

## **CONSTITUTION AND RULES**

### **THE CATHOLIC COMMISSION FOR JUSTICE AND PEACE IN ZIMBABWE (CCJPZ)**

#### **PREAMBLE:**

**WHEREAS** the Pontifical Commission *Justitia et Pax* was inaugurated within the Roman Curia on 6 January 1967, and whereas the Magna Carta of the Pontifical Commission is the Encyclical of Pope Paul VI, *Populorum Progressio*: “to bring to the whole of God’s people the full knowledge of the part expected of them at the present time, so as to further the progress of the poorer peoples, to encourage social justice among nations, to offer to less developed nations means whereby they can further their own progress” (p.5).

**AND WHEREAS** by resolution passed at a meeting of the Rhodesia Catholic Bishops’ Conference held at Bulawayo on the 17<sup>th</sup> January 1972, the Catholic Commission for Justice and Peace in Rhodesia was established with Constitution and Rules on 3<sup>rd</sup> March 1972.

**AND WHEREAS** at their Administrative Meeting on 4<sup>th</sup> August 1981, the Zimbabwe Catholic Bishops’ Conference (hereinafter referred to as “the Conference”) directed that the Constitution and Rules of the Catholic Commission for Justice and Peace be reformulated with emphasis on its status as an Episcopal Commission *Justitia et Pax* with effect from 1 December 1981.

#### **1. NAME**

The name of the Commission is “The Catholic Commission for Justice and Peace in Zimbabwe” (CCJPZ) and in this Constitution is referred to as “Commission”.

#### **2. DOMICILE AND JURISDICTION**

The office of the Commission shall be in Harare, and at such other places as may from time to time be agreed by the Conference, and shall carry out its work throughout Zimbabwe.

#### **3. MANDATE**

The mandate of the Commission is to contribute to the common effort of the Zimbabwe Catholic Bishops’ Conference and the whole Church in Zimbabwe to promote integral development, to favour justice between people and nations, and to build a lasting peace (cf. Pope Paul VI to Pontifical Commission, 20.4.1967). As a Catholic Commission, committed to promote the Social Teaching of the Church, the Commission will always endeavour to address Justice and Peace issues in a non-partisan manner.

#### **4. VISION**

A God fearing, democratic, just and peaceful nation

## **5. MISSION**

CCJPZ exists to promote justice and peace guided by gospel values.

## **6. VALUES**

CCJPZ believes in truth, justice, freedom and love.

## **7. IDENTIFICATION**

### **(a) LOGO**

CCJPZ shall be identified by the following logo:



Underneath the logo, or elsewhere, the motivational words for CCJPZ, following His Holiness Pope Paul VI, shall read: *If you Want Peace, Work for Justice*

### **(b) COLOURS**

The identification colours for CCJPZ shall be blue and white.

## **8. AIMS AND OBJECTIVES**

To achieve its mandate and in conformity with the Motu Proprio, Pope Paul VI Justitia et Pax 10 December 1976, the Commission should inter alia:

- a) Promoting justice and peace in Zimbabwe in light of the Gospel and of the Social Teaching of the Church (art.142)
- b) Deepening the Social Doctrine of the Church and attempt to make it widely known and applied, both by individuals and communities, especially as regards relations between workers and employers. These relations must be increasingly marked by the spirit of the Gospel.
- c) In view of peace, justice and human rights collect, synthesize and evaluate studies referring to the development of the people.
- d) Make results of its studies, research and reflection available to relevant bodies as well as collaborate with other organisations, inside and outside the church.
  - a. By keeping the Conference, its Secretariat and other concerned bodies informed of justice and peace issues, and assist as requested.
  - b. By informing and collaborating in Zimbabwe with such bodies as:
    - i. Diocesan Justice and Peace Committees as established by local Ordinaries in their jurisdiction
    - ii. Conference of Major Religious Superiors
    - iii. Agencies and organisations; religious and civil, including IMBISA (Inter-Regional Meeting of Bishops of Southern Africa)

