

# THE ADMINISTRATOR'S DIRECTORY

GENERAL COUNCIL

ROME – 2017



**Institute of the Brothers of the Christian Schools**

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## ABBREVIATIONS OR ACRONYMS USED

<b>B</b>	Bull of Pope Benedict XIII approving the Rules and the Institute of the Brothers of the Christian Schools
<b>C</b>	Circular n°....
<b>c</b>	Canon – Code of Canon Law – Codex Iuris Canonici/83
<b>cc</b>	Canons – Code of Canon Law – CIC/83
<b>cf</b>	<i>Conferator</i> (refer to another article of this Directory)
<b>CIAMEL</b>	International Council for Association and the Lasallian Educational Mission, Statutes 2015
<b>CICLSAL</b>	Congregation for the Institute of Consecrated Life and Societies of Apostolic Life
<b>CPBCE</b>	Pontifical Commission for the Cultural Heritage of the Church (Circular Letters: April 10, 1994, February 2, 1997, September 15, 2006)
<b>PL</b>	Pastoral Letter on the Rights of the Child, the Kingdom of God and the Lasallian Mission (January 1, 1999)
<b>R</b>	Rule of 2015, with number of the article
<b>VC</b>	Vita Consecrata – John Paul II – Apostolic Exhortation, 1996

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## INTRODUCTION

*At all levels of the Institute, the Brothers who exercise authority allow themselves to be guided by the Spirit as they seek and accomplish the will of God. They also accept the views of the Brothers as a means of perceiving together God's plan.*

(Rule 110.2)

Dear Brother:

I am pleased to present to you the updated *Administrator's Directory*; the Directory is in accord with the Rule (2015). You already have updated versions of the *Guide for Brother Directors* (2013) and the *Manual of the Brother Visitors* (2016). The *Guide for Formation* and the *Guidelines for Financial Administration* are in the process of revision.

The *Administrator's Directory*, in addition to elaborating certain points of The Rule, includes articles of "Institute legislation that are not contained in the Constitutions and Statutes" (Rule 122). Mission councils and assemblies at all levels – Institute, Region, District – are examples of Institute legislation not mentioned in The Rule but very much a part of the Institute's lived reality today.

This *Administrator's Directory* is offered to all the Brothers as an aid to understanding and appreciating the richness of The Rule. It will also be useful to Brothers who hold positions of responsibility, at whatever level, to accomplish their ministry of servant leadership.

I am grateful to Brother Antxon Andueza, Secretary General, and Brother Félicien Bora, Procurator General, for preparing the 2017 edition of *The Administrator's Directory*.

Rome  
September 27, 2017  
Feast of Brother Scubilion Rousseau, FSC

Br. Robert Schieler, FSC  
*Brother Superior*

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## Chapter 1

### THE GENERAL CHAPTER

- R 113            1. An ordinary General Chapter is held once every seven years. It is normally convoked by the Brother Superior General.
- R 112            2. Responsible for the whole Body of the Institute, the General Chapter is qualified to undertake in its name a periodic evaluation of the life of the Institute, to provide for its continuing adaptation and renewal, to set out the main guidelines for future action, as well as the election of the Brother Superior and Brother Councilors. The General Chapter may take any other legislative or administrative actions that concern the establishments and its members.
- R 114            3. When circumstances require it, the Brother Superior General or, if the need arises, the Brother Vicar General, or failing this, the General Councilors can convoke an extraordinary General Chapter, provided the decision to do so is supported by a majority of the Councilors, voting in secret.
- R 122.2        4. The decisions of the General Chapter are promulgated in a Circular and take effect no later than three months after promulgation.

#### 5. The Preparatory Commission

- R 114.1        1. About two years before a General Chapter is to be held, the Brother Superior General and his Council appoint a Preparatory Commission that has the mandate to study and organize the preparation of the Chapter.
2. Therefore its role is to:
- R 114.1        1.° collect all information judged appropriate, whether from the Brothers, from  
R 117.2        different bases of the Institute, from different study groups or specialized  
R 118.1        commissions;
- 2.° inventory, classify and present notes or memoranda addressed by the Brothers in view of the Chapter;
- 3.° promote the reflection and participation of the entire Institute on the issues to be addressed in the General Chapter;
- 4.° propose suggestions, recommendations, studies, plans, basic texts that can be useful to the Capitulants;
- 5.° draw up provisional rules of procedure for consideration by the Chapter. The Chapter follows these until it approves a definitive set of rules;
- 6.° include, in these provisional rules of procedure, the list of officers necessary for the Chapter's functioning and the way they are to be elected.

#### 6. Election of Delegates to the General Chapter

- R 116            1. About one year before the Chapter the Brother Superior General sends out the  
R 116.1        Letter of Convocation. The Letter of Convocation publishes a list of the members by right as well as the number of delegates to be elected in the Districts, Sub-Districts, and Delegations.

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R 115.1

2. In each District, Sub-District and Delegation the Chapter, or failing this, the Brother Visitor or Auxiliary Visitor, with the consent of his Council, determines the rules of procedure for the election of the allotted delegate or delegates, as well as their substitutes, bearing in mind the general norms laid down in the Rule.

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## Chapter 2

# INTERNATIONAL ASSEMBLY FOR THE LASALLIAN EDUCATIONAL MISSION

- C 447,  
prop. 7-8  
C 448,  
pp. 38-39  
C 469, p. 12
7. As an Institute advisory body, the International Assembly for the Lasallian Educational Mission (AIMEL) meets at least once before the General Chapter. It is normally convoked by the CIAMEL by a mandate of the Superior General and his Council.
- AIMEL 2013,  
p. 5
8. AIMEL is qualified to proceed, by mandate of Brother Superior and his Council, to a periodic evaluation of co-responsibility in the area of Association for the Lasallian Educational Mission throughout the whole Institute and to identify major challenges in the faithful and authentic exercise of the Lasallian Mission in view of proposing guidelines for future actions to the General Chapter.
- AIMEL 2006  
p. 7  
AIMEL 2013  
p. 9
9. The Brother Superior, Brother Vicar General and the Brother General Councilors are members by right of AIMEL. Other delegates are representatives of local and intermediary structures of the Association for the Lasallian Educational Mission selected according to clearly determined criteria. The number and composition of delegates is recommended by the CIAMEL and approved by Brother Superior and the General Council. Local structures mean Districts, Sub-Districts, or Delegations. Intermediary structures mean Regions.
- AIMEL 2006,  
pp. 7, 9-11  
AIMEL 2013,  
pp. 7-8, 10
10. About two years before an AIMEL Assembly, a preparatory commission is appointed by the Brother Superior and his Council to prepare this meeting with great care. The commission promotes and facilitates the study of the topics proposed by the CIAMEL and that have been approved by the Superior General and his Council. It guides the organizing of the delegates' work before the Assembly at the Regional level and then during the Assembly. AIMEL's first stage takes place at the Regional level to reflect on the theme recommended by the Preparatory Commission and approved by Brother Superior and the General Council.
- AIMEL 2006,  
pp. 5-6  
AIMEL 2013,  
p. 5
11. AIMEL's propositions to the General Chapter are published in the AIMEL Report. The AIMEL Report is an integral part of the General Chapter's working documents. These propositions are studied and ratified, in whole or in part, by a vote of the General Chapter, in accordance with the pre-determined voting rules.

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## Chapter 3

### THE MAJOR SUPERIORS

c 620

**12. In Canon Law**, “Those who govern an entire institute, a province of an institute or part equivalent to a province or an autonomous house, as well as their vicars, are major superiors.”

**13.** Applying this canon to our Institute, major superiors are thus:

- 1.º Brother Superior General and Brother Vicar General.
- 2.º Brother Visitor and Brother(s) Auxiliary Visitor(s);
- 3.º Brother Delegate and Brother President of a Delegation.

C 469  
prop. 34

**14.** Brother Vicar General is elected from a list of three names proposed by the Superior General to the General Chapter.

**15.** In the Institute, major superiors govern by means of *Circulars*, *Decree* or *Indult* within the limits of their jurisdiction and according to circumstances, notwithstanding any specific contrary canonical provisions.

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## Chapter 4

# THE CENTRAL GOVERNMENT

R 123

### 16. Brother Superior General

Responsibility for the government of the Institute is entrusted by the General Chapter to the Brother Superior. He is assisted by a General Council.

### 17. The General Council

B 4.º  
R 124  
R 125

1. Constituted as a community at the center of the Institute, the General Council is a symbol of the Institute's unity. It works to ensure the fidelity of the entire Body to the faith of the Church, the directives of the Holy See, and the living charism of the Founder. As the governing body of the Institute, the General Council is qualified to make all necessary decisions in conformity with Canon Law and the Institute's own legislation.

R 129  
R 130,  
R 130.1

2. The General Council fulfills its function through its meetings or by decisions that are voted on according to three modalities: consultative (advisory), deliberative (consent), collegial (where all have equal voice, including the Superior). Each modality has a legal value and is an integral part of the decision-making process. The Rule specifies the quorum required for a valid decision and the cases when the consent of the General Council is necessary.

c 699

3. *Collegial vote*: is a vote of equal voice. The collegial vote is done by secret ballot with the Brother Superior taking part. The final decision is binding. A collegial vote is required for the dismissal of a Brother (cf. no 56.4.2.º.3.ºb).

R 131  
R 131.1  
C 470,  
pp. 26-44

### 18. General Services: description and mission

#### 18.1. *The Procurator General's Office*

1.º This general service is authorized by the Roman dicasteries to deal with, on behalf of the Institute as well as in the name of any of its members, any question entrusted to it as such. These questions are essentially of a juridical-canonical order. (cf. no 61).

2.º Brother Procurator General keeps abreast of all matters dealing with Canon Law applicable to religious and curial practice; he informs the General Council on these same matters.

