



## **Latin American and the Caribbean Catholic Communication Association SIGNIS LAC**

### **COURRENT NORMATIVE**

Definition, Nature, Purpose, Headquarters

#### **Art. 1**

##### **Definition**

The Latin American and the Caribbean Catholic Communication Association, SIGNIS LAC, is the regional organization of SIGNIS that coordinates, articulates and encourages joint projects for Catholic communicators, within the meaning determined by our historical background.

##### **Nature**

The nature of SIGNIS LAC is to be a regional association of SIGNIS for Latin America and The Caribbean, according to the recognition and definition given on the numeral 6 of the Civil Statute of SIGNIS.

##### **Purpose**

It is mandatory for SIGNIS LAC:

- a) To give communicators an adequate training, close to their commitment to faith in the construction of a solidary coexistence in Latin America and the Caribbean, in such a way as to promote a solid professionalization in the different fields of communication.
- b) To keep a permanent look on reality in the field of communication in Latin American and the Caribbean in order to find out new challenges that Church and its mission will face.
- c) To elaborate policies in the field of communication, developing formation programs in every specific area of communication, to face new challenges of technology and new languages of communication.
- d) To encourage planning on the field of communication as well as to coordinate join projects with the associate organizations.

- e) To encourage, accompany and work for the Associates and their members.
- f) To keep a strong relationship and permanent dialogue with SIGNIS.

## **Organization**

### **Art. 2**

The way to organize SIGNIS LAC and to establish its own dynamism is responsibility of the National Associations that make part of this regional group, assuring that that they are close to the objectives, statutes and regulations of SIGNIS.

a) National Associations of Catholic communicators in the different countries in Latin America and the Caribbean, members of SIGNIS, make part of and are articulated on SIGNIS LAC.

b) They may be members of SIGNIS LAC, without voting rights: Active Institutions and persons in a country sharing the same objectives of the association and whose application was accepted.

c) SIGNIS LAC, in Latin America and the Caribbean, can regroup in the following sub regional group:

- Southern Cone, Andean, Spanish speaking, Caribbean non Spanish speaking, Central America and Mexico.

### **Art. 3**

SIGNIS LAC Headquarters is located in Quito, Ecuador.

### **Art. 4**

The main objective of SIGNIS LAC is to serve Communication and communicators in Latin America and the Caribbean, in order to contribute to the improvement of professional performance, according to the mission of Catholics in the Church.

## **Government**

### **Art.5**

The General Assembly is the main Government instance; it delegates the management to a Board to be elected at the four-year Ordinary Assembly, and to which it will issue a mandate to guide the organization's action during the established term.

## **The Assembly**

### **Art. 6**

The Assembly shall be constituted by one representative for each national associate with the right to one vote; by the members of the Board of Directors, with the right to speak; And, by the members of the associates who are present, with the right to speak.

Prior to the installation of the Assembly, the Board of Directors in charge will designate a reception commission that must register the accreditations of the authorized representatives, according to the information sent by the General Secretariat of SIGNIS.

If an associate could not send its representative to the Assembly, it could delegate to a representative of another associate, through a formal letter to the Board of Directors. A representative may only accept a delegation, with the rights of the association entrusted by the delegation.

The Assembly of SIGNIS LAC will be installed in an ordinary or extraordinary way.

## **The Ordinary Assembly**

### **Art. 7**

The SIGNIS LAC Ordinary Assembly will get together every 4 years; during this meeting will take place the election of the Board of Directors that will have to assume the responsibility of governance for the determined period of time.

Before the General Assembly, an academic event will take place and is responsibility of the Board of Directors to prepare it. The discussed subjects and the main reflections will make part of the Assembly meeting to make decisions about commitments for its work.

## **The Extraordinary Assembly**

### **Art. 8**

The Extraordinary Assembly will be called by the Board of Directors or when the two third parts of the associated will request. For its own nature, it would be prepared according to the subject that is called for. The Board of Directors is responsible for preparing, celebrating and conducting the meeting.

