GENERAL CONSTITUTIONS

**The Offices in the Fraternity**

## Article 51

**1.** While firmly upholding the co-responsibility of the council to animate and guide the fraternity, the minister, as the primary person responsible for the fraternity, is expected to make sure that the directions and the decisions of the council are put into practice and will keep the council informed about what he or she is doing.

**2.** The minister also has the following duties:

a. to call, to preside at, and to direct the meetings of the fraternity and council; to convoke, every three years, the elective chapter of the fraternity, having heard the council on the formalities of the convocation;

b. to prepare the annual report to be sent to the council of the higher level after it has been approved by the council of the fraternity;

c. to represent the fraternity in all its relations with ecclesiastical and civil authorities. When the fraternity acquires a juridical personality in the civil order, the minister becomes, when possible, its legal representative;

d. to request, with the consent of the council, the pastoral and fraternal visits, at least once every three years.

e. to put into effect those acts which the Constitutions refer to his or her competence.

## Article 52

**1.** The vice‑minister has the following duties:

a. to collaborate in a fraternal spirit and to support the minister in carrying out his or her specific duties;

b. to exercise the functions entrusted by the council and/or by the assembly or chapter;

c. to take the place of the minister in both duties and responsibilities in case of absence or temporary impediment;

d. to assume the functions of the minister when the office remains vacant.[[1]](#footnote-1)

**2.** The secretary has the following duties:

a. to compile the official acts of the fraternity and of the council and to assure that they are sent to their respective proper recipients;

b. to see to the updating and preservation of the records and the registers, noting admissions, professions, deaths, withdrawals, and transfers from the fraternity;[[2]](#footnote-2)

c. to provide for the communication of the more important facts to the various levels and, if appropriate, to provide for their dissemination through the mass media.

**3.** The master of formation has the following duties:

a. to co-ordinate, with the help of the other members of the council, the formative activities of the fraternity;

b. to instruct and enliven the inquirers during the time of initiation, the candidates during the period of initiation formation, and the newly professed;

c. to inform the council of the fraternity prior to profession, concerning the suitability of the candidate for a commitment to live according to the Rule.

**4.** The treasurer, or bursar, has the following duties:

a. to guard diligently the contributions received, recording each receipt in the appropriate register, with the date on which it was given, the name of the contributor, or the one from whom it was collected;

b. to record in the same register the items of expense, specifying the date and the purpose, in conformity with the directions of the fraternity council;

c. to render an account of his or her administration to the assembly and to the council of the fraternity according to the norms of the national statutes.

**5.** The provisions regarding the rights and duties of the vice‑minister, the secretary and the treasurer apply, with the appropriate adaptations, to all levels.

Statutes

SECTION I

Article 5. National Executive Council

1. Between the meetings of the National Fraternity Council, an elected National Executive Council shall carry on the business and carry out the purposes of the National Fraternity in a spirit of ministry and service [cf. *General Constitutions*, article #66.1].

2. The National Executive Council is composed of the National Minister, the National Vice Minister, the National Secretary, the National Treasurer, at least one elected Councilor, and the International Councilor. The President of the Conference of National Spiritual Assistants is by right a member of this Council. The Chair(s) of the National Formation Commission and the **NAFRA Statutes**

*Page 4 of 21*

National Justice, Peace and Integrity of Creation (“JPIC”) Commission may attend meetings of the National Executive Council.

3. All members of the National Executive Council have voting rights. The Chair(s) of the National Formation Commission and the National Justice, Peace and Integrity of Creation (“JPIC”) Commission exercise a consultative role.

4. Election of the members of the National Executive Council shall proceed in accordance with **Section II** of this document.