3.º He is consulted on matters within his jurisdiction. He reports the results of actions performed on their behalf to those who consult him (cf. n.º 61).

4.º At the head of this service is the Brother Procurator General whose appointment must be approved by the Holy See, or at least communicated to it.

#### 18.2. *The Postulator General's Office*

1.º The Postulator General is authorized to deal with all causes of beatification and canonization of Brothers who have died as martyrs or with a reputation for holiness.

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- 2.º As soon as his appointment is approved by the Holy See, the Brother Postulator General appoints a vice-postulator by written obedience for each of the causes for which he is responsible. Any vacancy as well as any substitution of the person responsible for general postulation renders such appointments null and void.

### **18.3. *The Bursar General's Office***

- 1.º The General Bursar's Office manages the goods and resources of the Institute that depend on the Central Government, taking all necessary measures to ensure their real value is maintained.
- 2.º He prepares and controls the budget of the central administration.
- 3.º He receives and studies annual reports on the financial situations of Districts.
- 4.º He reports regularly on the conduct of business to the Brother Superior and General Council.
- 5.º At the head of this service is the Brother Bursar General. He convokes and presides over the International Economic Council (cf. no 20.2).

R 114.2  
R 117.1

### **18.4. *The Secretary General's Office***

- 1.º The Secretary General's Office is responsible for the implementation of means of communication between the Center and the different sectors of the Institute.
- 2.º Brother Secretary General makes available to the General Council, and all the different services of the central administration, all documentation necessary for their work, and puts at their disposal all the necessary supplementary materials needed for the preparation of their dossiers or projects for publication.
- 3.º He forwards the communications of the Brother Superior and the General Council as well as the Circulars and different administrative forms to the Brothers, communities and Districts.
- 4.º He supervises the preservation, classification and archiving of items that prove to be useful, either for immediate work or for the history of establishments (cf. no33.7).
- 5.º This service is under the authority of the Brother Secretary General. He is also responsible for the Secretariat of the General Chapter of which he is a member by right.

C 469,  
prop. 3-10  
C 470,  
pp.28-32

### **18.5. *The Secretariat for Association and Mission***

- 1.º The Secretariat for Association and Mission is at the service of the Institute's mission in the pedagogical, pastoral and Lasallian fields.
- 2.º This secretariat underlines the relationship between Association and Mission. It assures the promotion of Association, of the Lasallian spirit in the educational ministries and of the unity between the different Lasallian groups. It encourages all Lasallians to defend and promote the rights of the child. It encourages and energizes the International Council for Association and the Lasallian Educational Mission (CIAMEL). It promotes the involvement of Young Lasallians in the educational mission with the poor.
- 3.º The Secretariat for Association and Mission has as its specific tasks:

- a) to represent the Institute in international organizations and in meetings of an educational or pastoral character;
- b) to promote and support research in the fields of pedagogy, catechesis or spiritual animation in dialogue with the Center of the Institute and Lasallian establishments of higher education, especially through IALU;
- c) to be attentive to what affects the evangelization of youth, the dialogue between faith and culture, especially in the school setting in accordance with the Lasallian tradition by stimulating and welcoming the particular contribution of lay associates to Lasallian charism;
- d) to organize at specified times, at the level of Regions and Districts, the formation of animators for different Lasallian groups and religious families;
- e) to coordinate exchanges between different Lasallian groups and religious families, and between these and the Center of the Institute by means of meetings and publications.

- C 469, prop. 6      4.º Each District, Sub-District or Delegation will have a person or team responsible for this mission. This person or team will network with the Region and the Center of the Institute.
- C 469, prop. 18    5.º The Superior General will appoint a member of the General Council to accompany the field of Lasallian higher education.

#### **18.6. *The Secretariat for Formation***

- R 84  
R 84.1.2  
C 470, p. 32      1.º The Secretariat for Formation responds to the formation needs of all Lasallians for the mission. From a global perspective, it tries to respond to the specific formation of the different groups involved: vocation ministry, initial and on-going formation of Brothers and Sisters, retired Brothers, young Lasallian Volunteers, teachers, leaders, administrators, *Signum Fidei*, etc.
- C 470, p. 32      2.º It develops an international network for formation. In this capacity, it makes formation resources available to Lasallians by means of specific programs. It facilitates access to these programs for all Lasallians and in particular for those who work in positions of responsibility and formation.
- C 470, pp. 32-33    3.º It is mainly at the service of Regions and through them to the Districts, Sub-Districts and Delegations. It also develops collaboration with other religious congregations in the same spirit of coordination, optimizing resources and solidarity.
- C 470, p. 33      4.º Its objectives are:
- a) To provide the support necessary to develop:
    - a culture of accompaniment for all Lasallian groups;
    - the centrality of the Vow of Association in the formation of the Brothers;
    - the formation of Brothers as catechists in Regions and Districts.
  - b) To collaborate with regional structures in order to plan programs to:
    - promote the Lasallian vocation;
    - prepare formators for the Lasallian mission;
    - prepare formators for the life of the Brothers;
    - renew the life and mission of the Brothers;
    - study and suggest better forms of optimizing human resources and materials in order to ensure the quality of their formation plans.

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c) To develop structures and networks for vocation ministry and on-going formation in the Districts and Regions.

5.º It gives useful advice and information regarding formation to the Brother Superior and the General Council.

C 469, Prop. 26

6.º The Brother Superior and his Council will appoint a Brother to coordinate the efforts of promoting the Brothers vocation from the Center of the Institute.

C 470,  
pp.34-37

### **18.7. *The Secretariat for Solidarity and Development***

1.º The Secretariat for Solidarity and Development offers its services and resources for accomplishing the Institute's mission as an instrument that strengthens the values of the Gospel in a multi-cultural and multi-religious world.

2.º It promotes solidarity between the different sectors of the Institute, especially in collaboration with Lasallian NGO's.

3.º The Secretariat focuses on three principal fields, each with its precise objectives:

a) developing human resources and reinforcing growth capacities,

b) researching financial resources to sustain the mission in fragile sectors,

c) developing awareness of migratory movements.

C 470,  
pp.37-39

### **18.8. *Lasallian Research and Resources Service***

1.º This Service works to present Lasallian thinking in dialogue with the living tradition of the Institute in the context of the XXI<sup>st</sup> Century.

2.º This Service preserves and enriches the historical patrimony located at the Center of the Institute.

3.º This Service promotes a multi-disciplinary research aimed at bringing responses to the challenges of the Lasallian educational mission. In this context, it encourages, organizes and promotes all research on the Founder, his life, writings and work by researchers working in Rome and throughout the Institute.

4.º This Service publishes the results of its research by appropriate means (print, digital, etc.).

### **18.9. *Communications and Technology Service***

C 470, p. 39

1.º The Communications and Technology Service seeks to answer the needs of the Generalate and the Lasallian Family in matters falling within its competency.

C 470, p. 40

2.º The Service pursues the following objectives:

a) Promoting a communications environment that is a *sign of communion* among all.

b) Integrating communication efforts *in the Lasallian mission project* as a stimulating axis which cuts across all mission environments.

c) Protecting, strengthening and promoting the visibility of the *De La Salle public image* both in its internal and external dimension.

d) *Creating communication resources* which serve to promote continuous interaction between all who form the Lasallian Family.

- e) Contributing to the definition of an *institutional or corporate culture* both in its internal and external relationships.
  - f) Guaranteeing technological coverage of the Generalate.
  - g) Supporting the Institute’s mission by establishing channels for reflecting on the mutual implications of technology, education and pastoral activity.
- 3.º The Service periodically develops and regularly updates a strategic communications plan. It collaborates with the General Council and other Secretariats and Services to achieve the approved strategies and guarantee genuine intercommunication.
- 4.º The Regions and the Districts draw up their own plans and implement their own communication strategies to benefit the Lasallian Educational Mission.

C 469,  
prop. 20

C 470,  
pp.20-25,  
40-42

## 19. International Councils and “Ad-hoc” Committees: description and function

There are permanent collaborative and consultative bodies and those whose tasks and mission are limited in time. Their names and mission are determined here below (cf. no 20-23).

C 469,  
prop. 44  
C 470,  
pp. 41-42

## 20. The International Economic Council

1. The International Economic Council is a body of experts whose role is to assist the Brother Superior General and his Council as well as the Brother Bursar General to reflect on and implement economic and financial decisions in accordance with the mission and specific function of the Institute and with Lasallian ethics and values.
2. It is presided over by the Brother Bursar General. The members of the International Economic Council are appointed by the Brother Superior General who determines their term with the advice of his Council.
3. The *Guidelines for Financial Administration* takes into account all other questions relating to the International Economic Council not treated in this section. It is important to refer to it.

C 469,  
prop. 12  
C 470,  
pp.20-21  
CIAMEL, 1,2,3  
AIMEL 2013,  
desafio 3.3.1

## 21. The International Council for Association and the Lasallian Educational Mission (CIAMEL)

1. The CIAMEL is a body for deliberation and collaboration in the Lasallian Educational Mission. It is composed of Brothers and Lasallian Partners representing the worldwide Institute. Its main role is to assist and support the Brother Superior General and his Council in the exercise of their responsibilities in relationship with the Lasallian Educational Mission.
2. The CIAMEL is established to animate and direct educational programs that embody the Lasallian mission. It assists and supports the Brother Superior General and his Council in the exercise of their responsibilities with respect to the Lasallian educational mission. The CIAMEL is also intended to support each child or young person entrusted to its care, in particular the poor and most vulnerable. The CIAMEL is dependent on the Brother Superior General and his Council.
3. The CIAMEL statutes are approved by the Brother Superior General and his Council. These statutes incorporate the CIAMEL’s objectives and determine its organizational structure, procedures, etc.

