

**NATIONAL COUNCIL
OF THE VINCENTIAN FAMILY IN PANAMA
CONFAVIPA**

Nature:

The Vincentian Family came into existence as the result of the 1995 meeting in Paris at which the leaders of the four groups or branches were in attendance. After that, other Vincentian groups, in a spirit of prayer and formation and mutual assistance, came together in order to achieve a common mission.

As members of the Vincentian Family in Panama, we follow Jesus Christ evangelizing the poor. Clothed in the gospel spirit we feel impelled to share and to incarnate our charism in the various situations of our reality and we do so as a sign of hope and in a spirit of humility, simplicity and charity.

With that foundation, we organize the *National Council of the Vincentian Family in the Republic of Panama*.

**RULES OF PROCEDURE OF THE NATIONAL COUNCIL
OF THE VINCENTIAN FAMILY IN PANAMA**

Purposes:

- To strengthen the human, spiritual and apostolic life of the members and to promote the sharing of experiences among the various branches of the Vincentian Family.

- To promote unity in the exercise of leadership on behalf of the members of the various Vincentian Branches and the missionary endeavor.
- To motivate and to promote the Vincentian vocation in the various branches that form the Vincentian Family in Panama.

General Objective:

To guide the unity and the integration of the branches of the Vincentian Family toward better service on behalf of the poor, respecting the identity and the autonomy of each branch.

Specific Objectives:

- To collaborate in the process of transforming the various forms of poverty through a full and integral commitment to the reality and to the Word of God;
- To integrate the Vincentian Family of Panama into the various provinces;
- To promote and develop formation programs using both printed and virtual means;
- To promote the lay vocational ministry of FAVIPA.

Chapter I: Members:

The Council of the Vincentian Family in Panama (CONFAVIPA) is composed of a representative from the National Council and a Delegate of each of the branches ... this is in addition to the presidents of the regional councils and the national advisors of the various branches:

- AIC – International Association of Charity
- CM – Congregation of the Mission
- DC – Daughters of Charity
- JMV – Vincentian Marian Youth
- SSVP – Vincent de Paul Society
- AMM – Miraculous Medal Association
- MISEVI – Lay Vincentian Missionaries

Obligations of members:

- To live the Vincentian spirituality;
- To promote the religious, apostolic and institutional activities of the branches;
- To participate in the encounters that are convoked by the coordinating team;
- To participate actively in the projects of CONFAVIPA;

- All the members have rights and obligations, and have all the rights that pertain to elections and that are outlined in the internal rule of CONFAVIPA;
- If a member separates him/herself from the spirit of the group and creates difficulties for the forward progress of the group, this situation will be resolved through fraternal dialogue;
- Each branch that is associated with the organization through a representative will accept the internal rule and will commit themselves to respecting and being enriched by said rule.

Requisites for belonging to CONFAVIPA

In order for an Apostolic Group to become a member of CONFAVIPA as a branch of the Vincentian Family, the following is required:

- To have at least three groups in the country with some bond of communication and said groups should be living the Vincentian charism of service on behalf of the poor;
- To request, in writing, membership in CONFAVIPA;
- Demonstrate a willingness to accept the conditions outlined in the internal rule of CONFAVIPA;
- Demonstrate a sustainable existence (at least three years).

Rights of members:

- To elect and to be elected;
- To participate in an active manner;
- To be informed in a timely manner about the progress of CONFAVIPA and other themes of general interest to the members of the Vincentian Family;
- To present proposals;
- The right to speak and be heard and the right to vote.

Duties of members:

- To assist at all the meetings, participating in the agreed upon agenda;
- To accept the decisions that are made;
- To fulfill the assigned tasks;
- To maintain communication among the members of CONFAVIPA;
- To pay the quota in a timely manner;
- To inform CONFAVIPA when there is a change with regard to the representative;
- When absent from a meeting for a justified reason, this reason should be put in writing and send to the Council.

Chapter II: Organization

President:

During an ordinary meeting the president will be elected by a two-thirds majority of the members present. The term of office will be three years. If no individual receives the required votes by the third ballot, then on the next ballot the individual who receives a simple majority will be elected president.

