



ASSOCIATION INTERNATIONALE
D'ÉTUDES PATRISTIQUES
INTERNATIONAL ASSOCIATION OF
PATRISTIC STUDIES

Rules of Procedure

1. *The Council*

(a) The members of the Council are elected by the members of the Association in the country or region in which they reside. These elections, which take place every four years, are organized by the national correspondents under the direction of the Executive Committee. At the appropriate time, the national correspondents issue a call for candidates (for example, by e-mail). The names of the candidates are subsequently disseminated to the members in the country or region in question, who then vote by postal ballot. The ballots are opened by the national correspondent, if possible in the presence of two other members, at least three months before the meeting of the Council. The results of the election in each country or region are immediately reported to the Executive Committee and other interested parties.

(b) The number of members of the Council representing a country or region is determined by the Executive Committee on the basis of the total number of members of the Association, the number of countries represented in the Association, and the number of members from each country. The total number of members of the Council is determined by the Executive Committee.

(c) Only members in good standing may be elected. Members of the Council may be re-elected. In case of a tie, the older candidate is elected.

(d) Notice of the meeting of the Council is sent by the President to the newly elected members no later than two months prior to the meeting to allow them time to appoint a substitute if they are unable to attend, in accordance with Article 7 of the Statutes. The list of all newly elected members is enclosed with the notice of the meeting.

(e) The President's report, the annual report from the Secretary, and the financial report from the Treasurer are presented to the Council.

(f) The President and Secretary are responsible for preparing the minutes of the Council deliberations, which are distributed to the members of the Council and the national correspondents.

2. *Organization of the election of the Executive Committee*

(a) Sufficiently in advance, the outgoing Executive Committee appoints a three-member external committee (the election committee), which is responsible for seeking nominations for positions on the Executive Committee. The Election Committee disseminates the names of the candidates and their academic and research backgrounds.

(b) The newly elected Council is responsible for electing the new five-member Executive Committee for a four-year term. The procedures for the election of the Executive Committee and its responsibilities are set out in Article 8 of the Statutes.

(c) Members who have not been elected to the Council are eligible for election to the Executive Committee.

(d) The members of the Executive Committee may be re-elected.

3. *Functions of the Executive Committee*

(a) *President:*

The President is responsible for admitting new members, chairing the meetings of the Executive Committee, and liaising with national correspondents and members to keep them informed of the work of the Association. He/she represents the Association on the Board of

Directors of the International Conference on Patristic Studies (Oxford), makes the arrangements for the General Assembly and the Council, organizes the awarding of scholarships to young researchers, and oversees and promotes the work of the Association in all its aspects.

(b) *Secretary:*

(1) The Secretary sees to the proper functioning of the Executive Committee: he/she is responsible for drafting the minutes of meetings and distributing them to the members of the Committee and, as appropriate, to the national correspondents. He/she also distributes correspondence from members or third parties concerning the work of the Association.

(2) With the agreement of the Executive Committee and the national correspondents, he/she coordinates the procedures for the admission of new member. To this end, he/she forwards membership applications to the President and records all pertinent information for updating of the *Annuaire* or inclusion in the *Bulletin*.

(3) The Secretary is responsible for publication of the annual *Bulletin* of the IAPS. As such, he/she maintains contact with the national correspondents and the members, as well as with the publishing house for matters relating to the printing and distribution of the *Bulletin*.

(4) In cooperation with the Treasurer, the Secretary updates the *Annuaire* of all members, either in electronic form on the Association website or in hard copy, if possible every four years.

(c) *Treasurer:*

(1) The Treasurer must provide a report on the previous year's revenues and expenses and the budget for the current year. The report and the budget must be approved by the Executive Committee. During the meeting of the Council, the Treasurer is responsible for presenting a report on the revenues and expenses of the Association for the years since the last meeting of the Council.

(2) In January of each year, the Treasurer reminds the national correspondents of the collection of dues and the procedures for transferring them to the general account, and asks for reports on the regional accounts from national correspondents who keep such accounts.

4. *National correspondents*

(a) Whether they volunteer or their background recommends them to the Secretary, the national correspondents are appointed for an open-ended term by the President after seeking the opinion of the Executive Committee. The President informs the person appointed in writing and advises him/her of the tasks of national correspondents under Article 9 of the Statutes.

(b) The Executive Committee may remove a national correspondent from his/her post.

(c) In countries with more than fifty members, the Executive Committee may appoint a treasurer to assist the national correspondent.

5. *Correspondent for France*

(a) As the IAPS is governed by French law (July 1, 1901 Law on Associations), the correspondent for France may be tasked by the Executive Committee to handle periodic formalities with the Prefecture of Police of Paris (city where the IAPS headquarters is located) to report the make-up of the new Executive Committee, any amendments to the statutes, any change of address of the IAPS headquarters, etc., and with a branch of the bank where the IAPS documents are deposited.

(b) The correspondent for France also archives the minutes (originals since 1995), which may be consulted by any member of the Association.

(c) He/she also handles the legal deposit of the *Bulletin* and *Annuaire* with the Bibliothèque Nationale de France and the French Ministry of the Interior.

(d) The correspondent for France may also issue a tax receipt for the annual dues paid by members residing in France who request such a receipt and, if necessary, receipts for manual gifts (*dons manuels*) made to the IAPS.

6. Website (<http://www.aiep-iaps.org/>)

(a) The Association's website, which is partly bilingual (English and French), is maintained under the authority of the Executive Committee.

(b) The website provides information on the IAPS with links to research centers and publishers in the field. In accordance with the regulations of the country that houses the website, provisions are made to protect the confidentiality of personal data or to reserve access to such data to members only.

7. General Assembly

(a) The President convenes the General Assembly, for which a notice is published on the IAPS website and/or in the *Bulletin* at least one month in advance.

(b) The President and Secretary are responsible for preparing the minutes of the General Assembly, which are published either on the IAPS website or in the subsequent issue of the *Bulletin*.

8. Archives

(a) The minutes of meetings of the Executive Committee are prepared by the Secretary, submitted to the Executive Committee for approval at the next meeting, and countersigned by the President. Since 1995, an official copy has been kept by the correspondent for France; copies are also made for the members of the Executive Committee.

(b) The minutes of the General Assemblies and meetings of the Council are prepared by the Secretary and countersigned by the President. Official copies are kept by the correspondent for France (since 1995) and copies are provided to the members of the Executive Committee. The minutes are compiled in chronological order in the most appropriate format.

(c) All official documents relating to the operation of the Association since the preparatory work for its establishment (1963) through to approximately 1995 have been deposited (contract dated May 26, 2008) with the Centre National des Archives de l'Église de France (35 rue du Général Leclerc, F-92130 Issy-les-Moulineaux), where any researcher may consult them. Later documents may be deposited there at the appropriate time.

9. Rules of procedure

(a) The rules of procedure supplement the Statutes and detail the internal operations of the Association.

(b) The Executive Committee is responsible for drafting the rules of procedure. The Council is responsible for adopting said rules, which are applicable to all members of the Association. Each new member of the Executive Committee and of the Council is provided with a copy and a copy is kept in the archives. The Executive Committee may amend the rules of procedure and submits such amendments to the Council as soon as possible, including, in urgent cases, electronically.

10. Registered address of headquarters

The registered address of the association headquarters is currently: Bibliothèque d'Histoire des religions, Maison de la Recherche, Université Paris-IV, 28 rue Serpente, F - 75006 PARIS. No mail should be sent to this address.

(As the headquarters of the Association is in France, only the French version of these Rules of Procedure is authoritative.)

Adopted at Oxford, August 10, 2011.