C 469,  
prop. 12  
C 470, p. 21

C 470, p. 20

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C470, p. 23

4. The CIAMEL members (1/3 Brothers and 2/3 Partners) are appointed by the Brother Superior General with the advice of his Council. Their term is fixed by its own statutes or follows the modality approved by the Brother Superior General and his Council.

C 469,  
prop. 9  
C 470,  
pp. 43-44

## **22. The International Council of Young Lasallians**

1. The principal role of the International Council of Young Lasallians is to serve the Institute and the Lasallian Family by mobilizing the potential and richness of adolescents and young adults in the Lasallian network at the international level. At its head is a coordinator assisted by his Council.
2. The essential activities of the International Council of Young Lasallians first and foremost concern:
  - 1.º the culture of vocations,
  - 2.º service with the poor,
  - 3.º communications and networking,
  - 4.º sustainable organizational growth.
3. The International Council of Young Lasallians serves as a resource to Brother Superior General and his Council for all questions directly related to youth within the Lasallian Family. It collaborates with the CIAMEL as appropriate. It also collaborates with the different Regions of the Institute in accordance with its mission and its own functions.

C 469,  
prop. 31  
C 470,  
pp. 27-28

## **23. “Ad-hoc” Committees**

If he judges it necessary, and after consulting with the members of the General Council, the Brother Superior General may decide to establish one or more “Ad-hoc” committees to meet certain short term needs or to manage events or specific situations at the Institute level.

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## Chapter 5

### THE REGION

#### 24. Organization and Operation

- R 135,  
R 135.1  
R 136
1. The Region is a permanent body whose function is to ensure coordination and collaboration between Districts, Sub-Districts, and Delegations of the Institute. The Rule leaves great flexibility in terms of the organization of each Region. Regions can exist in quite different forms and the composition of the Region is determined by an agreement between the Brother Superior General and his Council, on the one hand, and on the other, the Districts, Sub-Districts, and the Delegations concerned.
- R 136 1-2
2. The Conference of Brother Visitors is the Region's executive body and is presided over by the Brother General Councilor for the Region concerned; he also presides over the Regional Assembly. This latter body promotes links between the Brother Visitors and the Region, between the Region and General Council and the different Institute services, between a Region and other Regions. It monitors the implementation of decisions taken by the Institute and programs adopted for the entire Region.
- c 486-491  
C 470,  
pp 37-39
3. The Region's archives are managed in accordance with the provisions applicable to Districts (cf. no 33), apart from regional particularities.

#### 25. Statutes of the Region

- R 136.1
1. The elaboration of Regional statutes is the responsibility of the Conference of Brothers Visitor which may delegate this responsibility to a Regional Assembly.
- R 136 1-2  
C 469,  
Prop. 38
2. The Statutes of the Region indicate, among other things:
- 1° the decision-making and authority of the Brother General Councilor for the Region in certain areas or certain cases which permit him to function effectively;
  - 2° the functioning of the Conference of Brothers Visitor;
  - 3° the organization and functioning of a Regional Council for the mission, of the Regional Assembly for Mission and of commissions or other structures providing for the animation of a Region;
  - 4° the modalities of on-going cooperation between the Districts, Sub-Districts and Delegations of the Region and between the Regions;
  - 5° the ways of electing the members of the Regional Assembly.
- R 136.1
3. The Statutes of the Region must be updated after each General Chapter. The Statutes and their possible modifications must be approved by the Brother Superior and his Council and then made known to all the Brothers and Lasallian Partners in the Region concerned.

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## Chapter 6

### THE DISTRICT

R 132  
R133  
c 621

26. The District, as the ordinary expression of the communion existing between the communities and the Brothers who compose it, is more than a structure of government. It is established by the Brother Superior General with the consent of his Council and after consultation with the Brothers affected by this decision.

#### 27. The District Chapter

- R 137  
R 139.1-2
1. The District Chapter is convoked by the Brother Visitor who presides over it. It evaluates all aspects of the life of the District. It takes into account the local situation and it establishes precise programs for renewal, adaptation or growth to be implemented in the near future.
- c 632
2. The District Chapter organizes its agenda, calendar of sessions and rules of procedure. The implementation of these documents can be facilitated by the creation of a preparatory commission appointed by the Brother Visitor and his Council.
- R 141
3. At the conclusion of a District Chapter, documents needing the approval of the Center of the Institute (e.g., Acts of the Chapter, Statutes, etc.) are submitted to the Brother Superior by the Brother Visitor. These documents must be submitted with a letter of transmission duly dated and signed by the Brother Visitor. Once approved by the Center of Institute and after a period of refining at the District level, the final version of the approved documents is forwarded to the General Secretariat of the Institute (cf. no 18.4.4o) within three months.

#### 28. The District Statutes

- R 133.2  
R 138
1. One of the roles of the District Chapter is to draw up and update the District Statutes which bear upon the following points, among others:
- R 61  
R 61.3
- 1° processes for the appointment of Brother Directors of the community and details regarding their term of office; as well as the processes for the appointment of Brother Sub-Directors;
- 2° details regarding the terms of office for members of the Economic Council;
- R 98.2.2.°,C438
- 3° composition of the Chapter of admission to temporary and perpetual vows;
- R 115,  
R 115.1
- 4° determining the rules of procedure for the election of the District delegate or delegates to the General Chapter;
- R 140
- 5° deciding on the procedure for the election of delegates to the District Chapter, without prejudice to the norms indicated by the Rule;
- R 140.1
- 6° encouraging the widest possible participation of the Brothers in preparation for the District Chapter;
- R 144
- 7° deciding on the Brother Visitor's term of office (3 or 4 years)
- R 144.1
- 8° establishing the procedure to be followed for presenting to the Brother Superior the names of three Brothers suitable for the office of Visitor.

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- R 144.2 9° establishing the procedure to be followed for presenting to the Brother Superior the names of Brothers suitable for the office of Auxiliary Visitor.
- 10° in case of sickness or some other impediment of the Brother Visitor (cf. no29.7, 29.8) the way in which governance will be exercised;
- R 148, 148.1.2 11° procedure for constituting the District Chapter;
- R 133.3, C 469, prop. 40 12° functioning of the Sectors and role of the Brother Sector Coordinator;
- R 26, 26.1 13° instructions concerning the wearing of the religious habit;
- R 141.1 14° ensuring the basic principles, resolutions and structures that facilitate the participation of those who contribute to the shared mission through the MEL Council and a MEL Assembly (cf. no34);
- C 447, prop 5-6 14° ensuring the basic principles, resolutions and structures that facilitate the participation of those who contribute to the shared mission through the MEL Council and a MEL Assembly (cf. no34);
- PL 1999 15° protocol for the protection of young children and regulations applicable in case of offenses against minors (cf. no 59);
- 16° A Guide or Protocol of Transition between the incoming and outgoing Visitors.
- R 141 2. After approval by the Brother Superior and his Council, these statutes have normative force for the District and are communicated to the Brothers and, so far as it is possible, to Lasallian partners.

## 29. The Brother Visitor

- R 143 1. The Brother Visitor is appointed by the Brother Superior with the advice of his Council and after consultation with the District. A sounding vote and an election should not be confused. In an election, in the strict sense, the decision is determined by a majority of votes. In the case of a sounding vote, the decision is made by the Superior. This is why the Rule insists that the consultation procedure of the District, prior to the appointment of the Brother Visitor, respects the freedom of choice of the Brother Superior.
- R 144.1 c 625 §3
- R 144.3 2. In case of difficulties at the time of the sounding vote for the appointment of the Brothers Visitor, the Brother Superior General can expressly delegate a General Councilor to accompany the process in the District concerned. For just cause, the Brother Superior can appoint a Brother to be Visitor of the District who is not a member of the District concerned.
- C 447, rcm 32-33  
C 455, pp. 51-52
- R 144 3. With regard to the appointment of the Brother Visitor, the file addressed to the Brother Superior must indicate the length of the term of office decided by the District Chapter (cf. no 28.1.7o) and the date on which the new Visitor will begin his term.
- R 142 4. The Brother Visitor exercises his authority as a major superior (cf. no 13) in accordance with the norms of Canon Law, Institute legislation, and the directives of the District Chapter. Once a year, Brother Visitor sends a report on the situation in the District to Brother Superior General.
- R 142.2
5. *Transfer of authority:*
- 1.° At the end of his mandate, the outgoing Visitor will inform the appropriate authorities (ecclesiastical, civil, academic, etc.) of the appointment of his successor and of the date when the latter will begin his term of office.

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2.º The outgoing Visitor will also organize an orientation program to assist the incoming Visitor to become familiar with, for example, confidential matters, location of important documents, and immediate tasks that the new Visitor must attend to.

R 126.1.5.º 6. The deferment of a Brother Visitor’s term, even for a very limited time, is the exclusive competence of the Brother Superior with the advice of his Council. Such a decision must always be justified by evident necessity.

c 184 §§1.3  
c 187  
c 193 §§3-4  
c 189, c 156 7. The deposition of a Brother Visitor may be pronounced by the Brother Superior after consulting with his Council. If, apart from a District Chapter in session, the Brother Visitor deems it necessary to relinquish his office, he shall make known his intention and set out his reasons by a letter addressed to the Brother Superior. The latter, after dialogue with the Brother Visitor concerned and consultation with the General Council, decides on the necessity and timeliness of the action to be taken. After prudent discernment, the Brother Superior provides for the replacement of a Brother Visitor who has been removed.

R 126.2º 8. When the Brother Visitor is ill or prevented from fulfilling his responsibilities, he is substituted by a Brother previously designated, in accordance with the Statutes of the District (cf. no 28.1.10º).

### **30. The District Council**

R 147  
R 149 1. As an executive office of government and as a body of discernment, the District Council is qualified to make all necessary decisions in accordance with Canon Law and Institute legislation within the District’s limits.

