

**09-8-2019 2nd WORKING DRAFT**  
**FOR UPDATING THE STATUTES OF THE CCA**

**I. NATURE**

1. Carmelite Communities Associated is composed of the Monasteries of the Order of Discalced Carmelite Nuns listed in the Decree of Erection, given by the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life. It is a juridic person of pontifical right, governed by these Statutes.
2. The member Monasteries of the Association remain juridically autonomous. They are each governed by their own Prioress, who is a Major Superior. They are subject to the Holy See and to their local Ordinary in accordance with Canon Law, and also the Regular Superior for those Monasteries under the jurisdiction of the Order.
3. In order to join the Association, a two-thirds vote of the Chapter of the petitioning Monastery and the acceptance by the President and Council of the Association are necessary. The President and Council **must** consult with all member Monasteries before giving acceptance. The petition is to be forwarded by the President to the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life, which will decide about the admission. The President will notify the Superior General of the Order that the petition was presented to the Congregation.
4. Withdrawal from the Association requires serious reasons and two-thirds vote of the Chapter of the petitioning Monastery. The petition is to be sent to the President of the Association, who after hearing the opinion of the Council, will forward it to the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life for a decision. She will likewise inform the Superior General of the Order about the petition for withdrawal.

**II. AIM AND PURPOSE**

5. The primary aim and purpose of the Association is to deepen and develop Teresian Carmelite life in the contemporary Church and world.
6. To accomplish this primary aim, the Association and member Monasteries will:
  - a. Encourage fidelity to the Teresian charism and the exigencies of our contemplative life of prayer in solitude and community in accordance with our Rule, Constitutions, and the documents of the Holy See;
  - b. Foster study and increased understanding of Carmelite spirituality and history, and share prayerful reflections and experience related to present- day living of the Teresian spirit;
  - c. Promote unity through communication and collaboration among the member Monasteries of the Association and the Order of Carmel;
  - d. Provide opportunities for leadership development

- e. Provide mutual aid, when necessary, in the form of personnel, materials, and financial help;
- f. Provide effective representation with properly constituted authorities.

### III. ORGANIZATION OF THE ASSOCIATION

#### A. THE GENERAL ASSEMBLY

7. The General Assembly is the primary decision making body of the Association when it is in session. It is in ordinary session that the President, three Councilors, and the Association Financial Administrator (Treasurer) are elected for a three-year term.
8. The General Assembly receives the recommendations of the member Monasteries, the reports of the President and Council, the report of the Treasurer, and makes decisions for the Association in accordance with its aims and goals.
9. The members of the General Assembly are:
  - a. The President and Councilors of the Association;
  - b. The Prioress of each member Monastery;
  - c. One elected delegate from each member Monastery;
  - d. The Association Financial Administrator (Treasurer), *Cor orans* No. 141 c.
10. The Chapter of each Monastery shall elect the delegate by an absolute majority vote in the first or second ballot, or by a relative vote in the third ballot. Only those may be elected who enjoy active and passive voice in their own Monastery. A Prioress, who is unable to attend, may appoint a solemnly professed sister from her community to take her place.
11. The General Assembly shall convene in ordinary session every three years.
  - a. Non voting members of CCA communities may attend the entire Assembly;
  - b. Guests from other Associations and Federations may be invited to attend all but elections, internal business, and the report of the Treasurer.
12. An extraordinary Assembly may be convoked for important reasons at the request of at least two-thirds of the member Monasteries, expressed through the favorable vote of their respective Chapters.
13. The General Assembly cannot proceed with its elections and deliberations unless all the members have been convoked and at least two-thirds of them are present.
14. The autonomy of the member Monasteries is always to be respected in the decisions of the General Assembly, and in the implementation of these decisions by the President and the Council, *who, once elected, have responsibilities conferred upon them by Cor orans.*
15. The Association shares with the member Monasteries responsibility for the formation of formators and their collaborators, and for courses for initial and ongoing formation (*see also #17 i below*).
  - a. Duration of Temporary Vows in the Monasteries of the Association: Sisters shall be evaluated for Solemn Profession after 3 to 5 years of

temporary vows and admitted to Solemn Profession by the Prioress with the consent of the Chapter;

- b. Sisters Recently Solemnly Professed: for support and personal guidance of Sisters for 3 to 5 years following solemn Profession, it is recommended that each community develop a mentoring program for their Sisters. This maybe done, as needed, in collaboration with the Association leadership, other CCA communities and other Associations.

