



## ACCOGLIENZA PELLEGRINA - ARTICLES OF ASSOCIATION

### Title I° - NAME, LOCATION AND PURPOSE.

**Article 1** - An Association called Accoglienza Pellegrina (hereafter, just AP) is established as an all-volunteer, non-profit association, with unlimited duration in time and governed in accordance with Title II of the Civil Code as well as these bylaws and guidelines.

The association is based at Casa del Pellegrino "Giuseppe Mancino", Via Provinciale 15, 55041 - Valpromaro - Massarosa (LU).

**Article 2** -AP is a non-profit association and carries out its activities in full free volunteering mode, respecting the founding principles of lived democracy and the principle of equality of individuals. AP adopts the founding principles of Hospitaleros Voluntarios – Spain, adapting them to the Italian context. It groups people who assume the status of "Hospitaleros" according to the requirements of Articles 3 and 4.

Dedicated to welcoming pilgrims along spiritual routes, AP does not operate pilgrim hostels but provides cooperation through its associates supporting facilities with the following requirements:

- 1) are run by non-profit organisations/bodies/associations;
- 2) practise a donation-based hospitality;
- 3) have an insurance policy covering the civil liability of the hospitaleros;
- 4) provide a suitable room for the use of volunteers and, if possible, a kitchen;

AP promotes training and information activities for its members and for pilgrims: training courses for new hospitaleros; refresh courses for long-serving hospitaleros; study and research groups on specific subjects.

AP offers testimony to the cultural and spiritual values of the traditional hospitality and Camino, understood as an opportunity for personal development exchanging views with other parties involved in the same subject, in the forms deemed appropriate from time to time.

AP has no financial resources nor does it accept grants or funding from public or private entities;

As an association, it does not express an ecclesial and/or religious choice, nor a political orientation, but is open to dialogue with other social, educational and associational actors.

AP has official channels for communication among members and to the outside world.

### Title II° - RIGHTS AND OBLIGATIONS OF MEMBERS AND CONDITIONS OF THEIR ADMISSION

**Article 3** - All those who are interested in the realization of the institutional purposes and share its spirit and ideals may participate in AP.

Prerequisite for membership is having attended the training course and having served at least once in a pilgrim hostel within the same year. Applicants who have completed, in whole or in large part, at least one devotional Camino (a minimum of 400 km. in a row is required) are eligible for the course.

**Article 4** – Membership categories include: active and ordinary members. Active members are those who served at least once in Italy or Spain in the previous two years and/or collaborate in the management of AP. Ordinary members are those who have not rendered any service in the past two years. According to the stated requirements, it is always possible for an ordinary member to become an active member and vice versa.



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**Article 5** - All members are required to abide by these bylaws and any further internal regulations according to the resolutions passed by the appropriate bodies. In case of deviant behaviour and/or serious reasons for non-compliance, the Board of Governors shall intervene and may apply the sanctions of reprimand, lay-off or expulsion from the Association. For the purpose of fair solution to any disputes determined by the application of sanctions, the Board of Arbitrators is established, referred to in Article 15 below.

**Article 6** - All members have the right to vote on all matters discussed in any meeting. The right to vote may not be excluded under any circumstances, except for members who are subject to suspension orders. Voting by proxy is not permitted.

**Article 7** -Forfeiture of membership may occur:

- by free decision of the member who intends to leave the Association by giving written notice addressed to the Board of Governors;
- as a result of expulsion decided by the Board of Governors under Art. 5.

### Title III° - ASSETS

**Article 8** - The Association carries out its activities using only the voluntary work of its members, thus without economic resources and financial sources.

Since there is no social fund, members are not required to pay dues.

All activities performed by members in governing bodies are performed voluntarily, without any compensation or reimbursement of expenses.

Members attending the assembly or other meetings and those taking part in training courses may be asked to make a contribution to cover expenses incurred only. An overall statement of such contributions and expenses will be prepared and reported in the meeting minutes for the relevant year.

Any monies remaining from expenses incurred at the assembly and other meetings are donated to the facility that hosted AP, if non-profit, or to other non-profit facilities with which AP collaborates.