R 148.3  
R 148.4  
R 149  
R 149.1.2 2. The District Council fulfills its function particularly through its meetings where decisions are taken by vote, following two modalities: consultative (advice) and deliberative (consent). Each modality assumes a different juridical value and is an integral part of the process of decision making. The Rule specifies those cases where the consent of the District Council is necessary and those cases where only advice is required. When consent is required, at least an absolute majority of those voting is necessary. The quorum required to make a valid decision is a half of the total number of the District Council’s members.

R 148.3 3. The District Council is always convoked and presided over by the Brother Visitor. The Brother Visitor does not take part in District Council votes. The District Council, in exceptional circumstances, can be convoked and presided over by a Brother delegated by the Brother Visitor.

R 149 4. In accordance with Canon Law, when the advice of the Council is required, the Brother Visitor remains free to make his own decision. If the final decision is taken by a higher authority (Brother Superior and General Council, Holy See), the Brother Visitor does not decide (cf. no 35, 40.1, 48.4.2º, 51.4.1º). He simply gives his advice.

R 148.4 5. The minutes of the District Council meetings will mention the results of votes and the decision (or advice) of the Brother Visitor. The minutes will also mention if the decision was deferred until later. The District Council adopts its own internal rules.

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### 31. The District's Brother Bursar

R 151  
R 151.1.2

1. The Brother Bursar is always assisted by a permanent Economic Council (cf. no 28.1.2o) that works under the authority of the Brother Visitor. He is responsible for the ordinary and extraordinary administration of the District's goods.

Every year, the Brother Bursar submits a report on the financial situation of the District to the Brother Visitor and his Council.

c 636

2. When circumstances or necessity require it, a consecrated person who is a member of another Institute, a dedicated lay person, or an associated member of the Lasallian Family with the requisite expertise and prudence, can with the express consent of the Brother Superior General and his Council, fulfill the position of District Bursar, following the duly justified request of the District authorities. The necessary prudence will always be observed.

c 636 §1

3. The Guidelines for Financial Administration shall specify the content of the office of the Brother Bursar or other designated person (cf. n.º 31.2), the practical arrangements and other related aspects.

### 32. The District's Secretary Office

It is expected that each District, Sub-District or Delegation will need the services of a secretary. The District Secretary is different from the Brother Visitor's Secretary. The role and function of the person fulfilling this responsibility depends on the tradition, necessities, and realities of each District. The District Secretary can fulfill the function of notary in the case of a dismissal of a Brother (cf. no 56.4.2º). The Secretary countersigns the transition of service report between the outgoing and incoming Visitors as a witness (cf. no 28.1.16o, 29.5). The Brother Visitor facilitates and promotes effective collaboration between the District Secretary, the Region and the Center of the Institute.

CPBCE, 10  
Apr. 1994  
CPBCE, 2  
Feb. 1997  
CPBCE, 15  
Sept. 2006

### 33. The District Archives

1. The Archives are part of the historical and documentary patrimony of the Institute and the Church. The Archives as cultural property of the District must be conserved and valued according to established standards. Of common interest to the Church and civil society, the archives are to be kept in appropriate places and secured, with reliable technical supports and adequate materials. The archives are open for collaboration and research, except in cases indicated by Canon Law or applicable state law. To this end, the archives will have reserved and restricted areas unless otherwise expressly authorized by competent authorities.

2. It is necessary to differentiate between:

- 1º Archives pertaining to the life of the District (Brothers, communities, Councils, Chapters, personal and capital goods, etc.);
- 2º Archives attached to the administration, functioning and management of works at the service of the Lasallian Educational Mission.

3. In each District, Sub-District or Delegation, archives constitute an integral part of the administration. Responsibility for the preservation, security and enhancement of the District's archives is primarily the responsibility of the appropriate major superior (cf. no 13. 2.º, 3.º).

4. Where the archivist's position is vacant, it is important that a person, or a team, be

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appointed to fulfill this task. The District shall provide training and skills enhancement for the staff assigned to this office. The necessary expenditures for this post are taken into account in the District's budget.

5. The communities and ministries of the District consider the archives as a necessity and must furnish documents to be safeguarded according to established protocols.
6. The Brother Visitor facilitates collaboration among communities, ministries, the archives of the District and the archives of the Center of the Institute. He will have the support of the Brother Secretary General, who has been entrusted with supervising the preservation, classification and archiving of all Institute documents (cf. no 18.4.4°).

#### **34. The Council for the Lasallian Educational Mission**

R 19.2  
C 447,  
prop. 5-6

1. The Mission Council, composed of Brothers and other Lasallian Associates, is a structure which advises the Brother Visitor of the District or the President of the Delegation regarding the Lasallian Educational Mission.

R 141.1  
CIAMEL

2. The members of the Mission Council are appointed by the Brother Visitor with the advice of his Council. The District Statutes determine their terms of service. The Mission Council elaborates its own statutes or its own rules approved by the District Chapter or by the Brother Visitor and his Council (cf. no 28.1.14°). All members participate at meetings with a right to vote. This vote can be deliberative in certain cases (cf. no 28.1.14°), but respects Brother Visitor's authority (cf. no 13.2°, 3°) and his discretionary power to make a definitive decision.

#### **35. Requests to be forwarded to the Brother Superior General, in general**

c 617

1. The authority of the Brother Visitor, even when he acts with the consent of the District Council, is limited in certain cases by the obligation to have recourse to the Brother Superior or even to the Holy See. This can happen when:

R 61, 61.1  
R 93  
R 102.1

1° the act in question goes against ecclesiastical law and the Visitor does not have the power of dispensation, for example: admission of a married man to the novitiate; *prolongation of the period of temporary vows beyond eight years*; appointment of a Brother with temporary vows to the position of Director of a community; appointment of a Brother Director beyond a term of nine consecutive years in the same community, etc.;

R 98.2.5.°

2° the approval or ratification of the Brother Superior is required to confirm a decision of the Brother Visitor before it can take effect, for example: the admission of a Brother to perpetual profession;

R 106,  
R 108  
R 145

3° the act exceeds the competency of the Brother Visitor and is dependent on a superior authority, for example: the alienation of movable or immovable goods (cf. 36.4).

2. In all cases referred to in numbers 35-37 and in many others, the Brother Visitor directly addresses his request to the Brother Superior. In the absence of the latter, the letter will be opened by the Brother Vicar who will act on it, unless the envelope clearly indicates that the mail is for the Brother Superior personally.
3. These requests can be of a very different nature. For example, those referring to houses of formation or admission to vows are treated particularly in the Guide for

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Formation and in Circular 438; those dealing with economic, financial or administrative questions are dealt with below (cf. no36-37).

### **36. Requests dealing with economic, financial and administrative questions**

#### **1. Purchases**

##### **1° Purchase of property or buildings**

For any purchase exceeding the authorized spending limit, the Brother Visitor will forward a file to the Brother Superior including the:

- a) reasons for the purchase;
- b) location and brief description of the building or property to be purchased;
- c) names of the owners who are selling and the purchasing entity;
- d) purchase cost in local currency or US dollars;
- e) cost of the operation (all expenses incurred) and their conditions;
- f) financing plan, with balance sheets of the previous two or three years and estimates;
- g) differing opinions (District Council, District Economic Council, etc...).

##### **2° Purchase of important material**

Usually in cases of construction (cf. no 36.2), the cost of equipment must be counted in the overall cost of the operation. Here instead it deals with non-school works held by the Brothers such as printing houses, bookstores, agricultural properties, etc. The file forwarded to Brother Superior will include the:

- a) reasons for the purchase;
- b) brief description of how the material in question will be used;
- c) name of the purchasing organization;
- d) purchase cost in local currency or US dollars, all taxes included;
- e) financing of the operation;
- f) differing opinions (District Council, District Economic Council, etc...).

#### **2. Constructions, improvements, extraordinary repairs:**

**1°** For the construction of a school, retreat house or facility for the care of aging or sick Brothers, a house of formation, etc., for improvements or important repairs in existing houses, the file forwarded to the Brother Superior will include the:

- a) reasons for the proposed action;
- b) name of the company that will construct, improve or repair;
- c) description and plans of the proposed construction;
- d) assumed costs (estimate) of the operation, in local currency or US dollars;
- e) differing opinions (District Council, District Economic Council, etc.).

**2°** It is advisable to add the plan for financing as well as the financial reviews of the previous two or three years.

#### **3. Borrowing and Loans**

##### **1° Borrowing or Loans external to the Institute**

A request to borrow or make an external loan below the official limit does not require authorization. When the amount exceeds this limit, it must have

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the approval of the Brother Superior General. The application for authorization will include the:

- a) reasons for the loan;
- b) name of the borrower and name of the lender;
- c) amount of the loan and annual rate of interest;
- d) duration of the loan;
- e) repayment plan for the loan;
- f) two or three annual reviews of the District or the borrowing agency;
- g) differing opinions (District Council, District Economic Council, etc.), photocopies of the letters of guarantee or surety, granted in some countries by the local authorities or by other agencies, mortgages requere.

2° Loans or Borrowing internal to the Institute

Authorization will be requested from the Center of the Institute only above a limit equal to twice the usual upper spending limit.

If this doubled spending limit is exceeded, the file forwarded to the Brother Superior requesting authorization will include the:

- a) names of the contracting parties;
- b) reasons for the loan;
- c) cost and the prescribed conditions;
- d) copy of the prescribed contract for signature by the Brother Bursar General as a witness of the central administration of the Institute.

4. Alienation and selling of properties

1° In Canon Law, alienation assumes a sale, donation, pledge, etc., of a temporary asset that can be estimated for money. All alienation requires the transfer of ownership rights of movable or immovable property (religious or secular) either temporarily or definitively. Alienation in favor of close relations (parent, friend, affiliated member, colleague, etc.) is illegal when it has not been duly authorized by competent authority.

