STATUTES of CARITAS JERUSALEM
March 2021

Chapter I

NAME, PURPOSE, LOCATION, VISION and MISSION

Article 1

§1. Caritas Jerusalem, a member of the Confederation of Caritas Internationalis, is a humanitarian and development organization that represents the socio-pastoral service of the Catholic Church in the Holy Land. Founded by the Assembly of Catholic Ordinaries in the Holy Land (ACOH), both the State of Israel and the State of Palestine recognize Caritas Jerusalem, a non-profit organization and an ecclesiastical legal personality.

§2. The registered Office of Caritas Jerusalem is located at the Notre Dame Centre, Jerusalem.

Province, city: Jerusalem  
Street: No 3 Paratroopers Road  
Postal address: PO Box 31426 Jerusalem 9131302  
Email address: caritas@caritasjr.org  
Contact numbers: +972 2 6287574  
Fax: +972 2 628 8421  
Website: www.caritasjr.org

§3. Its activities shall extend all over Jerusalem and the State of Palestine supporting the works of diocesan or parochial Caritas.

§4. Caritas Jerusalem is also open to extending its activities to the State of Israel and should explore that possibility.
Article 2

§1. Vision
Caritas Jerusalem at the heart of the Church in the Holy Land where all people enjoy love, peace, justice and prosperity and live in dignity.

§2. Our Mission is
- To help people in need and empower them to realize their full potential
- To give voice to the voiceless
- To promote sustainable and inclusive development
- To protect human life, the human community and the environment
- To respond to emergencies due to natural and man-made disasters
- To safeguard and administer movable and immovable properties or financial resources transferred or assigned to it by natural or legal persons and entities that are intended for works of charity.

Therefore, Caritas Jerusalem accepts goods and funds for the purpose stated in the preceding paragraph, according to legally established procedures.

§3. Guiding Principles
Our approach is based on Catholic Social Teaching that focuses on the dignity of the human person. As members of Caritas Internationals we are motivated and inspired by the following guiding principles:

- Option for the poor
We are committed to solidarity with the poor as a social principle and moral value. We are committed to combating poverty in all its forms.

- Dignity of the human person
The dignity of the human person is a Caritas foundational moral principle. We are committed to helping the most vulnerable to achieve a dignified and decent living.

- Solidarity and Partnership
We seek to work in partnership with the people we serve and to listen to their needs and concerns. We try to involve them in the planning and implementation of projects aimed at meeting their needs and alleviating their suffering.

Article 3

In accordance with its mission and guiding principles Caritas Jerusalem serves those in need in the fields of

- Health and psychosocial care
- Social and humanitarian assistance
- Pastoral ministry and youth empowerment
- Microloans
- Food security
- Vocational training and job creation
- Emergency relief in times of natural or man-made disasters.
Chapter II

ORGANIZATION and RESPONSIBILITIES

Article 4

Caritas Jerusalem is made up of
- The Board of Directors
- The Executive Committee
- The General Secretariat.

BOARD of DIRECTORS

Article 5

§1. The Board of Directors is composed of the following Catholic Ordinaries:
   a) Latin Patriarch of Jerusalem
   b) Greek Catholic Melkite Patriarchal Vicar
   c) Maronite Archbishop of Haifa and Exarch of Jerusalem
   d) Syro-Catholic Exarch,
   e) Armenian Catholic Exarch,
   f) Custos of the Holy Land.

§2. The Board of Directors elects its President and Vice-President by secret ballot, chosen from its Members for a period of five years renewable once.

§3. When a Member is incapacitated due to illness, death, transfer or completion of term of office, their successor after official installation becomes a Member of the Board of Directors.

Article 6

§1. The Board of Directors is convened by the President twice a year and whenever it is deemed urgent to call for a meeting. The President is assisted by a secretary who is the Secretary General of Caritas Jerusalem.

§2. The notice of meeting, including an agenda prepared by the Secretary and signed by the President, is sent to the Members of the Board of Directors at least one month prior to the meeting, except in cases of special urgency.

Article 7

§1. A quorum is required for decisions to be valid. For a quorum to be valid the presence of at least 50% plus one of the Members is required. The decisions are made by secret vote or by a show of hands, as regulated by the Internal Regulations.

§2. The minutes of each meeting shall be drawn up by the Secretary. A draft text of the minutes will be circulated to the Members present for their remarks before being presented for approval at the beginning of the next meeting.
§3. After approval, the minutes shall be signed by the President and Secretary and stored in the archives of Caritas Jerusalem.

