annual financial report.

## 7 COUNCIL PROCEDURES

### 7.1 Convening and Process

- 7.1.1 The Council is convened by the Chair, in collaboration with the Brother Secretaries.
- 7.1.2 The initial Council meeting will include an orientation on the interaction of the Council with other international structures. New members will also receive an orientation upon joining the Council.
- 7.1.3 The Council commits itself to a process of discernment and prayerful reflection, respecting the voices of all present in order to achieve consensus.

### 7.2 Meeting Frequency

- 7.2.1 In the first year of operation, the Council will meet twice in person.
- 7.2.2 After the first year, and bearing in mind the financial implications, the Council, in consultation with the Brother Superior General and his Council, will decide as to whether it should meet once or twice a year.
- 7.2.3 Meetings of the Council will be scheduled for February, June or September to coincide with the General Council's meetings. The Regional representative of the Council should meet with the Brother General Councilor for their Region at that time.
- 7.2.4 If necessary, the Chair, in consultation with the Brother General Councilor of Association and Mission, may call other meetings, held via teleconference or videoconference.

### 7.3 Communication with the Brother Superior General and his Council

- 7.3.1 At the discretion of the Brother Superior General and his Council, an annual joint meeting may be scheduled to ensure an alignment of priorities.

### 7.4 Quorum

- 7.4.1 The quorum for any meeting of the Council will be more than 50% of its members. All present are entitled to voice and vote.
- 7.4.2 Attendance at the meetings should normally be in person.
- 7.4.3 In special circumstances, members may attend meetings by electronic means and count toward a quorum.
- 7.4.4 If necessary, between meetings, the Chair of the Council may organise an electronic vote.
- 7.4.5 Should a consensus not prevail, decisions shall be made and actions taken on a simple majority vote of the members.
- 7.4.6 *Decisions made by CIAMEL will be submitted for approval to the Brother Superior General and his Council.*

### 7.5 External Experts

- 7.5.1 Council members are called upon to familiarize themselves with the agenda items and issues, including consulting with experts within their Region.

**7.5.2** In addition, the Council may engage technical experts to advise and inform it on specific issues.

## **7.6** Special Projects

**7.6.1** The Council, in the conduct of its work, will establish ad-hoc teams for special projects.

**7.6.2** Each of these projects will be assigned a leader who may be a member of the Council, or a person chosen from the wider Lasallian educational network, or beyond it, if necessary.

**7.6.3** Project leaders will give regular feedback to the Council on the progress of their work.

**7.6.4** The Council will have final approval of all project work completed in its name.

**7.6.5** The Council will decide how project work and outcomes are implemented and disseminated across the Lasallian Educational Network.

## **7.7** Relationship with Secretariats and Services

**7.7.1** As a part of the annual agenda, the Council will meet with Secretariats and Services of the Generalate to share mutually relevant information.

**7.7.2** In the course of given projects, the Council may request closer collaboration with, or support from, specific Secretariats or Services.

## **7.8** Financial Aspects

**7.8.1** At the first meeting of CIAMEL, a budget will be drawn up to cover the following expenses:

**7.8.1.1** Travel expenses and room and board expenses for CIAMEL members at the meetings.

**7.8.1.2** Publications.

**7.8.1.3** Ad-hoc teams and technical experts.

**7.8.1.4** Support for each Council member in the performance of stipulated duties.

# **8 ADDITIONS, ALTERATIONS AND AMENDMENTS**

**8.1** These statutes will be reviewed annually.

**8.2** Any proposed amendment should be sent in writing to members three weeks prior to a scheduled Council meeting.

**8.3** In accordance with Section 7.4.6, additions, alterations or amendments to these statutes require a 2/3 majority, before being submitted for approval to the Brother Superior General and his Council.

These Statutes were approved by the Brother Superior General and his Council on February 20<sup>th</sup>, 2015, and came immediately into effect.