2° The file for requesting the sale of a property or building addressed to the Brother Superior will include the;

- a) reasons for the sale;
- b) location and brief description of the object to be sold;
- c) name of the potential buyer;
- d) value of the goods placed for sale, in local currency or US dollars;
- e) anticipated use of the proceeds from the sale;
- f) differing opinions (District Council, District Economic Council, etc.)

3° The above principles shall also apply in the case of a donation or pledge of movable or immovable goods (of a certain value) belonging to the Institute unless, according to the nature of the item, Canon Law states otherwise.

**37. Reference to the Guidelines for Financial Administration**

Other aspects relating to requests concerning economic, financial and administrative matters, etc., not dealt with in the preceding numbers (cf. no 35-36) are developed in the Guidelines for Financial Administration. It is important to refer to them.

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### **38. The District and the local Bishop**

- R 4  
R 145  
c 678
- c 678
- c 609 §1  
c 610 §1
- c 678
- c 612
- c 681
1. Even though our Institute is of pontifical right, the Districts are in close relationship with the dioceses where they are established, with regard to personnel, communities or works.
  2. As persons, the Brothers show the Bishops and their representatives due Christian respect and all the more so as religious.
  3. The prior and written consent of the local Bishop is required for any establishment of a Brother's community in a diocese (cf. no 39.6).
  4. Similarly, the opening, take over, transfer or closure of a school or educational work must involve dialogue with the competent diocesan authorities, even if the District is the guardian of the school or educational work.
  5. For new and substantially different apostolic orientations from those already permitted, the consent of the diocesan bishop is required.
  6. The conditions for assuming responsibility for a new foundation must always be the subject of a written agreement between the representative of the Institute and those of the diocesan bishop where the establishment is to be located. The Brothers responsible for drawing or signing such contracts shall take into account the guidelines issued by the General Council of the Institute and the applicable canonical norms.
  7. When necessary, it is important to consult with the Brother Procurator General of the Institute (cf. n.º 18.1.3.º) for these types of agreements.

### **39. The District, the Brother and the Community**

- R 132, R 145  
R 62, R 5  
R 12, R 45.1  
R 46.1, R 49
- R 50  
c 665  
c 703
- R 146
- R 42-43
1. Every Brother is attached to a District or a Delegation. Usually the Brother lives in a community, a life-giving home, valuing and sustaining him in his response to the will of God.
  2. For every Brother, to reside in a community of the District is a right as well as an obligation by virtue of the vows and the discipline necessary for all religious life. No Brother can remove himself from it or be deprived of it unjustly. This right and this obligation cannot be altered in any way, without prejudice to the applicable provisions, other than in the case of immediate expulsion as specified in Canon Law (cf. no 57).
  3. When a Brother changes District, a contract must be drawn up between the two Districts concerned specifying the conditions and modalities of the Brother's move from one District to the other and the conditions of his eventual return to the District of origin. Such a contract is also required when a Brother leaves his District to permanently work or reside in another District.
  4. In all cases concerning the move of a Brother from one District to another, the Secretary General will be informed by using form V-11.
  5. Provisions concerning personal property and personal wills are provided in the Guidelines for Financial Administration (cf. no 37). Regarding the donation of one's body or organs to science and the possibility of cremation, the requirements of Canon Law and the recommendations of the local Church are to be observed.

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- R 145  
c 609 §1
6. In Canon Law every community is a moral and juridical entity and must be legitimately established. The procedure to be followed for opening a community includes the:
- 1° study of the project by the Brother Visitor and by the District Council which gives its advice;
  - 2° written consent of the Bishop of the place;
  - 3° forwarding of the file to the Brother Superior;
  - 4° written authorization of the Brother Superior after advisement by his Council.
- c 612
7. For the transfer of a community, the procedure to be followed is the same as that for the opening of one (cf. no 38.3).
- c 616 §1
8. For any closure of a community, the procedure is the same as that for the opening. It is sufficient to inform the Bishop of the diocese. The information to be sent to the Bishop about closure is not optional. It is part of the canonical obligations of the Brother Visitor.
- c 616 §1
9. If the closing results in the alienation of Institute goods (house, land, work, sanctuary, etc.), the required authorizations must be sought (cf. no 35.2, 36.4, 37).

#### **40. The District, the schools and the other educational works**

1. Every Lasallian ministry is an expression of the Institute's mission. A new work must always be approved, first at the local level (District and/or Region), and then by the Brother Superior and General Council. For the District or the Region, approval includes accepting responsibility for the new work.
2. Traditionally, most of our communities were attached to a school or an educational work. Given today's realities, there is a greater necessity to distinguish clearly between the opening and the closing of a community and the taking over, transferring, withdrawing from, or closing of a work.
3. The documents to be sent to the Brother Superior are distinct depending on whether they deal with a community or a work, even if the procedure to be followed is similar in the two cases (cf. no 38.3-4, 39.6).
4. In the event of a transfer of responsibilities for a Lasallian ministry to another entity (e.g., diocese, congregation, state, etc.) or the assumption of responsibilities from another entity, it is essential that a legal contract clearly defines the responsibilities entailed (e.g., ownership, management, governance, etc.).

#### **41. The District, Association and the Lasallian Family**

- R 13  
R 154  
R 19
1. The District is called to be an effective place of action for the creation and development of the various groups and communities composing the Lasallian Family.
- R 19.1  
R 157
2. The Brothers are concerned to promote the spirit of association within the educational communities. They are keen to make the Lasallian message known to all their members, to invite those who desire to share Lasallian spirituality and to strengthen their apostolic commitment, and to participate in the creation and animation of intentional Lasallian communities.
- R 19  
R 133.6
3. The Brother Visitor and his Council will strive to establish suitable structures for the formation of their collaborators, communities and Lasallian groups. This action is a priority.

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4. The Boards of Directors/Trustees of schools and Lasallian works will be invited to encourage the application of the District policy concerning the Lasallian Family on the local level.

**42. Change of a District into a Delegation or Sub-District and the unification of Districts**

- R 133.1  
R 133.4  
R 133.8  
R 134.1  
C 447, prop. 27
1. When a District does not fulfill the conditions which permit it to function normally, several solutions are possible:
    - 1° change from District into Sector dependent on another District;
    - 2° change from District into Delegation;
    - 3° change from District into Sub-District attached to another District;
    - 4° unification of one District with other Districts.
- R 133.8
2. In all cases referred to in the preceding paragraph (cf. no 42.1), dialogue must first occur within the District itself. The Brother Visitor and his Council study the situation and make proposals which will then be submitted either to all the Brothers of the District or to a District Chapter in order to arrive at a broad consensus, if possible, on specific resolutions.
  3. The dialogue will then occur between the Region and the District directly concerned.
  4. Final decisions are the competence of the Brother Superior and his Council.
  5. What is said of the Districts in all of this Chapter 6 also applies to Delegations and to Sub-Districts, making due allowances.

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## Chapter 7

### THE COMMUNITY

R 56.1      **43. Organization of community life**

At the beginning of each year the Brothers draw up or revise their annual community program. This program must take account of the orientations or directives given by the District Chapter.

**44. The Community Council**

- R 57      1. The Rule indicates two cases:
- where a whole community acts as the Council of the Brother Director;
  - where, by agreement with the Brother Visitor, the Council is made up of a more limited number of Brothers.
- R 56.1      2. In the second case, the composition and election process of this Community Council will be determined by the annual community program which establish the modalities and functioning of the Community Council.
3. In either case these meetings of the Community Council will be distinct from ordinary community meetings.
- R 56.3      4. The meetings of the Community Council will be held on days established by the annual community program or, if need be, at the request of at least half the Brothers who must take part. Such Councils are prepared by someone designated for this purpose, the agenda being prepared early enough to allow each one sufficient time for preparation.
- R 57.1      5. A written report of the Community Council's meetings must be kept, particularly those making reference to authorizations requested of the Brother Visitor or the Brother Superior General.

**45. The management of goods**

- R 58  
R 58.1      1. Each community has its own administration, including budget and accounts, separate from those of the establishment or establishments with which it is in relationship. The community reports to the Brother Visitor and the District Bursar.
- R 40.1      2. The Brothers witness their option for poor by leading a personal and community life characterized by simplicity. They consider all that they have and possess as a gift to be shared and positively assume the notion of help and solidarity.

R 77      **46. Prayers for the deceased**

The Rule indicates that the Brothers faithfully keep alive the memory of their deceased Brothers, especially those they have known and loved. In prayer and in the Eucharist, they remember them and express their communion with them. The Brothers also remember the members affiliated to the Institute and deceased benefactors (cf. no 63.4, 64.4).



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dependent on his Superiors. He remains bound to all the other obligations of religious life. During this temporary period only the canonical obligation of living in a house of the Institute remains deferred. In particular:

- 1° the obligations of the vows remain;
- 2° in what concerns the rights of active and passive voice, given that Canon Law does not deal with this, one can deduce that the Brother continues to enjoy this right;
- 3° freedom is given to the absent Brother to wear the religious habit, unless it is otherwise specified in the authorization of absence;
- 4° the Brother in the situation of absence cannot undertake initiatives incompatible with his condition as a religious.