## **The organization and preparation of the Assembly**

### **Art.9**

In order to carry out the Assembly, the Board of Directors must determine, one year in advance, the place and date on which it will take place.

a) Six months in advance, the Board of Directors must call on the members of SIGNIS to hold the regional Assembly, recalling that a delegate must attend by each national associate or delegate someone to attend the Assembly to represent it and, at the same time, remember that the members have to keep the report of what has been done by their organization.

B) In this call will propose an agenda to be discussed and ask the members of SIGNIS their suggestions and ideas for the enrichment of such agenda that will be defined and announced to all members two months before its celebration.

C) The call will be accompanied by the current regulations, so that there may be an informed participation of the members in the Assembly since its preparation period.

The Assembly must have at least two parts: A first part must be dedicated to the presentation of the reports, both the overall management of SIGNIS LAC, and those presented by SIGNIS Associates in Latin America and the Caribbean. The second part should contemplate a process of definition of the mandate or line of action that should characterize the new period.

The Assembly must be developed within an attitude of listening to the Lord who speaks to us from history. It must have moments of prayer and liturgy.

#### **Art. 10**

The Assembly must begin with the Inaugural session in which, in addition to the intervention of the presidency that declares the Assembly installed and other possible interventions, the general norms of the functioning of the Assembly must be remembered and the sequence of sessions and see if any changes have to be made.

### **The Board of Directors**

#### **Art. 11**

The SIGNIS LAC Board of Directors will consist of a President, a Vice-President and four Directors. In this conformation, the presence of at least one representative for each sub regional group should be guaranteed, ensuring that there is a gender balance in the integration process and the incorporation of youth leaderships, which guarantees a future renewal in managerial positions and ensures continuity in the commitments and mission of the Association. The members of the Board of SIGNIS LAC could re-elected only once for any position.

- a) Six substitute directors shall also be elected, taking into account the recommendation for the election of the main directors.
- b) It is the responsibility of the managers to attend the convened meetings, and absences must be justified.

In the event of a temporary or permanent absence of a manager, due to illness that makes it impossible for him to continue in office, resignation or other reason, the Board of Directors shall meet to complete the managerial positions in the order of succession. Thus, if the president is absent, the vice president will assume that role; In turn, the vice-presidency will be covered with the first director.

**Art. 12**

The Board of Directors will act according to the lines and the mandate defined by the Assembly and will be organized for its work by integrating commissions or distributing tasks and responsibilities among its members.

**Art. 13**

At the beginning of the period for which the Board of Directors has been elected, the new directors will meet to prepare a Work Plan, according to the mandate received from the Assembly.

**Executive Secretariat****Art. 14**

The executive secretariat is the administrative and policies implementation unit all decided by the Assembly and the Board of Directors, superior organs of institutional government.

The executive secretariat of SIGNIS LAC will be selected by the Board of Directors.

**Accountability and evaluation****Art. 15**

Before the end of the period, an evaluation should be carried out to see the achievements and deficiencies as well as their reasons. For this evaluation, the Board should prepare and present to the Assembly a comprehensive report, both on the management of the plans and strategies, and on the administrative and economic progress of the Association. This report must be sent to the national associates at least one month before the assembly.

**Art. 16**

The global report and the administrative report will be presented and submitted for approval to the Assembly.

**Art. 17**

During the evaluation process National Associations will also present a report of their work.

**Art. 18**

The report of the national associations will be oriented by a guide produced by the Board of Directors, according to the commitments acquired during the last Ordinary Assembly.

## **About the possessions**

### **Art. 19**

All properties registered on the name of OCLACC at the “Registro de la Propiedad” in Ecuador, as well as the technical infrastructure, furniture belongs to SIGNIS LAC.

- a) The accounting and economic administration will be carried out according to the norms and law of the host country of SIGNIS LAC.
- b) The annual budget, prepared by the Executive Secretariat of SIGNIS LAC must be approved by the Board of Directors and it must be presented annually.
- c) At the end of the period the Board of Directors must present a report of the economic administration to the Assembly and must update the inventories.

