

EUROPEAN CLC OPERATING PROCEDURES

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"And so we have no eyes for things that are visible, but only for things that are invisible; for visible things last only for a time, and the invisible things are eternal" 2
Cor 4:18

INTRODUCTION

In our growth as a CLC world community, new challenges arise as we try to deepen the CLC sense of Community and Mission from our respective Communities. Cooperation among CLC communities in Europe led to the feeling of the need for a stable structure to enable CLC National Communities to face common problems and situations using our common European reality.

According to General Norm 38, CLC National Communities in Europe wish to feel and act as a CLC community within the wider World CLC Community. They wish to create a structure to be used as the framework for greater cooperation and growth as a European CLC.

I.- EUROPEAN CLC

- 1.1 The National CLC Communities of Europe, as recognised by the World CLC Assembly, in the understanding of the common needs in their development of the CLC path, constitute a European structure to help them in such a goal.
- 1.2.1 This European structure by no means constitutes any sort of federation of CLC National Communities, but is merely a working tool to help them and their members give a true expression of the World Community, thus giving an answer to the shared feeling of a single CLC community.

II.- EUROPEAN ASSEMBLY

- 2.1 The CLC European National Communities shall meet in the European Assembly organized by the Euroteam one year after every CLC World Assembly.
- 2.2 Participants at the European Assembly shall be the European CLC National Communities recognized by the CLC World ExCo (Appendix I). CLC communities from other countries may be invited as observers by the Euroteam to attend the meeting.
- 2.3 Normally the delegates from each European CLC National Community attending the European Assembly shall be: the President; the Eurolink (if the President or Eurolink is unavailable then another member of the National ExCo can attend); and the National Ecclesiastical Assistant.
- 2.4 The European Assembly shall consist of two different sections. The reflective section shall treat with any specific matter to be decided by the organizer (the Euroteam). This is the part of the meeting that will launch the European CLC on another step in its growth process. The statutory section shall deal with matters related to internal aspects such as elections, report of activities and accounts, evaluations, discussion of new guidelines, etc.
- 2.5 The CLC World ExCo shall be invited to all European Assemblies and be kept duly informed about their activities and conclusions.
- 2.6 The reflective section of the European Assembly will amongst others serve as a tool that will ensure a continuous growth process within the special context of the European CLC situation. It shall deal with matters related to internal and external aspects of European CLC, including any decision and/or definition of European CLC common activities and/or apostolic projects.

III.- EUROTEAM

- 3.1** The Euroteam is the executive organ of the CLC European structure. It shall act as a discernment and service community called to assist the European National Communities, in close cooperation with the CLC World.
- 3.2** The work of the Euroteam shall not interfere with the statutory tasks and roles of the CLC World ExCo or of the CLC National Communities. For this purpose, the Euroteam shall do its best to keep these entities and bodies duly informed about the activities carried out and to co-ordinate with them any relevant matters.
- 3.3** The tasks of the Euroteam shall be the following:
- At a European Level:
- coordination and identification of challenges in cooperation with the National Communities and the World ExCo.
 - organization of the European Assembly.
 - communication, information and support of CLC activities in Europe.
 - organization of activities of interest to European CLC members.
 - organization and coordination, with the respective CLC National Communities, of European-related activities in specific countries.
 - establishment of contacts with other institutions.
- At a World Level:
- assistance and help in the implementation of a European dimension for CLC World guidelines as laid down by the CLC World ExCo and World Assembly.
 - promotion of the CLC World community sense.
 - to be a link to the CLC World ExCo and World Assembly in European-related matters.
- 3.4** The Euroteam shall be composed of four members to be elected by the European Assembly with an option of co-opting one member for specific tasks.
- 3.5** All candidates for the Euroteam shall be considered *sent in mission* by their respective CLC National Executive Committees, and shall have a wide experience and knowledge of CLC national structures.
- 3.6** Once elected, candidates will be available for the full term of the Euroteam.
- 3.7** In case of a vacancy, the Euroteam will appoint a new member, who will need the approval of at least the 50% of the National Communities.
- 3.8** The candidates shall be open and sensitive to the CLC as a World Community and be

interested in the European commitment. Such persons shall have a knowledge of at least one of the most widely spoken languages in Europe.

