

PRO SCANDIAE POPULIS

REGULATIONS

A. PRO SCANDIAE POPULIS

1. The association's name is Pro Scandiae Populis (PSP).
2. The PSP has the following main goals:
 - The members are to get to know one another and their future work situation, pray together and thereby form the basis for future cooperation.
 - Issues regarding education and training are to be discussed.
 - Activity, especially related to vocations, is to be endeavoured.
3. The PSP arranges an annual meeting for its members.
4. These regulations may be changed by a 2/3 majority of the participating members at the PSP's annual conference.

B. MEMBERS

1. The members of the PSP are those studying for future ministry as priests in one of the Nordic dioceses or are in training for a life in a religious institute in the Nordic countries.
2. Nordic seminarians or religious candidates preparing for ministry outside the Nordic countries may also become members.
3. Membership lasts, for seminarians from being accepted by a diocese to one meeting after ordination to the priesthood, and for religious candidates from completed postulancy to one meeting after final vows ("solemn" or "perpetual").

C. LEADERSHIP

1. The PSP's annual conference (see chap. E), which is held during its annual meeting (see chap. D), is the highest authority in the association. All the members of the PSP have a right to both attend, address the conference and vote. The members who are present at the conference may make decisions.
2. The conference elects the board of the PSP, consisting of a chair and a vice-chair. The chair and vice-chair must keep each other updated on all relevant information. As a rule, decisions should be taken as a board, though in case of a difference of opinion, the chair has the final say and responsibility.
3. The chair and vice-chair must be from dioceses in different countries. The chair is elected for two years, and the vice-chair for one year. Both may stand for re-election.

4. The chair is responsible for the finances of the PSP, the membership lists and the annual meetings. He also chairs the annual conference, and is responsible for the execution of the decisions of the conference. Should problems arise the chair has authority to change or augment decisions that have been made. The chair has continual contact with Ansgar-Werk, and arranges the financing of the PSP, in conjunction with Ansgar-Werk.
5. The vice-chair assists the chair in his work, and is the editor of the PSP's homepage and possible other publications. The board is responsible for all publications. All publications within the PSP must strive to reflect the compositions and main goals of the PSP.
6. The board may appoint project managers to assist the board in various concrete and clearly defined tasks, such as the planning and execution of the annual meeting, special committee work and the like. Project managers are appointed for one year at a time and answer to the board, who is responsible for their work. They are not paid for their services. They do not have to be members of PSP.
7. Should the chair, the vice-chair or a project manager receive priestly ordination or make final vows during their term of office, they may still remain in office for the duration of their term.
8. Should anyone on the board leave, the remaining member of the board assumes their tasks, assisted by others if necessary.

D. PSP'S ANNUAL MEETING

1. The place, time and length, as well as the theme for the annual meeting of the PSP is decided finally by the board, within the framework decided by the annual conference the previous year. Based on these decisions the board is free to organise the meeting, invite lecturers and speakers, organise trips etc. in consultation with Ansgar-Werk.
2. The meetings are preferably held in one of the Nordic countries, and the place should if possible vary from year to year.
3. A formal invitation with exact time, place and price of the meeting, as well as other relevant information (see chap. E §1), shall be sent out to the PSP members at least 5 months prior to the meeting.

E. PSP's ANNUAL CONFERENCE

1. The chair shall announce the annual conference in the formal invitation for the annual meeting (see chap. D §3). A draft agenda and a copy of the PSP regulations shall be sent out to the PSP members no later than 4 months prior to the conference. Proposals for inclusion on the agenda from PSP members must be sent to the chair no later than 2 months prior to the conference. The chair shall send out the final agenda, along with all other

relevant material for the conference (see chap. E §3), no later than 1 month before the conference.

2. The agenda must include:
 - ▲ chair's statement of activities since last meeting
 - ▲ chair's explanation of the economic situation (including the previous year's accounts and revised budget for the present year)
 - ▲ adoption of the framework for next year's meeting (time, place, theme)
 - ▲ election of chair or vice-chair (depending on the year, see chap. C §3)
3. The following material shall be sent out with the final agenda (see chap. E §1):
 - ▲ brief written report corresponding to the chair's statement of activities since last meeting
 - ▲ copy of previous year's accounts and present year's budget
 - ▲ other material relevant to the agenda
4. Election of candidates to the office of chair, respectively vice-chair, shall take place according to the following procedure:
 - a. An official (preferably not eligible, nor a voter) for the election is appointed by the conference, based on suggestions from the chair.
 - b. Candidates are proposed. This is done written and anonymously. The proposals are collected by the official.
 - c. The official reads the proposals and writes the names on a board or the like, visible to all participants. No matter how many times a name is proposed, it is only written once on the board.
 - d. The official asks each proposed person if he or she accepts the candidature. Only those who accept their candidature can be voted for. If only one person accepts candidature, points b., c. and d. are repeated. If after this there are no other candidates, the first candidate is automatically elected. If new candidates appear, the procedure continues with point e.
 - e. The official writes the names of the candidates on the board, and the voting begins.
 - f. The vote is given anonymously. Each participant with the right to vote (see chap. C §1) receive from the official a single piece of unmarked paper and votes by writing the name of only one candidate on the paper.
 - g. The official collects the votes and reads them aloud, marking on the board the number of votes for each candidate.
 - h. If a candidate receives more than 50 % of the votes, he or she is elected.
 - i. If no candidate has received more than 50 % of the votes, the two candidates who received most votes go to a second round (starting from point f.).
 - j. If neither candidate receives more than 50 % of the votes, due to a tie and/or blank votes, they go to a third round (starting from point f.).
 - k. The candidate who after the third round has received most votes, even if it is not more than 50 %, is elected. In case of a tie, the candidates draw lots.

F. Transfer of business

1. It is the chair's responsibility that all relevant material for the running of PSP (archives, lists of members, list of relevant addresses, accounting etc. -- all in digital form where possible) is accessible at the annual conference.
2. The outgoing chair is moreover responsible for a proper transfer of business to the incoming chair. This procedure includes a transfer meeting between outgoing and incoming members of the board, held in connection with the annual conference. For this meeting the outgoing chair shall prepare the following material:
 - ▲ a written business manual in which the outgoing chair explains in detail the running of PSP. The manual shall include a copy of the PSP regulations, important deadlines, explanation of accounts and statements of the communication between PSP, Ansgar-Werk, Bishops' Conference and others, along with other relevant information.
 - ▲ The material mentioned in chap. F §1
 - ▲ a draft letter to inform Ansgar-Werk and the Bishop's Conference of the new chair. Outgoing and incoming chair shall co-sign the letter.
3. In order to properly ensure the preparation of the incoming chair, the business manual, including the PSP regulations, shall be carefully read and discussed during the transfer meeting. Likewise, the meeting should systematically go through all the other material mentioned in chap. F §2.

Brigittin guesthouse, Turku, Finland
5 August 2011

Fr. Hallvard Thomas Hole OFM
Chair of the PSP

Kasper Baadsgaard
Vice-chair of the PSP