Article 8

§1. The Board of Directors is the highest decision-making body of Caritas Jerusalem with authority to make changes in the organizational structure and to resolve issues and concerns as needs arise. Only the Board of Directors by secret vote may approve, and for serious reasons make changes to, the Statutes of Caritas Jerusalem.

§2. The Board of Directors has the responsibility:

a) To set the number of Members of the Executive Committee to be appointed for a period of five years and renewable for another term of five years only.

b) To appoint the Secretary General of Caritas Jerusalem for a period of five years, renewable once and according to the criteria set in the Internal Regulations.

c) To dismiss a Member of the Executive Committee or the Secretary General for grave and serious reasons.

d) To approve the full report presented by the Secretary General about the activities of Caritas Jerusalem since the last meeting.

e) To designate two Members of the Executive Committee who shall legally sign checks and bank transactions jointly with the Secretary General.

f) To approve the annual audited Financial Statement of Caritas Jerusalem.

g) To approve the appointment or dismissal of the External Auditor recommended by the Executive Committee.

h) To approve the Code of Conduct and Safeguarding Policies of Caritas Jerusalem.

i) To decide on any other matters concerning Members of the Executive Committee or the Secretary General.

EXECUTIVE COMMITTEE

Article 9

The Executive Committee, appointed by the Board of Directors, consists of the Chaplain and Secretary General ex officio, and persons living closely with the Church’s teachings, benevolent towards people in their needs, adept in the pastoral, legal, financial, social, development and health care fields. All Members are designated for a period of five years renewable for one term only.
Article 10

§1. The Secretary General of Caritas Jerusalem is the Chairperson of the Executive Committee.

§2. The Executive Committee votes for a Vice-Chairperson from among its Members according to the Internal Regulations.

§3. The Executive Committee appoints one of its Members as secretary to the Committee.

§4. Members of the Executive Committee carry out their mission without expectation of any compensation.

Article 11

§1. The Executive Committee is convened by the Chairperson at least four times a year, and whenever it is deemed urgent to call for a meeting indicating the date, time, place and the agenda of the meeting.

§2. Notice of the meeting, including an agenda, shall be sent to the Members at least fifteen days prior the date set for the meeting, and in urgent cases at least three days before.

Article 12

§1. For decisions and resolutions to be valid the presence 50% plus one of the Members is required.

§2. The Implementing Regulations on procedures are followed in the manner of voting, including the majority number required (whether unanimous or absolute majority) for the votes to be valid.

Article 13

§1. The task of the Secretary is to note down an accurate and complete record of the discussions and decisions made during the meeting. A few days after each meeting the minutes are sent out to the Members for review, comments, and corrections if necessary. At the beginning of the next Executive Committee meeting the minutes are approved. The Chairperson and Secretary sign the minutes and file them in the appropriate folder.

§2. A substitute shall be designated when the Secretary is absent.
Article 14

The role of the Executive Committee is:

a) To serve and support the Secretary General
b) To approve policies to meet governance requirements and legislation
c) To ensure adherence to the mission and values of Caritas Jerusalem.
d) To ensure accountability and transparency
e) To support implementation and regular updating of the Strategic Plan.
f) To approve a new strategic initiative or to close an existing department or service.
g) To appoint one of their Members as Treasurer.
h) To review, comment on and approve the annual projected and consolidated budgets presented by the Secretary General
i) To propose to the Board of Directors amendments to the Statutes. This requires the unanimous decision of the Executive Committee.
j) To propose to the Board of Directors the appointment of an external auditor (person or company) to conduct the statutory audit.
k) To approve the annual management report to be presented to the Board of Directors.

THE SECRETARY GENERAL

Article 15

The Secretary General of Caritas Jerusalem is Secretary to the Board of Directors and Chairperson of the Executive Committee. He/she is designated with the following organisational and legal responsibilities:

a) To assist the President of the Board of Directors as Secretary
b) To preside at the meetings of the Executive Committee as Chairperson
c) To be the Legal representative of Caritas Jerusalem before civil and ecclesiastical authorities
d) To sign letters, requests, projects, bank documents, and partnership agreements.

In case of any impediment or absence of the Secretary General, the duties shall be carried out by the Deputy Secretary General.
Chapter III

MANAGEMENT

Article 16
The Management Team of Caritas Jerusalem includes:

a) The General Secretariat
b) The Senior Management Team
c) The Chaplaincy

Article 17
The General Secretariat is composed of a Secretary General, Deputy Secretary General, and Executive Secretary.