- 3.9** During an election for the Euroteam, the voting National Communities should try to ensure a good balance between continuity and renewal of the Euroteam.
- 3.10** The mandate of the Euroteam shall be the period between the European Assemblies to be celebrated periodically. The four Euroteam members shall be elected in every European Assembly, and each member's maximum term shall be two mandates.
- 3.11** The members of the Euroteam are elected one by one.
- 3.12** The first member of the team to be elected will hold the role of co-ordinator. The other three members of the team will be elected irrespective of their role. Once elected the three members will decide amongst themselves who will occupy the role of Secretary and Treasurer.
- 3.13** The presence and participation of a guide to assist the Euroteam in their meetings and activities is recommended and may be implemented by the Euroteam's decision.
- 3.14** The activities of the Euroteam shall be financed by the European CLC National Communities. For this purpose, the Euroteam shall draw up an annual budget according to the planned activities based on the guidelines discussed and approved during the European Assembly.
- 3.15** The Euroteam shall foster a close cooperation with the Society of Jesus on a partnership basis. To this end, the Euroteam shall approach the Society of Jesus and request the appointment of an official link to channel contacts and cooperation.
- 3.16** CLC National Communities in Europe can at all times approach the Euroteam, through its respective Eurolink or National President, in order to deal with all kinds of matters related to Europe.

IV.- EUROLINK

- 4.1** The person appointed as Eurolink by a CLC National Community is the contact person and the means for the Euroteam to carry out its service at European level. In general terms, the Eurolink shall be responsible for the following items:
- facilities that foster the growing sense of community and solidarity among the European CLC National Communities;
 - sharing information of mutual interest;
 - contacts between European CLC members through all kinds of meetings;
 - preparation of the decision-making processes.

- 4.2 To be a Eurolink shall be conceived as a *mission* in CLC, and not simply a job or an administrative task.
- 4.3 The Eurolinks shall be open and sensitive to the CLC as a World Community and be interested in the European commitment. They shall have a knowledge of at least one of the most widely spoken languages in Europe.
- 4.4 The Eurolinks shall be well integrated in their own CLC National Communities and shall not change too often. They shall be members of their CLC National Executive Committees, or be deeply involved in the decision-making structure of their own CLC National Community.
- 4.5 The tasks to be carried out by the Eurolink are the following:
- Towards his/her own CLC National Community
- to keep them informed about what is going on at European level and to transmit the information coming from the Euroteam through the national newsletter;
 - to promote the awareness of the European reality;
 - to promote the openness for guests (both European and not) who want to participate in meetings and courses at national level and to invite them in agreement with their National Executive Committee;
 - to promote the sensitivity for small National Communities or Communities starting or going through a difficult situation.
- Towards the Euroteam:
- to provide the Euroteam with the information about interesting activities, meetings or general tendencies that they want to communicate to other CLC National Communities through the corresponding CLC European newsletter or bulletin;
 - to keep the Euroteam informed about the names and addresses of the respective CLC National Community responsables, namely the National President, the Eurolink, the Secretariat, and the Eccl. Assistant;
 - to give a short summary of publications or articles about which they want to inform others;
 - to send reports of special experiences or new ideas in formation or mission activities.
- Towards the European CLC members:
- to help those who are looking for European contacts;
 - to encourage the exchange of families;
 - to initiate the sharing of all types of experiences in different areas;
 - to initiate and to organize meetings at a European level (such as holidays, meetings for families, etc.).