- c. By promoting informed consciences among all the people and by such means to influence the shaping of public opinion in accordance with the Gospel
  - d. Endeavouring to obtain information on specific acts of injustice and violations of human rights and express Christian solidarity with those suffering injustice and submit its findings to the conference.
- e) Fostering relations with international Catholic Organisations and other bodies be they Catholic or not, that are sincerely committed to the promotion of the values of justice and peace in the world.
- f) Heightening awareness of the need to promote peace, above all on the occasion of the World Day of Peace (art143)
- g) Maintaining close relations with the Secretariat, especially when it deals publicly with problems of justice and peace in its documents or declarations (art144)
- h) Assisting in the formation of the Seminarians, Clergy, Religious and Christ's faithful in the Social Teaching of the Church

## **8. RELATIONSHIP OF COMMISSION TO CONFERENCE**

- i) The Commission shall be an organ of and be responsible to the Conference through its Bishop Chairperson and its National Chairperson shall represent the Conference in all matters and at all proceedings of the Commission.
- ii) The Conference through Bishop Chairperson shall appoint the management committee to the commission for a term of three years: the management committee with the approval of the Bishop Chairperson shall appoint experts on its own initiative. Ownership of any assets held or possessed by the Commission shall be and remain vested in the Conference.
- iii) The Commission through its Bishop Chairperson may make recommendations to the Conference in respect of any matter falling within the objectives of the Commission. The Commission may be tasked by the Conference to carry out any project, research etc.

## **9. COMPOSITION AND MEMBERSHIP**

The Commission shall be composed of appointed members and ordinary members, a certain number of who shall form the various Committees of the Commission.

### **A. Appointed Members**

- i) The Conference shall appoint the Bishop Chairperson of the Commission and the National Coordinator.
- ii) One person, who would normally be a priest or religious, will be appointed from each diocese by the local Ordinary to be the Spiritual Director to the Diocesan Committee
- iii) Members of the senior staff, who are employed by the Commission, shall be employed by the National Coordinator and appointed by the Conference or the Bishop Chairperson; while junior staff shall be appointed by the National Coordinator
  - a. Senior staff National Office includes, Public Education Officer, Governance Officer, Finance Officer, Research Officer, Social and Economic Justice Officer

## **B. Ordinary Members**

- i) All members of Diocesan Commission approved by the local Ordinary shall be Ordinary members of the Commission:
- ii) The National Chairperson and the two vice-Chairpersons shall be elected from the ordinary members at the National General Meeting:
- iii) At their Annual General meetings, each Diocesan Commission shall elect its Committee Members, to be approved by the local Ordinary:

## **10. QUALIFICATION AND TERM OF OFFICE**

- i) The Bishop Chairperson of the Commission is appointed for three years in accordance with the Constitution of the Conference:
- ii) The Chairperson and two vice chairpersons shall be elected from among the ordinary Members at the Annual General Meeting for approval by the Conference:
- iii) All elected members shall serve on an honorary capacity for a period of not more than three years, subject to re-election:
- iv) The Chairperson shall serve a maximum of two terms of three years each after which the incumbent may seek re-election:
- v) Representatives of Diocesan Justice and Peace Committees shall be approved by local Ordinaries and they shall serve at the discretion of the Local Ordinary. They shall report to the local Ordinary on the activities of the Committee:
- vi) Spiritual Directors / Priests ex-officio shall be appointed by their respective Local Ordinaries. They shall co-ordinate and give directions to activities of the Diocesan Committees

## **11. TERMINATION OF MEMBERSHIP**

### **A. Appointed Members**

- i) Membership shall terminate upon voluntary resignation:
- ii) The Conference may terminate the appointment of any Appointed Members at any time upon due notification to the National Executive committee:
- iii) The appointment of a Spiritual Director may be terminated by the local Ordinary.

### **B. Ordinary Members**

- i) Membership shall terminate upon voluntary resignation:
- ii) The local Ordinary may terminate the membership of any Ordinary Member at any time upon due notification to the Diocesan Committee.