Functions of the President:

- Together with the Secretary, the President will convoke the meetings;
- the President will organize and preside at the meetings and the Assemblies;
- the President fosters the development of relationships among the among the institutional leaders of the Vincentian Family in Panama.
- the President will represent CONFAVIPA, when necessary, at the time of important events of the various branches (CONFAVIPA will assume the expenses involved in said representation);
- the president will see to it that the approved decisions are fulfilled;
- the president will assure the coordination of common projects;
- the president will convoke meetings of the group at least every three months (and extraordinary meetings when necessary);
- the president will account for expenses ... the coordinator can only spend an amount equivalent to the legal minimum salary ... the coordinator must consult the members for expenses above that amount;
- the president will delegate functions and/or representation to the vice-president when unable to fulfill those obligations for a just reason;
- the president will develop an annual work plan;
- the president, together with the treasurer, will develop a budget and present that budget to the council for discussion and approval.

Note: If the president's term of office as leader of one of the branches concludes during the time of his/her term of office as president, he/she will continue as president until the conclusion of the three years for which he/she was elected.

Vice-President:

During an ordinary meeting the Vice-president will be elected by a two-thirds majority of the members present. The term of office will be three years. If no individual receives the required votes by the third ballot, then on the next ballot the individual who receives a simple majority will be elected Vice-president.

Functions of the Vice-President:

- To fulfill and to be vigilant with regard to fidelity to the internal rule of CONFAVIPA;
- To substitute for the president during his/her absence;
- To support the president in his/her functions.

Note: If the Vice-president's term of office as leader of one of the branches concludes during the time of his/her term of office as Vice-president, he/she will continue as Vice-president until the conclusion of the three years for which he/she was elected.

Secretary:

The secretary will be designated by general consensus.

Functions:

- The secretary will write the minutes of the meetings and the assemblies;
- Will maintain the archive;
- Will maintain communication with the various branches of the Vincentian Family in Panama;
- Will maintain files for all the paperwork of CONFAVIPA

Note: If the secretary's term of office as leader of one of the branches concludes during the time of his/her term of office as secretary, he/she will continue as secretary until the conclusion of the term of office for which he/she was appointed.

Treasurer:

During an ordinary meeting the treasurer will be elected by a two-thirds majority of the members present. The term of office will be three years. If no individual receives the required votes by the third ballot, then on the next ballot the individual who receives a simple majority will be elected treasurer.

If the treasurer's term of office as leader of one of the branches concludes during the time of his/her term of office as treasurer, the secretary will assume these duties until a new treasurer is elected.

Functions:

- To collect the ordinary and extraordinary quotas;
- To coordinate the expenses of CONFAVIPA in accord with the coordinator;

- To coordinate the search for financial support for common projects;
- To administer the financial resources and to do this within the parameters established by the council;
- To submit periodic reports to the council on the financial status of the group;
- To be aware of governmental regulations in this matter;
- Together with the president to develop a budget and present it to the council for study and approval.

Vocal:

During an ordinary meeting the vocal will be elected by a two-thirds majority of the members present. The term of office will be three years. If no individual receives the required votes by the third ballot, then on the next ballot the individual who receives a simple majority will be elected vocal.

Functions:

- To ensure the fulfillment of the accounting office and to sure that this is done in accord with the decisions of the council;
- To ensure that receipts are kept for all expenses and to make sure that the accounting is done on a regular basis;
- To inspect regularly the financial situation of common projects;
- To remain updated in all of these matters;
- To insure the fulfillment of the internal rule of CONFAVIPA.

Note: If the Vocal's term of office as leader of one of the branches concludes during the time of his/her term of office as Vocal, he/she will continue as Vocal until the conclusion of the three years for which he/she was elected.

In the case of a member of the council resigning or in the case that some situation prevents a member from exercising his/her function as a member of the council, an extraordinary meeting will be convoked and during that meeting a replacement will be nominated.

Chapter III: Meetings

[a] **Ordinary Meetings:** meetings will be held three times a year.

[b] **Extraordinary Meetings:** after consulting with the advisors and the executive committee, the president can convoke an extraordinary meeting.