## **Elaboration of the institutional mandate**

### **Art. 20**

The Assembly, taking into account the suggestions made by the Board of Directors, the reports of the National Associations, as well as the main findings of the academic event held before the Assembly, will elaborate and vote on the mandate (lines of action) that must be taken by all members of SIGNIS in Latin America and the Caribbean for the following period.

### **Art. 21**

Once the mandate has been approved, the members of the Board of Directors who will carry out the mandate in the following period will be elected. The elections shall be held in accordance with the recommendations and criteria determined on Article 11 of these regulations and the modality and procedure defined in the election guidelines approved by the Assembly.

### **Art. 22**

At the end of the Assembly, a meeting of the new Board of Directors should be held to receive, if necessary, any additional information from the former Board of Directors and to make the first decisions in order to accomplish its work, virtual or face to face meetings to find the way to develop the working plan in order to accomplish the mandate, as soon as possible.

## **Final Article**

If, in the future, any associate considers that any amendment to these regulations is necessary, it must submit a reasoned proposal to the Board of Directors, together with the adhesion of at least two thirds of the Associates officially recognized by SIGNIS. If this requirement is completed, the Board will include its knowledge at the next SIGNIS LAC Continental Assembly.

## **SIGNIS LAC Elections Regulations**

- 1.- The members of the Board of Directors of SIGNIS-LAC are elected at the ordinary assembly, after the reports of activities and economic administration of the resigning Board of Directors have been presented and approved.
- 2.- Each member of SIGNIS country has one vote.
- 3.- Elections will always be made by the voters participating during the meeting. The number of voters will be the total of participating voters plus the number of voters who have sent a delegation. The members of the Board of Directors do not have the right to vote as part of the directive, but may act in case they have the delegation of the National Associate to which they belong or receive a delegation of a member of SIGNIS in Latin America and the Caribbean.
- 4.- . The Assembly shall elect a Committee composed of three persons, who shall have the power to take decisions in cases of doubt.  
The committee will consist of a president, a teller and secretary.
- 5.- For each of the positions can be chosen any representative of the associations of SIGNIS in Latin America and the Caribbean that is participating or absent. In the event that any absentee is proposed, their acceptance must be obtained prior to the vote.
- 6.- The charges to be elected are those mentioned on article 11 of the Institutional Procedures. The election must observe the established criteria.
- 7.- The President, the Vice-President, the four directors and the six alternate directors will be elected one by one.

### **Restrictions**

- 8.- Communicators who uphold a contractual relationship with the SIGNIS LAC Secretariat shall not be candidates for any management position.

Likewise, candidates who have held a managerial position for two consecutive periods may not be candidates.

### **Modality of voting**

- 9.- The modality of voting will be the secret suffrage, that means, that the qualified delegate to vote will write on the respective ballot the name of the candidate to whom it wants to choose and it will place it in the corresponding container. Whoever assumes an officially accepted delegation should also choose to use a separate ballot.
- 10.- The electoral committee will collect the votes and verify if the number of votes matches with the number of voters. If this is not the case, a new vote shall be taken.
- 11.- The electoral committee will publicly express the votes that each candidate obtains and will keep them as authority of the electoral process.

The winner will be the one who obtains the largest number of votes in the first or second ballot.

12.- If in a first or second ballot there is no winner who obtains the absolute majority (half plus one of the votes), a third ballot shall be held to choose between the two persons who have obtained the largest number of votes in the second ballot. After this third ballot, whoever obtains the highest number of votes will be elected.

a) In case of a tie, the vote will be repeated twice if necessary; if in this second repetition the tie persists, the oldest candidate will be chosen.

13.- Once the electoral process is concluded, the definitive results will be proclaimed and the new Board of Directors will be inaugurated, which will be led by the Assembly until its conclusion.

Normative, approved in the regional Assembly of SIGNIS LAC,  
Meeting in Asuncion, in October 10 and 11, 2016.