## **12. POWERS AND DUTIES**

### **A. Bishop Chairperson**

- i) The Conference through the Bishop Chairperson, is responsible for the policy of the Commission and its implementation:
- ii) The Bishop Chairperson shall normally obtain the prior express approval of the Conference in extraordinary matters which commit the whole Conference, save in cases of emergency where this is not possible, when he shall have prior approval of at least one other member of the Conference.
- iii) If the Bishop Chairperson shall consider that any resolution adopted by the Commission should have the express approval of the Conference before being implemented, he shall have the right to withhold implementation of such resolution,

and such a resolution shall not be implemented until the Conference has given its approval therefore.

**B. National Chairperson**

- i) The National Chairperson is responsible to the Bishop Chairperson for the activities pertaining to the Commission.
- ii) The National Chairperson, in consultation with the NEC, shall chair, regulate the time, date, place and length of meetings of the National Executive Committee, the Annual General Meeting of the Commission, conduct meetings and certify the minutes of meetings as correct.
- iii) The National Chairperson shall convene a meeting of the whole Commission at least twice a year.
- iv) The National Chairperson shall raise pertinent justice and peace issues to be taken up by management during management / coordination meetings.

**C. The National Coordinator**

- i) The National Coordinator, in consultation with the Bishop Chairperson, ZCBC General Secretariat the Management and the National Executive Committee, shall be responsible for the implementation of the Strategic Plan, decisions of the Management, Executive, Bishop Chairperson, and ZCBC.
- ii) The National Director shall be responsible for the finances of the Commission, and shall see to it that proper books of accounts are kept which shall be made available to the ZCBC Finance Committee at all reasonable times and which shall be audited; the audited accounts shall be presented to the Annual General Meetings.
- iii) The National Coordinator shall cause to be minuted the proceedings of all meetings of the Commission and of its Executive.
- iv) Minutes of Annual General Meetings shall be circulated to the Conference, General Secretary, Spiritual Directors, Diocesan Coordinators and Diocesan Committee Chairpersons.
- v) Minutes of Executive meetings shall be treated as confidential and shall be circulated only to Executive members and the Vice-Chairpersons.
- vi) The National Coordinator shall ensure that at the earliest opportunity all funds received are deposited into the accounts which have been opened in the name of the Conference
- vii) The National Coordinator, in consultation with the Secretary General, Deputy Secretary General, and the ZCBC-Administrator shall administer the funds of the Commission on behalf of the Conference.
- viii) Once in each year, during the month of January, the National Coordinator shall submit to the Annual General Meeting a report on the working of the Commission for the preceding calendar year. If approved, the report shall be forwarded to the Conference.

**13. PUBLIC RELATIONS**

- i) The Commission shall act or participate in any activity and liaise with any organisation with the approval of the Conference on matters relevant to the objectives of the Commission.
- ii) When press statements have to be issued, it is the responsibility of the National Coordinator to do so on behalf of the Commission.

- iii) A press statement shall require the approval of three (3) Bishops, including the Bishop Chairperson before it is published.
- iv) Where the matter is grave and urgent, one of the three Bishops shall be the Bishop President of the Conference or his deputy.
- v) It is the duty of the National Coordinator to consolidate, highlight and or publicise Justice and Peace issues from local diocesan committees.

#### **14. PROCEEDINGS AT MEETINGS**

- i) The Commission shall meet at least twice a year of which one of the meetings shall be an AGM.
- ii) The Annual General Meeting shall normally be held at the end of March, to consider the Annual Report and the Financial Statements of the Commission before their presentation to the Ordinary Plenary Session of the Conference in April.
- iii) Voting at General Meetings shall be confined to four members per Diocesan Committee and the AGM resolutions shall be carried by a simple majority of the members present and voting.
- iv) A quorum for meetings of the Commission shall consist of the Bishop Chairperson, the Chairperson or Deputy of the National Executive Committee, the National Coordinator, two thirds of the appointed members and a third of the ordinary members

#### **15. COMMITTEES**

##### **A. National Executive Committee**

The NEC shall be made up of:

- Bishop Chairperson
  - National Chairperson
  - National Coordinator
  - Diocesan Coordinators
  - One Diocesan Chairperson from each diocese
  - One Spiritual Director from each diocese
  - National Coordinator of the Pastoral Centre and National Chairperson of the National Catholic Youth Council (NCYC)
- i) The NEC shall meet a minimum of twice a year. Extraordinary NEC meetings shall be called for specific emergency issues.
  - ii) The Executive shall act in the name of the Commission in accordance with the mind of the Conference in all matters and for all purposes where it would be impractical to call a meeting of the whole Commission.  
A quorum shall be the Bishop Chairperson, National Chairperson, the National Coordinator and at least three other members of the Executive.