#### 49. Indult of exclaustation

c 686 §§1.3  
C 451, p. 8

1. It is an administrative act through which a Brother in perpetual vows is authorized, in consideration of his request, to live outside of a religious community of the Institute during a specified period “for grave cause.” When not requested by a Brother, can be imposed by the Holy See at the request of the Superior General on the recommendation of the Brother Visitor for a “grave cause”. In all cases, charity and justice must be safeguarded. The norms which govern this situation concern the competent authority, the reasons for exclaustation, its duration and extension, its cessation, its effects.

c 686 §1  
C 451, p. 8

2. *Competent Authority:* In the Institute, an Indult of exclaustation is exclusively granted by the Brother Superior General with the consent of his Council. The Holy See is also competent in the conditions mentioned in no 49.4.

c 686 §1  
C 451, p. 8

3. *Reasons for exclaustation:* Canon Law simply indicates that exclaustation can be granted “for grave cause”. In practice, the most frequent reason is the discernment of vocation; in some cases, other reasons are also accepted, among others, those dealing with family (for example, sickness of a close relative or giving help to the family after the death of the one who supported it financially). In the case of an exclaustation ad nutum, the reason can depend on the discretionary assessment of the competent authority.

c 686 §1  
C 451, p. 8

4. *Duration of the exclaustation and possibility of its extension:* the Indult of exclaustation is usually granted for a duration not exceeding three years. The extension or concession of an Indult of exclaustation for a duration exceeding three years comes under the exclusive competence of the Holy See (CICLSAL). The Indult of exclaustation can also be granted ad nutum Sanctae Sedis, for an indeterminate period.

c 686 §1  
C 451, p. 8

5. *Cessation of exclaustation:* this concerns the expiration of an authorized duration. The exclaustated Brother must then return to community, except if the Indult of exclaustation was extended or was granted for an indeterminate period (cf. no 49.4). If the Brother does not desire to return to community at the expiration of the duration which was extended to him by the competent authority, he will have to solicit a dispensation from his perpetual vows (cf. no 54).

6. The cessation of exclaustation may occur before the expiration of the term by the expressed will of the Brother concerned to return to community life in the Institute.

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In the case of an Indult granted ad *nutum Sanctae Sedis*, the Brother can only be reinstated in the community life of the Institute with the consent of the Apostolic See (CICLSAL).

c 598 §2  
c 687  
C 451, p. 8-9

7. *Juridical effects of exclaustation*: during the period of exclaustation, requested or imposed, the Brother remains a consecrated person, retains his membership in the Institute, and is dependent on his Superiors. He remains bound by all the other obligations of religious life unless the Indult of exclaustation specifies otherwise. The following are suspended during this temporary period: the canonical obligation of the Brother to live in a house of the Institute, the rights “to elect and to be elected”. The following is particularly taken into account during this temporary situation:

- 1.º certain obligations of the vows remains, especially the obligation of celibacy;
- 2.º the exclaustated Brother remains deprived of his rights of active and passive voice;
- 3.º freedom is given to the exclaustated Brother to wear the religious habit, unless it has been otherwise stated in the Indult of exclaustation;
- 4.º the Brother in a situation of exclaustation cannot undertake initiatives incompatible with his condition as a religious.

#### **50. Regarding absence and exclaustation**

1. In Canon Law, absence and exclaustation constitute two very different juridical situations, even if in the two cases the Brother is authorized to live outside of a community of the Institute. In themselves, the situation of absence or exclaustation is not a reduced form of secularization and is not intended to ease, in a progressive and convenient manner, reintegration into secular life.
2. As for the material means of subsistence indispensable to the management of the absent or exclaustated Brother, Canon Law is totally silent. However, the absent or exclaustated Brother remains a member of the Institute entirely separate from it. Consequently, a solution worked out together is thought to resolve this problem in accordance with the spirit of Canon 670, with charity and equity taken into account.

#### **51. Transfer to another Institute**

R 106  
C 451, p. 10  
c 684 §1

1. The transfer uniquely concerns a Brother with perpetual vows. A member professed with temporary vows must wait for the expiration of his vows in order to move to another Institute.

c 684 §1

2. The transfer is a situation in which a *Brother with perpetual vows* is authorized, at his request, to move from our Institute to another religious institute (of pontifical or diocesan right), to a secular institute, or to a Society of Apostolic Life. This situation can also concern a member of another institute who solicits his incorporation into our Institute. The means which govern this situation concern the competent authority, modalities relative to the probation period, procedure, effects and cessation.

c 684 §§1.5  
C 451, p. 10

3. *The competent authority* to authorize the transfer from one religious institute to another (of pontifical or diocesan right) is that of the two Superior Generals concerned, with the consent of their respective Councils. Recourse to the Holy

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See is only required in the case of a move from a religious Institute to a secular Institute or to a Society of Apostolic Life and vice-versa.

4. *As to the procedure:*

1° Whether it deals with a Brother's move to another Institute or the move of another lay religious to ours, the request is made to the Brother Superior, through the intermediary of the Brother Visitor who will add his own advice to it after having consulted his Council.

2° It is absolutely necessary to establish a contract which specifies the material and financial obligations such as health insurance, trips, eventual formation expenses in the new Institute, etc. This contract is established between the Brother Visitor and the welcoming Institute. The Procurator General of the Institute can cooperate as necessary (cf. no 61).

c 684 §§ 2.3

5. *Modalities relative to the probation period* are fixed by the Brother Superior at the moment of the candidate's admission to our Institute. Depending on the case, the probation period can also include a novitiate time. At the end of a probation period of at least three years, the candidate can be admitted directly to perpetual profession in the new Institute. In case the candidate refuses perpetual profession or has not been admitted by the Institute's superiors, the candidate must return to his institute of origin, unless he has obtained an indult of dispensation from vows (cf. no 54.4).

6. *Effects and cessation of the Transfer:*

c 684 §1

1° Effects:

- From the beginning of the probation period, the candidate is obliged to observe the law proper to the new Institute and to obey its superiors.
- A Brother with perpetual vows who begins his probation period in another Institute is bound exclusively to ours by his vows.
- During the candidate's probation period until his new perpetual profession, the vows contracted in the first Institute remain, but the rights and obligations are suspended.

c 685 §2

2° *Cessation:* with the Brother's profession in the new institute, his prior vows end as well as his rights and obligations in our Institute.

## **52. Transfer to the secular priesthood**

C 451,  
pp. 10-11

1. It is possible for a Brother with perpetual vows to move to the secular priesthood. In such a case, it is preferable for the candidate to first ask for the authorization of absence or exclaustation in order to better discern and to use the necessary time to prepare for the priestly ministry.
2. A written agreement from the Bishop of the diocese where the Brother will have this experience is indispensable.
3. In order to be ordained a secular priest, a Brother with perpetual vows must, beforehand, obtain an Indult of dispensation from vows (cf. 54.4). It is advisable to request the dispensation from his vows before being admitted to the diaconate. Admission to the diaconate is communicated in writing.

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### 53. Leaving the Institute when vows expire

- c 688 §1  
c 689 §1
1. This situation concerns a Brother in temporary vows. Two cases may arise:  
1° the Brother withdraws of his own accord and does not seek the renewal of his vows;  
2° the Brother is not admitted by the Institute's Superiors to a new profession.
- c 689 §2
2. *Reasons for refusal to allow profession must be fair.* Among the possible causes of refusal Canon Law considers the state of health, except if the Institute, in one way or another, is responsible for the illness or the infirmity contracted by the Brother. A manifest lack of vocation, whether to the religious life in general, or to the specific religious life of the Brothers of the Christian Schools, may also be a cause for refusal.
- c 689 §3
3. If it happens that a Brother, while in temporary vows, loses his reason, although he is no longer in a state to renew his profession, he may not be removed from the Institute.
- R 98.2.4.°
4. A Brother who is not allowed to profess anew has the right of recourse to the Brother Superior General. He may not have recourse to an authority external to the Institute unless he considers himself a manifest victim of an injustice in which case he has the right to refer his case directly to the Holy See (CICLSAL).

### 54. Leaving the Institute by dispensation from vows

- R 105  
c 688 §2  
c 691 §1
1. Leaving the Institute by dispensation from vows concerns the case where a Brother with temporary or perpetual vows *freely decides* to forsake the Institute. The norms that govern this situation relate to the competent authority to grant a dispensation from vows, the procedures to be followed, to the effects of leaving by dispensation, to the final formalities.
- c 688 §2  
c 691 §2
2. *The competent authority* to grant a dispensation from temporary vows is the Brother Superior General. When it is a question of perpetual vows, it is the Holy See (CICLSAL).
3. In what concerns *the procedures to be followed*, whether it is a dispensation of temporary or perpetual vows, the stages are the same. In both cases:  
1° the request for dispensation is always addressed to the Brother Superior General, through the Brother Visitor.  
2° the file put together by the Brother Visitor and sent to the Brother Superior General will include:  
– a personal letter from the interested party (duly dated and signed), giving the reasons for the request and addressed to the Brother Superior General;  
– a letter of the Brother Visitor, detailing and clarifying the reasons of the Brother's request, dated and signed, giving his explicit opinion (for or against) on the case;  
– an information form (*curriculum vitae*) on the journey of the Brother who wishes to leave must of necessity be appended to the file.
- R 104
- 3° Any decision to leave the Institute must be freely taken, by prayer, personal reflection and based on the advice of prudent counselors. During the accompaniment, the Brother Visitor must, as much as possible, help and enlighten the interested party in completely expressing the reasons motivating

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his request, except for those which are strictly within the sacramental forum.

4° All files relative to a dispensation of temporary or perpetual vows are first sent to the Brother Superior General. The Brother Superior decides on the transmission to the Procurator General of the Institute for study and completion of the appropriate procedures (cf. no 18.1.3.o, n.° 61).

c 692

4. *As to effects*, all dispensation from vows duly granted by the competent authority brings about the loss of rights and obligations ensuing from the profession of vows and from ecclesiastical discipline. The dispensation from vows sanctions the definitive separation of the Brother with the Institute (secularization).