5. The duties of the National Executive Council are:

a. To form, animate, guide and coordinate the SFO at the national level;

b. To see that the decisions of the National Fraternity Council are carried out;

c. To provide practical and pastoral interpretations and to clarify specific points in the *National Statutes*, with validity until the next meeting of the National Fraternity Council;

d. To resolve urgent problems which may arise that were not encompassed in the *General Constitutions* or *National Statutes*, until the next meeting of the National Fraternity Council;

e. To intervene to resolve serious and urgent problems in a spirit of reconciliation when requested by a Regional Fraternity Council or on the National Executive Council’s own initiative;

f. To hear appeals from decisions of dismissal from membership rendered by Regional Executive Councils where appropriate

[cf. *General Constitutions*, article #59];

g. To establish and direct commissions and committees deemed necessary to achieve the goals and objectives determined by the National Fraternity Council;

h. To present to the representative of the International Fraternity and the representative of the Conference of General Spiritual Assistants a stipend appropriate to the journey made and the length of stay required at the time of fraternal and pastoral visits, and also on the occasion of their presiding over and witnessing elections;

i. To administer the financial affairs of NAFRA, including events not foreseen in the annual budget approved at the annual meeting of **NAFRA Statutes**

*Page 5 of 21*

the National Fraternity Council, such extraordinary (non- budgeted) expenditures not to exceed five per cent (5%) of the annual budget.

6. When not in session, the National Executive Council may conduct business electronically (i.e., via e-mail, telephone, fax, etc.), provided that any decisions and determinations made in this way are reviewed and ratified at the next regular meeting of the Council.

Article 6. Duties of Officers of the National Executive Council

1. The National Minister, in addition to the duties enumerated in article #67 of the *General Constitutions*, has the following duty:

To approve when necessary extraordinary (non-budgeted) expenditures, not to exceed one per cent (1%) of the annual NAFRA budget.

2. The National Vice Minister’s duties are enumerated in article #52.1 of the *General Constitutions*.

3. The National Secretary, in addition to the duties enumerated in article #52.2 of the *General Constitutions*, has the following duty:

To maintain and supervise the archives of the National Fraternity in

accordance with instructions of the National Executive Council.

4. The National Treasurer, in addition to the duties enumerated in article #52.4 of the *General Constitutions*, has the following duties:

a. To ensure the deposit of all funds of the National Fraternity which may come into the hands of the National Treasurer into such bank accounts in the name of NAFRA as the National Executive Council shall designate;

b. To provide for the payment of monies as the business of the National Fraternity may require as approved in the annual budget or on the order of the National Minister or the National Executive Council. All payments are to be made by check.

c. To submit an annual budget to the National Executive Council for its review, and to the National Fraternity Council for its review and approval at the annual meeting.

d. To be responsible for the financial books and records of NAFRA. Upon the written request of any member of the National Fraternity **NAFRA Statutes.**

*Page 6 of 21*

Council to the Treasurer, these financial records shall be open for inspection.

e. To provide the National Fraternity Council with financial reports of receipts, expenditures, and balances in NAFRA’s treasury throughout the year, and at the beginning of each year, to provide a written statement of receipts, expenditures and balances in NAFRA's treasury for the preceding year.

5. The International Councilor’s duties are enumerated in article #75 of the *General Constitutions* and article #7 of the *International Statutes*.

6. The President of the Conference of National Spiritual Assistants, in addition to the duties enumerated in article #90 of the *General Constitutions*, has the following duties:

a. To attend meetings of the National Fraternity Council and of the National Executive Council, of which he is a member by right, collaborating with these bodies in all their activities;

b. To act collegially with the other National Spiritual Assistants to coordinate spiritual assistance on the national level and to cooperate in the initial and continuing formation of the brothers and sisters [cf. *General Constitutions*, article #90.3b; *Statutes for Spiritual Assistance*, article #19];

c. To vote in all matters which come before these bodies for decision except for financial matters and in elective chapters.

1. See *Constitutions* 81,1. [↑](#footnote-ref-1)
2. Each local fraternity is to have at least a register of enrollments (admissions, professions, transfers, deaths, and every other important annotation relative to the individual members), the register of minutes of the council and the register of administration. [↑](#footnote-ref-2)