16. If the President dies or ceases by law to be no longer in office, the Council, within **two months** of the vacancy, convenes the Extraordinary Assembly to be held within **three** months. At this Assembly the President and Councilors are to be elected. If a Councilor dies or no longer can fulfill her duties, the President, in consultation with her other Councilors may appoint a substitute for the remainder of the term of office rather than convene an Extraordinary Assembly for the purpose of an election.

**B. LEADERSHIP: The term of President and Councilors shall be three years with a possible second term of three years.**

**17. THE DUTIES OF THE ASSOCIATION PRESIDENT:**

- a. **To model a collaborative and transparent manner of working with the council and member Monasteries;**
- b. To provide opportunities, in consultation with her Council, for mutual support and sisterly visits by the President, the councilors and/or delegates;
- c. To accompany the Regular Visitor on the canonical visit to member Monasteries as a Co-Visitor and, at the end of the canonical visit, following discernment with her Council, to indicate in writing to the Prioress suitable solutions for anything that has come up during the visitation;
- d. To visit member Monasteries at any time the need requires it or when such a visit is requested by a member Monastery; a Councilor, **or delegate**, may accompany her as a Co-Visitor along with the Association Treasurer, as needed;
- e. To report to the Holy See, after discernment with her Council, when a member Monastery no longer possesses real autonomy of life;
- f. To report to the Holy See, after discernment with her Council, when the Prioress of a Monastery denies consent for a member of her Monastery to transfer to another Monastery of the same institute;
- g. To grant an extension of the indult of exclaustation, after discernment

with her Council and consultation with the Prioress of the Monastery, for a nun professed with solemn vows of a Monastery of the Association for a period of no more than two years;

- h. To give consent for the request of exclaustations beyond three years for a nun of solemn vows, after discernment with her Council and consultation with the Prioress of the Monastery; this request is then to be sent to the Holy See following the directives of *Cor Orans*, No. 131;
- i. **In consultation with the council, to appoint 1 or 2 Association members as Association Formator/s who will work with the Council in providing assistance with formation for formators as well as initial and ongoing formation; whenever possible, to encourage collaboration with member monasteries and formators of other Associations.**
- j. To handle all official communication with the Holy See and the Order;
- k. To request a professional audit of the books of a member Monastery, if needed, after an official visit;
- l. **To collaborate with the Council in implementing decisions made by the General Assembly in accordance with its aims and goals;**

#### **18. THE DUTIES OF THE ASSOCIATION COUNCIL:**

- a. To discern with the President the most appropriate times and places to hold specific formation courses for the Association and to oversee any delegation of planning such courses;
- b. To collaborate with the President in drafting the report on the state of the Association to be sent to the Holy See **and to all member Monasteries** at the end of their term;
- c. To discern with the President in choosing an Association Secretary for a three year term with a possible reappointment to a second term;
- d. To share responsibilities with the President of planning, communication with member Monasteries, participating in meetings with other OCD Associations and Friars, and other business on behalf of the Association;
- e. **To share responsibilities with the President of implementing decisions made by the General Assembly, in planning future General Assemblies, and continuing collaboration with other Associations, especially in the area of initial and ongoing formation.**

### **C. ASSOCIATION FINANCIAL ADMINISTRATOR (TREASURER)**

19. The duties are as follows:
  - a. To oversee the financial administration of the Association
  - b. To carry out the responsibilities established by the President and Association Council;
  - c. To collaborate with the President in an official visit to a member Monastery, noting the positives and negatives of financial data as needed;
    - I. To make sure that there is accurate recording of income and expenses;
    - II. To make sure that the Monastery is financially stable in so far as possible
    - III. To make sure that there are accurate records of donors and donations
    - IV. To make sure that the Monastery is true to their 501©(3) status (e.g. they do not use tax exempt status for personal purchases);
    - V. To make recommendation to the Association President that a Professional audit of the books might be needed.

### **D. ASSOCIATION SECRETARY**

20. The duties are as follows:
  - a. To reside in the Monastery which is the see (headquarters) of the Association in so far as possible;
  - b. To retain the documents of the Association, **including the minutes of Assemblies**, and keep archives updated.