5. *The final formalities* concern the act by which the dispensation is granted. The dispensation from temporary or perpetual vows is always granted by an administrative act: a written document, dated and signed by the competent superior, modifying the juridic situation of the subject concerned. Concretely:

1.° The *Indult of departure granted by the competent authority* is always addressed to the Brother concerned and bears his name. The Brother Procurator General forwards it to the interested party via the Brother Visitor. This Indult is accompanied by a form of acceptance or rejection of the Indult destined to the Brother leaving the Institute. This form, duly completed, dated and signed by the Brother concerned is to be returned to the Procurator General of the Institute.

2.° The person addressed by the Indult must express on this form his acceptance or his rejection at the moment when the Indult is delivered to him, without any delay. An Indult not refused at the time of its delivery is deemed to have been accepted.

3.° The original of the indult is usually kept by the interested party. The District has an interest in keeping a photocopy of it as does the Office of the Procurator General.

c 692

6. A Brother with perpetual vows may refuse the Indult of departure even if the said Indult was granted him at his request. In this case, on the form to be returned to the Office of the Procurator General, he must handwrite his refusal to accept the Indult and sign it in front of witnesses. Consequently the canonical situation of such a Brother remains unchanged. He remains bound to the Institute by vows until the conclusion of the procedure.

## **55. Illegitimate absence**

c 665 §2

1. Absence is illegitimate when a Brother lives outside of a religious community of the Institute, without authorization from a competent superior with the manifest intention of removing himself from the authority of his superiors. In such cases:

1° the Brother Visitor must do everything “to help the Brother to return and persevere in his vocation”;

2° when there is resistance to being reinstated in the community, the Brother Visitor can try to facilitate the request for a dispensation from vows on the part of the Brother concerned by suggesting this possibility to him as an ultimate solution.

c 696 §1

2. Any prolonged illegitimate absence up to semester, six months, is grounds for dismissal.

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## 56. Dismissal from the Institute

R 106  
cc 694-704

1. Dismissal from the Institute is a sanction applicable to a Brother with temporary vows as well as to a Brother with perpetual vows. The norms governing this situation concern the different cases of dismissal and their causes, the competent authority for dismissing, the procedure for dismissal, the aspects never to be neglected during the procedure, and the decree and the effects of dismissal.
2. *Different cases of dismissal and their causes:* in accordance with Canon Law, three cases may present themselves: automatic dismissal, mandatory dismissal, dismissal for other causes.

c 694 §1

1° *Automatic dismissal (ipso facto) concerns offences against the faith or state of life:*

- defected notoriously from the Catholic faith (apostasy, heresy, schism);
- contracted or attempted marriage, even civilly.

c 695 §1

2° *Mandatory dismissal concerns offences against life, morals or persons:*

- homicide, serious assault and battery, kidnapping (holding persons against their will);
- participation in an abortion;
- sexual misconduct: concubinage, violence or sexual harassment of minors, child pornography, possession of child pornographic materials, sexual acts with minors (cf. no 59.2), unless the superiors decide that dismissal is not completely necessary and that the correction of the member, restitution of justice and reparation of scandal can be resolved sufficiently in another way.

c 696

3° *Dismissal for other causes or concerns, above all imputable offences against religious spirit* when they are serious, external, i.e., known or likely to be known, attributable (where moral responsibility can be attributed to its author) and legally proven. These offences include:

- habitual negligence of the obligations of the consecrated life;
- repeated violations of sacred bonds;
- stubborn disobedience to the legitimate rescripts of Superiors in serious matters;
- serious scandal caused by the culpable behavior of the member;
- stubborn upholding or diffusion of doctrines condemned by the Church magisterium;
- public adherence to ideologies infected by materialism or atheism;
- illegitimate absence (one semester), etc.

c 694

### 3. *Competent authority for dismissing*

1° The *competent authority* for dismissing a Brother from the Institute in the case of an ipso facto dismissal provided for in Canon 694 is neither the Brother Visitor nor the Brother Superior General. It is the automatic effect of the law itself which dismisses, as soon as the crime is committed. It is a sort of self-exclusion. Authority's role is limited merely to notifying the person concerned of the dismissal (ipso facto) on the basis of evidence gathered.

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c 700

2° For mandatory dismissal and dismissal for other causes (cc 695, 696), the Brother Superior General is the competent authority when dealing with a Brother with temporary vows. When dealing with a Brother with perpetual vows, the dismissal decree is issued by the Brother Superior General proceeding collectively with his Council by secret ballot with equal voice (cf. no 17.3) and this must be confirmed by the Holy See (CICLSAL).

4. *Procedure for dismissal*: the procedure for dismissal is made up of several stages. It unfolds in two phases of which one is at the District level and the other at the Center of the Institute and with the Holy See (CICLSAL). The modalities of this procedure can vary according to the cases and the causes of the dismissal.

c 694 §2  
C 451,  
pp. 14-15

1° **Case of ipso facto dismissal (automatic)**: in this case the Brother Visitor with his Council, without delay, collects the evidence (indisputable testimony, written documents, state issued certificates, etc.) so that the dismissal is legally established. He draws up a report of facts and notifies the person concerned of his *ipso facto* dismissal. The role of the Brother Visitor is limited to stating the facts, to legally demonstrating the evidence, to notifying the interested party of the dismissal *ipso facto* on the basis of the evidence gathered. Given its particularity, the dismissal *ipso facto* is in no way subordinate to a canonical monition. All the documents are carefully guarded in the archives, the Superior General being duly informed.

c 695 §2  
c 698  
c 699 §1  
C 451,  
pp. 14-15

2° **Case of mandatory dismissal**: in such cases, the Brother Visitor, after collecting the evidence which proves the allegations and their imputability, makes the accusation and the evidence known to the Brother to be dismissed, giving him the opportunity to present his defense. The file, signed by the Brother Visitor as well as by the Brother Secretary of the District (cf. no 32) or by someone else acting as a notary, will be transmitted to the Brother Superior General who, after the necessary verifications, proceeds collectively with his Council by secret ballot with equal voice (cf. no 17.3), and issues the decree of dismissal.

3° **Case of dismissal for other causes**:

c 697  
c 698  
C 451,  
pp. 14-15

- a) At the District level, if the Brother Visitor, after having heard the District Council, considers that a Brother must be dismissed:
- he will gather together or add to the documentation;
  - he will address a written *first monition* (or a verbal first monition in the presence of two witnesses) to the Brother with the explicit threat of dismissal by clearly making known to him the reason for the eventual dismissal and giving him the full liberty of presenting his defense;
  - normally, the *monition* is not limited to a reprimand but also makes a clear and explicit attempt to verify from the Brother whether or not there has been a change;
  - he will proceed to a *second monition* within a period of at least fifteen days (if the *first monition* remains without effect);
  - if the *second monition* is also ineffective, after a new period of fifteen days, the Brother Visitor will send to the Brother Superior General all the acts signed by himself and by the Secretary of the District acting as a notary (cf. no 32), with the response of the Brother, dated and signed by him.

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c 699 §1  
C 451,  
pp. 14-15

b) At the level of the Center of the Institute, the Brother Superior General will review the case collectively with the General Council (cf. no 17.3) which must consist of at least four members. If, following a secret ballot, dismissal is decided, the Brother Superior General will draw up the decree.

**4° Aspects never to be neglected during the procedure**

c 698

– In all cases of mandatory dismissal or dismissal for other causes, the right of the Brother (to be dismissed) to communicate directly with the Brother Superior General and of being able to present his defense always remains intact and must be duly pointed out to him.

c 695 §2  
c 697, 1°, 3°

– In cases of mandatory dismissal or dismissal for other causes, the Brother Visitor plays a key role: verifying the reality, demonstrating the true nature of the facts and their criminal character; proving the imputability of the facts to the accused Brother; proving the incorrigibility of the accused Brother.

c 697, 3°

– *Canonical monitions* as a means of warning advocated by the law aim, in particular, to verify whether or not the Brother is incorrigible.

– In cases where one uses the mail for the *monitions*, it is prudent to use registered mail with acknowledgement of receipt.

– When the Brother to whom it is necessary to address the *monitions* cannot be located (e.g. left without leaving an address), one can use the process of “textual monitions” (in the form of edicts) which will be displayed on the bulletin board of the community where the Brother is supposed to be found.

– In all cases of dismissal, considering the complexity and possible procedural difficulties, it is strongly advisable to request the collaboration of the Brother Procurator General of the Institute (cf. no 61). Where necessary or urgent, one can solicit the assistance of a local canon lawyer.

c 700

5. *Decree of dismissal*: in all cases of mandatory dismissals as well as in those for other causes, once the dismissal is collectively decided with the Council, the Brother Superior General must transmit the decree he issued, and all the documents constituting the case file, to the Holy See. As a *specific administrative act*, the decree of dismissal is framed by norms, which include, the competent authority of its issuance, its validity and confirmation by the Holy See (CICLSAL), its notification of the interested party and the possibility of appeal.

**1° *Validity and confirmation of the decree by the Holy See (CICLSAL)***: to be valid, the decree of dismissal issued by the Superior General must not only express summarily the grounds in “law” and in “fact”, but also indicate the right that the dismissed Brother has to lodge an appeal with the competent authority within ten days of the decree’s receipt. The decree of dismissal shall not be enforceable until it has been confirmed by the Holy See (CICLSAL).

**2° *Notification of the decree to the person concerned***: having received the confirmation of the Holy See (CICLSAL), the decree must be brought to the attention of the person concerned in writing, dated and signed.

**3° *Possibility of appeal***: within ten days from the date of it being known, even in the event that the decree has been confirmed by the Holy See (CICLSAL), it can still be the object of an hierarchical appeal in suspensivo against the dismissal with the same dicastery. In such a case, the Brother concerned, for a legitimate reason, sends his appeal (written, dated and signed) to the

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(CICLSAL) via the Brother Superior General. In case of appeal, the decree's effect (the dismissal) is suspended. If the right of appeal is not exercised within ten days, the dismissal becomes effective.

c 701  
c 702

6. *Effects of dismissal*: the dismissal establishes the definitive separation of the Brother with the Institute. Any legitimate dismissal entails, by the very fact, the extinction of rights and obligations arising from the profession of vows and ecclesiastical discipline. The Brother legitimately dismissed does not have claim to remuneration. The Institute, however, has the moral obligation of equity and evangelical charity with regard to the member from whom it is separated.