##### **B. Diocesan Committees**

With the approval of the local Ordinary and Parish Priest, the following structures shall be created by the Diocesan Committee:

- a) An Outstation or Centre or Section Committee
- b) Parish Committee

- c) Deanery Committee
- d) Diocesan Catholic Youth Council

- i) Representatives from group a) shall form the Parish Committee while representatives of the Parish Committee shall form Deanery and ultimately the Diocesan Committee.
- ii) The Executive of the Diocesan Committees shall be elected from the Deanery Committee members by such members for a period of two years, subject to re-election, and shall be composed of a Spiritual Advisor, Chairperson, Secretary, Treasurer and such other members as the Diocesan Executive Committee or the local Ordinary sees fit to appoint.
- iii) The Diocesan Executive Committee, with the Spiritual Advisor, shall work to carry out the mandate of the Commission, and shall hold meetings and workshops to conscientize the people in their areas on Justice and Peace issues.
- iv) The Diocesan Executive Committees shall also keep the National Office informed of their programmes, the situation in their areas, make recommendations as to the focus of the work of the Commission, and shall hold meetings from time to time, the minutes of which shall be sent to the National Office.
- v) The Diocesan Executive Committees shall be kept informed of the work of the National office, and shall present their Annual Narrative and Financial Reports to the National Office for inclusion in the Commission's Annual Report.
- vi) The Diocesan Executive Committee may receive funds from the National Office for their operating expenses, and may make special application for extra funds if available. Proper accounts shall be kept for presentation at the AGM.
- vii) Each Diocesan Executive Committee shall put in place structures for soliciting local contributions. The funds raised are to complement the subsidy from the National Office and shall be used to further Justice and Peace activities in the Dioceses.

### **C. Management Committee**

The Management Committee shall be made up of:

- 3 spiritual directors
  - 3 diocesan coordinators
  - National Chairperson
  - National Coordinator
  - Catholic Parliamentary Liaison Officer
  - National Finance Officer
- i) The Management Committee shall regulate the activities of the Commission and the implementation of the Strategic Plan.
  - ii) The Management Committee shall plan for activities related to the formulation, implementation, monitoring the strategic plan, implementation plans and other justice and peace activities.
  - iii) The Management Committee shall coordinate activities of national and diocesan level of the Commission.
  - iv) The Management Committee shall mandate the National Coordinator to call for any emergency meetings if necessary.

## **16. FUNDS AND ACCOUNTS**

- i) The Commission shall be entitled to receive money and equipment on behalf of the Conference from any reputable source, provided that the National Coordinator, in consultation with the ZCBC Finance Committee and with the approval of the Bishop Chairperson may in the exercise of his discretion in this regard, refuse to accept funds on behalf of the Conference from any source
- ii) The Commission shall be responsible to the ZCBC Finance Committee for the management of its funds. The Financial year of the Commission shall end on 31<sup>st</sup> December each year.
- iii) Upon dissolution of the Commission, any assets of the Commission shall revert to the Conference.
- iv) The Commission must seriously consider the issue of self reliance at all levels for the sole purposes of sustainability

## **17. AMENDMENT OF THE CONSTITUTION AND RULES**

- i) The Conference shall have the power to amend and alter the Constitution and Rules of the Commission.
- ii) The Commission may make recommendations to the Conference as to the amendment and alteration of the Constitution and Rules, and any such recommendations must be approved by the Conference before any changes are made.
- iii) The Constitution shall be read in conjunction with the Ecclesiastical Constitution of the Zimbabwe Catholic Bishops' Conference (1981) and the General Secretariat working rules (1977) especially par. 16, 17 and 18.