### Title IV° - RULES ON ORGANISATION AND ADMINISTRATION.

**Article 9** - The organs of the Association are:

- The Members' Meeting;
- The President;
- The Board of Governors;
- The Board of Arbitrators.

**Article 10** - The Members' Meeting ensures proper management and maintenance of AP's guidelines; it is composed of all members each of whom is entitled to one vote. It is convened at least once a year on an ordinary basis and, on an extraordinary basis, if a request is made by at least one-tenth of the members (ex- Article 20 C.C.). The convocation shall be made in writing or by mail to be made at least twenty days before the meeting. Usually, such a meeting shall be held at the end of the service season.



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**Article 11** - The ordinary meeting shall:

- elect the president and the board of arbitrators
- approve the bylaws and guidelines
- deliberate on motions proposed on issues covered by association activities.

The venue for the meeting is determined annually by the Governing Board.

The Association's operating year begins in conjunction with the ordinary meeting and ends with the following one.

On first call, the ordinary meeting is validly constituted if a majority of the members are present. On second call, the ordinary meeting is validly constituted when at least thirty members are present.

The ordinary meeting passes resolutions with the following distinct majorities:

- for the election of the president and any other resolutions by a 2/3 (two-thirds) vote of those present; if the first vote for the election of the president does not reach the 2/3 quorum, a runoff will be held with a simple majority.
- for functional changes in the guidelines by an affirmative vote of half plus one of those present.

The ordinary meeting ratifies any amendments to the bylaws and guidelines made necessary by law or provisions of the authorities in charge

An extraordinary meeting is validly constituted when at least 50% of the active members are present or, if this condition is not met, that at least 50%+1 of those present are active members.

For amendments to the bylaws and dissolution of the association, the required majority is 4/5 of those present, on a motion previously submitted to the Board of Governors at least three months in advance for inclusion in the agenda of the meeting

At the opening of each meeting, the assembly ratifies the appointment of a chairperson and a secretary who shall sign the final minutes. The person appointed to verify the validity of the meeting in order to proceed with the election of a chairperson and secretary is the president of the association, in his absence, the member of the Board of Governors appointed by him.

In the case of renewal of the Board of Governors, the assembly also ratifies the formation of an election committee consisting of three members, two of whom are members of the outgoing board who are not candidates for president or arbitrators, and a third who is available from among those present at the assembly. The election committee is responsible for:

- gathering all nominations into a list and presenting them to the assembly;
- presiding over the voting operations;
- counting the votes and proclaim those elected.

### **Article 12 - Election and constitution of the Board of Governors**

The assembly is responsible for electing the president.

Eligible to run for the office of president are members who:

- have served at least 4 years in Italy and/or Spain;
- are active in the association as board members, trainer or collaborators and/or have otherwise actively participated in the life of the association.

No person who is already a member of governing bodies of other association in the field of Caminos and hospitality may serve as president as to order to avoid conflicts of interest.



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Nominations will preferably be submitted in writing to the outgoing Board in time for them to be brought to the attention of all members in the period between the convening of the meeting and its holding. Candidates who put themselves forward will communicate through AP channels their program of work.

However, nominations submitted at the beginning of the assembly will also be accepted.

The election committee collects nominations for president and makes them known to the assembly. Those present at the assembly cast their votes in writing on ballots provided on site.

The president-elect will choose board members in number of 4 from among the active members who become available and who have at least 4 years of actual service between Italy and/or Spain for the functions stipulated in Article 13.

The board thus composed will operate with a three-year term renewable to a maximum of two consecutive terms. The board will appoint a vice president from among its members.

The Board of Governors is validly constituted when at least half plus one of its members are present.

In the case of resignation or permanent inability to serve of a board member, the office is given to the outgoing member's aide, selected in accordance with Article 13.

In the event of the resignation or permanent inability to serve of the president, the vice-president shall be called to replace the president until the first meeting, replacing the vacancy in the manner described above.

The president has the power to replace board members for good cause only by a majority vote of the members; in case of a tie, the president's vote will be decisive.