Article 18
The Senior Management Team is composed of the members of the General Secretariat, Heads of Departments and supportive departments. (Finance and Admin and Fundraising)

Article 19
The Chaplain is a priest who assists the members of the Caritas Jerusalem family.

1 – The General Secretariat

Article 20
The Secretary General, chosen from among consecrated men/women or laypeople, is appointed by the Board of Directors. He/she is Secretary to the Board of Directors and Chairperson of the Executive Committee. The Secretary General is entrusted with the following responsibilities:

a) To ensure good management of the organization and the achievement of its objectives
b) To mobilize both human and financial means to implement the strategic plan
c) To ensure human resources management of staff in different locations
d) To oversee the implementation of the strategic plan and ensure the regular monitoring and assessment of the results
e) To ensure that Caritas Jerusalem functions according to the work schedule and budget approved by the Executive Committee
f) To represent Caritas Jerusalem at local institutions, authorities, and at the international level, especially at Caritas Internationalis, Caritas MONA, and other charitable organizations.
Article 21

The Deputy Secretary General, appointed by the Secretary General is normally a layperson, who helps the Secretary General and substitutes in case of absence. No important decision can be taken without the previous agreement of the Secretary General. The criteria to be followed are fixed in the Internal Regulations.

Article 22

The Executive Secretary, appointed by the Secretary General, is responsible for everything related to official correspondence, protocol, appointments, archives and organization of the Senior Management Team meetings. The criteria for choosing and appointing the Executive Secretary are defined in the Internal Regulations.

2 – The Senior Management Team

Article 23

The Senior Management Team is where a spirit of Caritas family is fostered sharing ideas, working together, facing challenges hand in hand. They meet regularly for the purpose of organizing and reviewing the work to strengthen cooperation and teamwork among the departments.

3 – The Chaplaincy

Article 24

a) The Board of Directors appoints a priest, diocesan or religious to serve as Chaplain of Caritas Jerusalem without any compensation, except for expenses related to travel and meetings.

b) He is the spiritual animator of Caritas Jerusalem including its management, staff, volunteers, and is always ready to offer spiritual guidance and help.

c) In collaboration with the Secretary General, he organizes at least two spiritual retreats for the employees annually.

d) The Chaplain is an ex-officio member of the Executive Committee. He ensures adherence to human and Christian values especially when important decisions are taken.

e) The Chaplain is in contact with bishops and parish priests to encourage and assure them of the benefits of the work of local Caritas at the parish level.

f) The Chaplain makes way for and encourages the establishment of parochial Caritas groups.

g) The Chaplain facilitates collaboration between the General Secretariat and local religious authorities.
Chapter IV LEGAL CONCLUSION

Article 25

Amendment of the Statutes and Internal Regulation.

a) The Board of Directors is the only qualified body to amend or interpret the Statutes. All amendments must be approved by two-thirds of the members of the Board of Directors.

b) Once a year, the Executive Committee shall review the Internal Regulations and find solutions to any difficult problems arising from the organizational or operational experiences.

Article 26

DISSOLUTION

Dissolution of Caritas Jerusalem can be decided for the following reasons:
- A decision of the authorized entity
- Repeated violation of the local law, the decision of dissolution being ordered by the court
- The lack of means to fulfill its mission
In the event of the dissolution of Caritas Jerusalem, the Board of Directors will take the appropriate decisions.

Should Caritas Jerusalem be dissolved, the properties, funds and inventories go back to the care of the Catholic Ordinaries in the Holy Land for action with the poor after having settled all debts and legal dues to Caritas employees.

The closure of Caritas Jerusalem for a period is up to the Board of Directors.
ORGANIZATION CHART

BOARD of DIRECTORS

The Catholic Ordinaries (cfr. Statutes)
+ Secretary of the Board of Directors

The SAME PERSON, appointed by Board of Directors, receives the mission to be:

Secretary of the Board of Directors

EXECUTIVE COMMITTEE

Chairman and Chaplain
+ 4 members approved by Board of Directors

Chairman of the Executive Committee

MANAGEMENT

The Secretariat formed by
- General Secretary
- Deputy Secretaries (1 or 2)
- Executive Secretary

Departments (according to needs)
- Heads of Departments
- Employees

Senior Management Team:
- General Secretary +
  Director of Finance and Admin, Fundraising and Compliance Manager and Heads of departments,

Chaplaincy
- Priest (Ex-officio member of the Executive Committee)