Chapter IV: Assemblies

[a] The objective of the Assembly is to strengthen the knowledge, the integration and the formation of the Vincentian Family and to provide a dynamic to the charism through common projects.

[b] The Assembly will be held every two years.

[c] The Assembly will be composed of members of CONFAVIPA, the national councils of each branch, and the president of each local branch.

[d] The place, date, theme and agenda will be decided during the ordinary meetings of CONFAVIPA.

[e] CONFAVIPA can organize any other type of encounter that is viewed to be opportune in order to fulfill the purposes and the aims of the organization.

Note: At the assemblies, the invited members of each branch will pay for their expenses.

Chapter V: Disciplinary regime of the members

Sanctions:

CONFAVIPA is inspired by the thoughts and the works of Saint Vincent de Paul and, therefore, is guided by disciplinary convictions. In other words, every means will be utilized in order to educate and insure that members fulfill their obligations and the following sanctions are established by way of exception.

[a] verbal or written reprimand

[b] suspension of a member's rights

[c] expulsion

Norms:

The following norms are to be followed when applying the above mentioned sanctions:

[a] Sanctions will be applied to those members who are undisciplined or who act and/or provoke other members to act in a manner that is not in accord with the principles of CONFAVIPA.

[b] Sanctions will be applied to those members/delegates who, without a reasonable excuse, fail to participate in two consecutive meetings of the organization and/or who fail to fulfill their designated functions.

[c] Those members will be suspended who maintain an attitude which leads them to continually fail to fulfill their obligations and/or who engage in disruptive activities. Said suspension can become an expulsion if the Coordinating Team deems a case worthy of that determination.

[d] Permanent expulsion will be applied to a member who embezzles the funds of the organization or administers said funds inappropriately (legal action will also be taken in such cases). Permanent expulsion will also be applied to those members who betray the purposes and/or the objectives of the Vincentian Family in Panama.

Suspension or expulsion

[1] In the case of definitive suspension or expulsion, the resolution will be adopted by the National Council and the Secretary (or his/her representative) will notify in writing the individual(s) who is involved in this situation so that said individual(s) might defend themselves verbally or in writing or through the mediation of one of the members of CONFAVIPA. This defense will take place during an extraordinary meeting of the Council which will ultimately resolve this matter.

[2] In the case of the expulsion of a member of the Coordinating Team, an election will be held to replace the individual, who will then complete the expelled member's term of office.

Chapter VI: Finances

[a] Ordinary

- Each branch will contribute an annual quota of one (\$1.00) dollar per member;
- The Congregation of the Mission and the Company of the Daughters of Charity will contribute an annual quota of one hundred (\$100.00) dollars.

- The Coordinating Team will look for ways to obtain funding for its ordinary and extraordinary activities.

[b] Extraordinary:

- In case of necessity and when agreed upon by all the members of the Council, a quota will be requested for common projects.
- Help that is obtained from outside institutions will also be set aside for common projects.

[c] Other quotas:

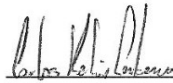
Funds will be administered in accord with the approved budget and will be distributed in the following areas: (a) administrative costs (b) integral formation (c) mobilization (d) unforeseen expenses (e) support of international events will be done in accord with the means of FAVIPA

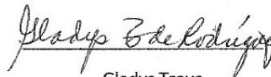
Chapter VII: Seat

The place for ordinary and extraordinary meetings will be determined by consensus.

Chapter VIII: Validity of the internal rule

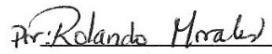
This Internal Rule will remain in force for a period of three years, beginning with the day when it was approved by the members of CONFAVIPA. After three years these rules will be revised.


 Carlos Centeno
 Presidente



 Gladys Troya
 Vice-Presidente



 Ilvia Pitty
 Tesorera

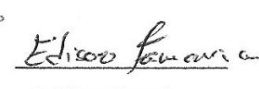

 Argelys Vega
 Secretaria


 Caridad Arana
 Secretaria de Prensa


 Mixila Martínez
 Vocal


 Nelfani Araúz
 Vocal


 Sor Carolipa Solórzano
 Asesora


 P. Edison Famanía
 Asesor