### **57. Immediate expulsion from a religious house**

c 703  
C 451,  
pp. 12-13

1. In case of *grave exterior scandal* or *imminent grave harm to the Institute*, a Brother can be immediately expelled from the community where he lives by the Brother Visitor or, if there is *peril in the domicile*, by the Brother Director, with the consent of his Council.
2. Immediate expulsion is a temporary measure of physically distancing the Brother from the religious house where he lives and is not, a priori, a dismissal from the Institute. The objective is to avoid an inevitable danger caused by this Brother's presence in the community.
3. If other measures (leave of absence, exlaustration, request for dispensation of vows) do not seem to solve the problem, and the Brother Visitor thinks that the Brother must be dismissed from the Institute, he must undertake, a posteriori, the dismissal procedure according to the norms of law (cf. no 56.4.2.º: *mandatory dismissal*), or inform the Brother Superior General of the case who will defer to the Holy See if necessary.

### **58. Readmission to the Institute**

R 108  
c 690

1. Readmission to the Institute concerns a former novice who has completed his novitiate but had not yet pronounced vows, or a Brother with temporary or perpetual vows who legitimately separated himself from the Institute. The norms relative to either of these two situations relate to the competent authority to readmit to the Institute, to the modalities concerning the time of probation, to the effects of readmission.

c 690 §2

2. *The competent authority for readmission* to the Institute is the Brother Superior General, with the consent of his Council.

c 690 §1

3. *As to the modalities concerning the time of probation*, the candidate for readmission need not repeat his novitiate. The Brother Superior will determine the conditions of an appropriate period of probation to prepare for temporary profession as well as the length of time in vows before making perpetual profession.

c 654  
c 598

4. *By readmission to the Institute through the profession of vows*, the former novice, the former professed with temporary or perpetual vows is again incorporated into the Institute. It is the principal effect of readmission from which all the others ensue, in accordance with Canon Law and the Institute's own legislation.

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## 59. Provisions relating to offenses against minors<sup>1</sup>

1. *Protection of the child:* the promotion and defense of the rights of the child are essentially part of the Lasallian Educational Mission. It is one of the fundamental aspects of the Institute's finality. The child is a human person, at the center of the educational action of the Institute. The Institute not only has a legal duty but also a moral and spiritual obligation to protect each child who is entrusted to its care and to secure, to the maximum, the educational environment. This is the vocation of every religious Brother of the Christian Schools.
2. *The Offenses:* any abuse against minors is an offense against morals and the human person. Such are punishable in Canon Law. The offense includes, inter alia, sexual violence and harassment of minors, child pornography, possession of child pornographic materials, sexual acts involving minors.
3. *The Sanction:* the commission of one of the offenses referred to in the preceding paragraph (cf. no 59.2) by a Brother brings with it the dismissal (cf. no 56.2.2<sup>o</sup>) from the Institute mainly in virtue of the legal, moral and spiritual obligations for the protection of children by the Institute (cf. 59.1) unless Brother Visitor judges that dismissal is not absolutely necessary for restitution of justice and reparation of scandal.
4. *Elements of the procedure:*
  - 1.<sup>o</sup> In all cases where any of these offences is seriously presumed or actually committed, amongst others, the following provisions must necessarily be observed:
    - a) *inform the Center of the Institute without delay when this case occurs in the District;*
    - b) *take action that privileges the victim's interest;*
    - c) *take necessary or even exceptional measures against the Brother concerned in order to avoid any ambiguity as to the Church's commitment in the fight against this crime;*
    - d) *hire a qualified lawyer to follow these kinds of problems;*
    - e) *collaborate in order to ensure fair and orderly proceedings in the state's criminal procedure;*
    - f) *collaborate as fully as possible with the state justice system to ensure that the truth is established and everyone answers for their actions;*
    - g) *await the final decision of the state court before undertaking the canonical penal procedure (eventual dismissal);*
    - h) *observe a respectful behavior vis-à-vis the Brother incriminated in order to ensure his accompaniment and guarantee his human dignity;*
    - i) *do not succumb to panic, but keep the necessary caution in the face of this painful and delicate situation.*

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<sup>1</sup> John Paul II, Apostolic Letter "*Sacramentorum sanctitatis tutela*" of April 30, 2001.

Congregation for the Doctrine of the Faith: Letter (and annexed report) of May 21, 2010; Circular Letter of May 3, 2011 to assist the Episcopal Conferences in establishing guidelines for the treatment of cases of sexual abuse by clerics against minors; Guide to Understanding Basic Procedures Regarding Sexual Abuse Charges.

Francis, *Motu proprio "Ai nostri tempi"* of July 11, 2013 on the jurisdiction of the judicial organs of the Vatican City State in criminal matters (and the explanatory note of Msgr. Dominic Mamberti).

2.º In all cases where one of these offenses (cf. no 59.2) is irrefutably certified either by external violations or any other means by the competent authorities (medical expertise, police investigation, judicial sentence, etc.), the applicable procedure is that of mandatory dismissal (cf. no 56.4.2.º), and swift action is required.

3.º Responsibility for action regarding dismissal rests primarily with the Brother Visitor. The Brother Procurator General will always be associated with any dismissal (cf. no 61).

#### **60. Sanation**

1. When a legal, administrative or financial act has been unlawfully put in jeopardy as to its validity, a penalty shall be sought by the author of that act. Sanation must be sought whenever one becomes aware, by oneself or by others, of having exceeded one's powers in a given field.
2. The Brother Visitor will address the Brother Superior by specifying the nature of the act, setting out the circumstances and the reasons for it, making an explicit request to obtain a sanation either within the competence of the Brother Superior or, if necessary, from the Holy See.

#### **61. Implementation of canonical provisions relating to specific situations**

The implementation of canonical provisions relating to specific situations mentioned above is the responsibility of the Brother Procurator General of the Institute acting by legitimate mandate of the Brother Superior General in accordance with Canon Law and the Institute's own law. At any time and in any circumstances dictated by necessity or urgency, the Brother Procurator General is consulted with respect to any question within his purview to advise, guide, collaborate and provide legal assistance to any natural or legal person, member of the Institute or of the Lasallian Family who turns to the services of the Procurator General's office (cf. no 18.1).

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## Chapter 9

# AFFILIATED MEMBERS AND BENEFACTORS

### 62. Affiliation to the Institute and title of Benefactor

1. Among the members of the Lasallian Family, some outstanding persons are designated as examples through affiliation to the Institute or through the granting of the title “benefactor”. Affiliates or benefactors may or may not be Catholics. Persons of other religions could benefit from these titles in certain circumstances in light of the respect due natural and legal persons.
2. The request must be made by a community, District or Region. There are, however, between affiliates and benefactors, differences as to the criteria to be applied, as to the competent authority, as to the procedure followed and as to the effects relating to each of these titles.

### 63. Institute Affiliates

1. Criteria to remember
  - 1.º The person to be affiliated must:
    - at least implicitly wish to be affiliated to the Institute;
    - support the Institute in its mission, not only from a financial or material point of view, but also by a personal commitment;
    - manifest a favorable spirit or at least a high esteem with regard to Lasallian spirituality.
  - 2.º The community, the District or the Region making the demand must:
    - assure that this affiliation is really desired by the community, the District or the Region;
    - guarantee that there is no impediment to the affiliation, either by the ecclesiastical authorities or by the local Christian community.
2. Competent Authority: affiliation to the Institute is the competence of the Brother Superior General and his Council. They can act “*motu proprio*” but most often they only play a part following a request coming from a community, a District or a Region.
3. Procedure to follow: the request for affiliation, supported by useful witnesses, is first of all submitted to the District Council. When dealing with a Region, such a request is examined by the Conference of Brother Visitors. After approval by the Brother Superior General, the certificate of affiliation is prepared by the services of the Generalate and transmitted to the Brother Visitor from whom the request for affiliation was received.
4. Effects of affiliation: any person properly affiliated to the Institute becomes an *affiliated member*, without being bound to the Institute by vows. An *affiliated member* can be called Dear Brother, or Dear Sister. Every affiliate maintains a privileged relationship with the institutions of the Institute. The rights which an *affiliated member* is entitled to within the Institute are not of a patrimonial or material order: they are essentially spiritual and moral. In this respect, taking into account the practices proper to each situation, the names of affiliates will be kept

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in the calendars of birthdays and on the day of their death they will be remembered during liturgical celebrations, especially for those among them called to the honors of the altar by the universal Church.

#### **64. Benefactors of the Institute**

1. Criteria to remember: the criteria for granting a natural or legal person the title of benefactor are broader than for affiliation. It is a way of showing recognition for important services rendered to the Institute in one form or another. Each District or Region may establish its criteria in this matter.
2. Competent authority: the granting of the title of benefactor of the Institute is within the ordinary competence of the Districts. This can be done in many ways: benefactor's certificate, letter of gratitude, awarding a medal, etc. The Brother Superior and the General Council can also act "*motu proprio*" in this area.
3. Procedure to follow: each District organizes its own procedure for granting the title of benefactor.
4. Effects of granting the title of benefactor: any benefactor of the Institute does not necessarily become an affiliate. All benefactors maintain a privileged relationship with the institutions of the Institute. The rights recognized within the Institute are spiritual and moral. In this respect, taking into account the practices proper to each situation, the names of benefactors will be kept in the calendars of birthdays and on the day of their death they will be remembered during liturgical celebrations, especially for those among them called to the honors of the altar by the universal Church.