

# EUROPEAN CONFERENCE OF REFORMED CHURCHES

## REGULATIONS

*Adopted 26 May 2016*

### **Introduction**

The European Conference of Reformed Churches (EuCRC) functions as a regional conference of the International Conference of Reformed Churches (ICRC).

The purpose of the EuCRC shall be:

1. to express and promote the unity of faith that the European member churches have in Christ;
2. to encourage the fullest ecclesiastical fellowship among the European member churches;
3. to encourage cooperation among the European member churches in the fulfillment of their missionary and other mandates;
4. to study the common problems and issues that confront the European member churches and to seek to make recommendations with respect to these matters;
5. to provide opportunities for non-member churches, organizations and persons to meet.
6. to present a Reformed testimony to Europe

Churches have membership of the EuCRC by virtue of their membership of the ICRC and their location within Europe (note 1). If a member church ceases to be a member of the ICRC, or if it is not represented at three successive Conferences of the EuCRC, its membership of the EuCRC shall lapse.

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### **Regulations**

#### **1. Meetings of the Conference**

- a. The Conference shall convene every two years.
- b. Each meeting of the Conference shall determine the place of the next Conference.
- c. Each meeting of the Conference shall be prepared for by the Convening Committee, which will determine the time, venue, and programme of the Conference, and communicate this to the member churches and other relevant contacts at least one year beforehand.

#### **2. Convening Committee**

- a. Organization of the Conference will be in the hands of a Convening Committee.
- b. The Convening Committee shall have five members. These shall be men serving as ministers or elders of the member churches; the five men shall be from five different member churches.
- c. At each conference two members of the committee shall retire and two new members be elected by the voting members of the member churches
- d. The Convening Committee shall appoint from among its members a Chairman and a Vice-Chairman
- e. The Convening Committee shall appoint a Secretary and a Treasurer
- f. The Convening Committee will report on their work to the member churches at the Conference.

#### **3. Responsibilities of the Chairman**

- a. The responsibilities of the chairman *at* the meetings of Conference meeting will be:
  - i. to call the meeting to order at the appointed time and see to it that each session is properly opened and closed;
  - ii. to ensure that the matters on the agenda are dealt with as expeditiously as possible;
  - iii. to put to the meeting every motion that is made and duly seconded, as well as take the vote;
  - iv. to exercise a casting vote when voting is tied;
  - v. to rule on all points of order;

- vi. to report on each Conference to the Co-ordinating Committee of the ICRC.
- b. The responsibilities of the chairman *in between* the meetings of the Conference will be:
  - i. to convene committee meetings
  - ii. to communicate with the Co-ordinating Committee of the ICRC;
  - iii. to act as a reference point for the other members of the committee.

#### **4. Responsibilities of the Vice-Chairman**

- a. The responsibilities of the vice-chairman *at* the meetings of the Conference will be:
  - i. to take the chair when the Chairman desires to express himself on any question before the meeting;
  - ii. to assume the duties and privileges of the Chairman in his absence;
  - iii. to render assistance to the Chairman.
- b. The responsibilities of the vice-chairman *in between* the meetings of the Conference will be:
  - i. to render assistance to the Chairman;
  - ii. to take the responsibilities of the Chairman if needed.

#### **5. Responsibilities of the Secretary**

- a. The responsibilities of the Secretary *at* the meetings of the Conference will be:
  - i. to keep an accurate record of all the proceedings of the meeting;
  - ii. to ensure that all documents are properly cared for;
  - iii. to forward the proceedings to the member churches as soon as possible after compilation.
- b. The responsibilities of the Secretary *in between* the meetings of the Conference will be:
  - i. to attend to all correspondence;
  - ii. to receive all reports from committees of the Conference and distribute them to the member Churches;
  - iii. to manage the proceedings of the meetings, arrange and propose the business to be transacted in every session and make recommendations concerning committees;
  - iv. to provide the webmaster with material which should be published on the website.

#### **6. Responsibilities of the Treasurer**

- a. The responsibilities of the Treasurer of the Conference will be:
  - i. to draw up a budget with the assistance of the Convening Committee for the following Conference;
  - ii. to collect the funds for the Conference, and make appropriate banking arrangements;
  - iii. to reimburse all costs incurred by the Conference and the preparation of the Conference;
  - iv. to record the income and expenditure of the Conference;
  - v. to submit a financial report to the next Conference.

#### **7. Committees**

- a. The Conference may appoint a committee to study any matter that is deemed to be of mutual concern to the member churches.
- b. The members of these committees should be as representative as possible.
- c. Committee reports shall be in the hands of the Secretary at least three months prior to the next meeting of the Conference.

#### **8. Participants**

- a. The following are to be seated at the meetings of the Conference:
  - i. voting delegates from the member churches (each member church may have a maximum of two voting delegates);
  - ii. advisory delegates from the member churches;
  - iii. observer delegates of churches that have made application for membership in the Conference.
  - iv. visiting delegates of churches, which have not yet applied for membership.

- v. representatives of organizations or institutions (such as theological seminaries, affiliated mission organizations etc.), which are introduced by one of the member churches.
- b. Plenary sessions of the conference may be audited by members of the churches.

#### **9. Conduction of the Conference**

- a. The Convening Committee will be responsible for the opening, daily order and closure of the Conference.
- b. The Convening Committee will seek the involvement of local churches in the neighbourhood of the venue as far as possible and deemed useful for participation in devotion, lectures and Christian fellowship.

#### **10. Agenda Material**

- a. The Conference shall place on its agenda:
  - i. correspondence from member Churches;
  - ii. reports from its special committees and Secretary;
  - iii. recommendations from any two member Churches to extend an invitation to another church to send observers to the Conference.
- b. Materials for the agenda should be received by the Secretary four months in advance. Recommendations should also be in the hands of the Secretary three months in advance and be circulated as soon as possible thereafter. Amendments to Committee proposals can be received by the Corresponding Secretary up to the opening session of the next meeting of the Conference. Other agenda material received less than 6 months before the opening of the next meeting of the Conference shall only be considered if the Convening Committee and / or the Conference so decides.
- c. The agenda must be finalized two months before the Conference and a copy be sent to all member Churches and other invitees.
- d. Additional subjects for the agenda introduced by a delegate of a member Church shall be restricted to those matters which are important and urgent and which could not have been placed on the agenda in a regular way. In such cases the meeting of the Conference shall decide whether to place these matters on the agenda.

#### **11. Amendments to the Regulations**

- a. These Regulations may be amended by a two-thirds majority of the votes cast.
- b. Proposed amendments shall be sent to the Secretary four months prior to the meeting of the Conference.

#### **Note 1.**

Europe is defined as the region (not the European Community).