Active members, a minimum number of 15, have the right to make a motion of no confidence in the president if he/she defaults or fails to meet the mandate set by the AP goals. The chairperson will have the opportunity to respond and/or repent, otherwise the board will call a special meeting.

### **Article 13 - Duties and functions of the Boards of Directors**

The Boards of Directors is the executive body of AP. Members of the Boards of Directors are called upon to fulfil the following roles:

- President, with representative and coordinating functions;
- Responsible for Training, with the function of receiving, orientating and fostering associates;
- Responsible for hostels, interfacing, supervising and monitoring the relationship with hostel managers;
- Responsible for shifts, with function of data base management and volunteer shift assignment;
- Responsible for communication, with the function of providing members and outsiders with information useful and necessary to achieve the purposes of association life, as well as fostering communication among members for the growth of a sense of community.

The Board of Governors has all powers of ordinary administration.

In day-to-day management its tasks are:

- Call the meeting;
- Execute and implement the assembly and statutory programmatic directions;
- Prepare the acts to be submitted to the assembly for approval;



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- Formalize proposals for the management of the Association and plan and implement all activities necessary to further the purpose of the Association.

The Board of Governors is called upon:

- by the President;
- by at least two components.

The tasks and ways of carrying out the activities of each member of the Board of Governors are better represented and detailed in the Association's guidelines, to which explicit reference is made. The Board of Governors is empowered to propose to the Members' Assembly any changes according to specific operational needs.

The Board of Governors ensures and protects the unified and continuous reference of the purposes and nature of the association by promoting the ethical development of the movement.

It promotes the common feeling of experiencing hospitality as the founding value of sharing a project of volunteerism and gratuitousness at all levels, offered with an awareness of giving of one's time and skills.

The Board of Governors makes its decisions by relative majority. In case of a tie, the President's vote is decisive. Minutes shall be taken of each meeting and kept on file.

Each member of the board has the right to designate for his or her area of responsibility a collaborator as well as local collaborators for the hostels in the number that will be necessary, chosen from among the members on the proposal of each board member in relation to his or her area of activity, thus ensuring for each area the support of a trusted person who can offer the appropriate expertise.

These staff members may participate, if invited, in the work of the board but do not have voting rights.

**Article 14** - The President of AP is its legal representative for all purposes and the data controller for the purposes of the Privacy Act.

He convenes and presides over the Board of Governors and signs all acts performed by the Association. The president executes the resolutions ordered by the assembly. His duties are detailed in the guidelines.

**Article 15** - Board of Arbitrators.

The Board of Arbitrators is elected by the Assembly based on the number of votes received against the submitted list.

The election committee collects nominations for probationer and makes them known to the assembly. Those present at the assembly cast their votes in writing on ballots provided on-site.

Any Member with a length of service of at least four years, who has been active in the association and/or has held supporting positions within the association, may stand for election to the office of Arbiter, provided that he or she does not hold any other social office or intends to run for them. The Board of Arbitrators, serving a three-year term, consists of three regular members and two alternate members. The acting members will choose from among them the President of the Board with power of representation. The function of the Board of Arbitrators is to control the observance of statutory, ethical and deontological norms by Members and other social organs, as well as to settle any disputes that may arise between Members or between Members and social organs, excluding those that by law or by statute are the responsibility of other judging entities. The Board of Arbitrators meets in full and takes decisions by an absolute majority of its members. Minutes shall be taken of each meeting and submitted to the Board for approval.

The Board of Arbitrators operates in full independence; it acts only on referral, examines and judges in fairness, by way of informal arbitration and without procedural formalities, then transmitting its unquestionable judgment to the Board of Governors, which will take the appropriate implementing measures. Alternates take over the board in case of inability, resignation or conflict of interest on the part of the regulars.



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**Article 16** - Anything not provided for in these bylaws shall be governed by the rules of the Civil Code and relevant laws.

### Transitional rule

**Article 17** - Upon the establishment of AP, hospitaleros in the AP database will be asked to express their consent to become members.

After 30 days have passed since the request was sent without a response being received, a reminder will be sent to the member in question. After the expiration of another 30 days and if no response is received, the member will be removed from the database.