- 4.6 The Eurolinks shall meet at least once every two years upon a call by the Euroteam. This Eurolinks Meeting is an important working meeting for the Euroteam.
- 4.7 In the event of the Eurolink's impossibility to attend any meeting where he/she is expected, another member of the respective CLC National Executive Committee shall replace him/her (preferably the National President), in order to duly cover the presence of their National Community in this meeting.

V.- BUDGET / FINANCE

- 5.1 The treasurer of the Euroteam will keep all European CLC National Communities up to date regarding financial matters of the team.
- 5.2 At least once a year the treasurer will present a budget to the Euroteam for its approval. Subsequent to its approval the Euroteam will distribute the approved budget to the various European National Communities.
- 5.3 It is understood that as yet the Euroteam cannot ask for a standard contribution from the various National Communities. In spite of this the National Communities must realise that the creation and growth of the Euroteam and its activities were originally requested by these said Communities.
- 5.4 It is the responsibility of the European CLC National Communities to finance the growth of a "*European CLC Community*" through the Euroteam and its various activities.
- 5.5 Each European National Community will pledge / promise a minimum annual contribution to the Euroteam during every European Assembly. This annual contribution will be in accordance with the guidelines and criteria relating to the resources and size of membership of each individual National Community.
- 5.6 From the pledges / promises received the Euroteam will be in a position to project its activities realistically. This implies that the Euroteam will expect that the minimum amounts pledged / promised during the Assembly will be kept unaltered until the next time the European Assembly meets.

VI.- ELECTION PROCESS FOR THE EUROTEAM MEMBERS

- 6.1 The election process for the members of the Euroteam will follow the guidelines and dispositions as laid out in Ignatian Discernment.
- 6.2 The election process will be deemed to have started once the Euroteam sends a formal request for nominations to the Presidents of the various European CLC Communities at least 6 months before the European Assembly.
- 6.3 Each European CLC National Community as recognised by the World Assembly and listed in Appendix 1 has one (1) vote during a ballot.
- 6.4 A candidate shall be elected once he/she obtains more than 50% of the valid votes cast.

- 6.5 A separate election shall be held for the co-ordinator and for each of the members of the Euroteam.
- 6.6 Upon the election of a person as a member of the Euroteam, all nominees who had contested that election shall be eligible to contest the next round of elections for another member of the Euroteam. This will go on until such time as the full team is elected.
- 6.7 The election procedure will be that followed by the World Assembly.
- 6.8 A candidate may withdraw only between the election of one member of the Euroteam and the next one, and his/her withdrawal shall be notified to the electoral co-ordinator without any comments or explanations.
- 6.9 Since the Euroteam would have notified all the European CLC National Communities with the profiles of the candidates weeks before the European Assembly, it is the responsibility of the Presidents of these communities to approach those candidates if they would like any clarifications.
- 6.10 Given 6.9 above, no further clarifications and/or interventions shall be made during the election process in the Assembly.
- 6.11 In the event of a dispute arising from the process described in this section, the matter shall be resolved by the electoral co-ordinator, the outgoing Euroteam and the Assembly's Guide. Their decision shall be considered final and binding for the purpose of the current election process.

VII.- CONCLUSION

- 7.1 These European CLC Operating Procedures shall be approved by the European Assembly, the CLC World ExCo and the respective European CLC National Communities. Any modification or change in their contents shall be decided after a Community Discernment has been carried out and a 75% majority of valid votes cast.

APPENDIX I - EUROPEAN CLC NATIONAL COMMUNITIES RECOGNISED BY THE WORLD ASSEMBLY

Austria, Belgium (Flemish), Belgium (Walloon), Croatia (2003), England & Wales, France, Germany, Ireland, Italy, Luxembourg, Malta, Netherlands, Poland, Portugal, Slovenia, Spain, Switzerland

APPENDIX II - NEW EUROPEAN CLC COMMUNITIES NOT YET RECOGNISED BY THE WORLD ASSEMBLY

The Euroteam has a right to invite new Communities to their Assemblies and other meetings. These Communities are:
Hungary, Lithuania (2004), Scotland (2004)