

Statutes

Federation

of the

Sisters of St. Joseph

of the

United States of America

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## Nature and Purpose of the Federation

The Federation of the Sisters of Saint Joseph of the United States of America (hereafter Federation ) is a union of the Congregations of the Sisters of Saint Joseph of the United States (hereafter Congregations) who claim a common origin in the foundation at LePuy, France. The Federation is a dynamic union which moves us to greater consciousness of our kinship in grace and calls us to fidelity to that grace.

The purpose of this Federation is to promote the following ends:

1. To support in all Sisters of Saint Joseph a continual striving to incarnate CSJ/SSJ charism within the mission of Jesus in the church of today and of the future.
2. To integrate a continuing exploration of CSJ/SSJ charism by an approach that looks toward its living expression as well as its historical roots.
3. To collaborate in programs which facilitate the understanding and interpretation of the CSJ/SSJ charism as it affects the life and ministry of the members.
4. To provide the members with a sense of belonging to a movement greater than one's own congregation.
5. To serve as a means of linking leaders and members of a CSJ/SSJ congregations through the direction of a Governing Board.
6. To erect, suppress or transfer a novitiate for the member Congregations who choose to send their novices to the same for at least eight months of their canonical year of novitiate. The prior consent of the bishop of the diocese is required for the erection of the novitiate.
7. To erect, establish, suppress or transfer houses for the member Congregations who choose to mission their sisters to the same for collaborative apostolic activities. The prior consent of the bishop of the diocese is required for the erection of such a house.

## **Article I - Name**

The name of this organization shall be the Governing Board of the Federation of the Congregations of the Sisters of Saint Joseph of the United States of America.

## **Article II - Purpose**

The Governing Board of the Federation facilitates the implementation of the objectives and purposes of the Federation

## **Article III - Membership**

Congregational and provincial leaders as well as councilors/team members of member Congregations of the Federation are members of the Governing Board.

## **Articles IV - Voting**

- Section 1      The Governing Board seeks to make decisions by consensus. If no consensus can be reached, a deliberative vote is taken with each member congregation/province represented by one vote.
- Section 2      Certain decisions, as predetermined by these Statutes or the Governing Board, require a two-thirds vote of the members of the Governing Board present, one vote per congregation/province. Such decisions involve the identity, purpose and major assets of the Federation.
- Section 3      A quorum (half plus one) of the congregations/provinces pre-registered for the Governing Board must be present in order for a vote to be taken.

## **Article V - Actions and Authority**

- Section 1      The Governing Board possesses the legislative and executive authority sufficient for all that concerns the administration of its affairs. However, it has no such authority over member Congregations. Each Congregation is autonomous, and, as such, is free to accept or reject the decisions or policies recommended by the Governing Board.
- Section 2      Activity is directed toward offering the members a means of mutual cooperation and coordination. This activity is particularly directed toward research and education to promote the ends of the Federation including the use of its corporate voice to effect systemic change.

Care will be taken to avoid duplication of efforts of other organizations and movements. Where appropriate, collaboration with other groups with similar interests is encouraged.

#### **Article VI - Meetings**

- Section 1      One meeting of the Governing Board will take place annually. The responsibility for announcing, convening and presiding at the meeting will be determined within the Executive Committee.
- Section 2      An extraordinary meeting may be called by the Executive Committee. A meeting may also be held if a majority of the members so petition in writing.
- Section 3      The agenda for the meeting will be prepared by the Executive Committee after consultation with the membership

#### **Article VII - Financial Reports**

A financial report and budget projection will be presented by the Treasurer/Finance Committee at the annual meeting. Dues will be set subject to the approval of the Governing Board.

#### **Article VIII - Executive Committee**

- Section 1      The Executive Committee of the Governing Board will consist of three members selected through a process of prayerful decision-making, including election by the Governing Board.
- Section 2      Prior to an election, the Executive Committee will appoint a committee to surface names and present a process for their selection.
- Section 3      If one or more positions on the Executive Committee should become vacant before the expiration of a two-year term, the term(s) will be completed as follows:  
  
The remaining member(s) of the Executive Committee and a small nominating committee chosen by her/them will select the new member(s) from nominations for the replacement submitted by Governing Board members.
- Section 4      The election of the Executive Committee will take place every two years during the time of the annual meeting.

#### **Article IX - Executive Committee Responsibilities**

- Section 1      Executive Committee members are selected for a term of two years, renewable once.
- Section 2      The Executive Committee works collaboratively to direct the formulation and implementation of the objectives and purposes of the Federation.
- Section 3      The members of the Executive Committee will divide the following functions among themselves.
- a.      To announce, convene and preside at meeting of the Governing Board.
  - b.      To draw up the agenda of Governing Board meetings and Executive Committee meetings and to chair these meetings.
  - c.      To represent the Federation as needed.
  - d.      To assume overall responsibility for communication.
  - e.      To serve as liaison with groups outside the Federation
  - f.      To sign formal documents/letters.
  - g.      To implement the process of hiring an Executive Director.
  - h.      To provide for the evaluation of the Executive Director.
  - i.      To act as liaison regarding matters pertaining to nomination and election procedures for the selection of Federation leadership.
  - j.      To act as or appoint the Executive Director to act as liaison for projects and committee work as decided by the Executive Committee.
  - k.      To see that the minutes of the Committee meetings are recorded and submitted to the other committee members, the Executive Director and the Archivist.
  - l.      To see that the following tasks are accomplished:
    - .      receiving, recording and depositing the funds of the Federation, including registration fees for all Federation-sponsored programs except national/international events.
    - .      paying approved invoices and authorized requests upon receipt.
    - .      preparing financial statements for each Executive Committee meeting.
    - .      investing the funds of the Federation in appropriate ways to take advantage of favorable interest rates.
    - .      preparing the annual budget for recommendation to the Governing Board, with the assistance of information provided by the Executive Director, Archivist and committee heads.

preparing an annual financial report for the Governing Board which includes the approved budget for the current fiscal year; the year-end reviewed financial statements; the proposed budget for the next fiscal year; the current financial statement for the portion of the year nearest the Annual Meeting.

- Section 4      The Executive Committee employs an Executive Director to serve as chief administrator of the Federation.
- Section 5      The Executive Committee determines the responsibilities, duties and compensation of the Executive Director, subject to the approval of the members of the Governing Board of the Federation.
- Section 6      Members of the Executive Committee are accountable to one another and to the Governing Board of the Federation.

#### **Article X - Committees**

Committees, standing, or special, and task forces may be appointed by the Executive Committee, as the membership or the Executive Committee deem necessary, to carry on the work of the Federation. The term of committee membership is ordinarily four years, non-renewable.

#### **Article XI - Changes/Amendments of the Statutes**

Any proposed change or amendment to these Statutes must be submitted in writing to the member congregations at least thirty days prior to the Governing Board meeting. A quorum (half plus one) of the member Congregations pre-registered for the meeting of the Governing Board must be present in order for the vote to be taken. Each member Congregation/Province has one vote. A two-thirds vote of the member congregations of the Governing Board present at a regular meeting is required to amend or change these Statutes. Such change or amendment becomes effective only when approved by the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life.

#### **Article XII - Review of Statutes**

Statutes will be reviewed every five years.