

GENERAL STATUTES
OF THE FRANCISCAN MISSIONARY SISTERS
DI ASSISI

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Casa Generalizia
2014

General Statutes

- Approved and confirmed by the General Chapter of September 2013, Assisi.
- Effective from 15th July 2014.

GENERAL STATUTES PRESENTATION

Prot. n. 48/2014

Dear Sisters,

May the Lord grant you peace!

I am happy to present to you the text of the **General Statutes**, approved and confirmed during the last General Chapter, celebrated in Assisi, in September 2013. The text integrates the new Constitutions, approved on 15th July, 2014 by the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life.

In the text of the Constitutions we find the principles on which our life is founded, while the General Statutes express the application of these same principles. The Statutes are norms which make explicit certain articles of the Constitutions, making them easily applicable within the Institute according to the needs of time and place.

We accept them as an instrument that facilitates the assimilation of our charism of the Franciscan Missionary Sisters of Assisi. We try to make them our own, to translate them into life and to discover in them the spirit which animates them. It will serve no purpose to observe them if we do not make ours, the breath of life they offer us.

For this reason, it is better not to take the Statutes on their own, but in correspondence with the Constitutions to which they refer.

It is my hope and desire that together with the Rule and the Constitutions, the General Statutes will indeed become a *«means of mediating the will of the Lord: human mediations but still authoritative, imperfect but at the same time binding, the starting point from which each day begins, and also for moving forward in a generous and creative impulse towards that sanctity which God “wills” for every consecrated person»* (FT 9); (Const.31, 3)¹. May they lead each one of us to live fully the commandment of the Lord «You shall love the Lord your God with all your heart, and with all your soul and with all your mind (...). You shall love your neighbour as yourself. The whole law and the prophets depend on these two commandments» says Jesus. (Mt 22: 37, 39-40)

Assisi, 8th September 2014

Feast of the Nativity of the Blessed Virgin Mary

Faternally
SR. JULIANA MALAMA
Superior General

1) CONGREGATION FOR INSTITUTES OF CONSECRATED LIFE AND SOCIETIES OF APOSTOLIC LIFE, *Faciem tuam*., Instructions. The Service of Authority and of obedience, 2008.

CHAPTER I

OUR IDENTITY IN THE CHURCH

1 - The name of our Institute is abbreviated: SFMA – Suore Francescane Missionarie di Assisi. (Franciscan Missionary Sisters of Assisi) **Const. 1, 1**

2 - All the members of the Institute are called “Sister”. The name “Mother” is reserved for the Superior General during her term of office. **Const. 7, 2**

3 - “Assisanity”, we carry the name of this city because Assisi is the place that inspired our Founders. Our Institute began near the Basilica of St. Francis and for 200 years it grew and developed only in the city of Assisi. Here we have our origins: place of memory and living source of our Charism. Coming from various Countries we meet here, to be strengthened in spirit and to grow in universal fraternity. **Const. 4, 1**

4 - § 1. The Particular Statutes, always in conformity with the Constitutions and the General Statutes, are established by the Provincial and Vice Provincial Chapters according to the needs of times and places.

Const. 8, 2

§ 2. The Particular Statutes enter into force after they have been approved by the Superior General with the consent of her Council.

Const. 8, 2

5 - § 1. The sisters read the Rule, the Constitutions, the General Statutes and the Particular Statutes at least once a year. The Particular Statutes define the modalities and the times.

Const. 11

§ 2. The Franciscan Sources, the Writings of our Founder, the Spiritual Directory “Sisters let us begin” and the Ratio Formationis of the Institute should be read frequently.

Const. 9,2

6 - Dispensation from the disciplinary norms of the Constitutions and of the Statutes (for example dispensation from the canonical hours, from fasting and from community timetable, etc.) may be granted by:

- a) the Superior General for the individual sisters of the Institute and with the consent of her Council, for each Province;
- b) the Superior Provincial for the sisters of

her Province and with the consent of her Council, for the individual communities;

- c) the local Superior for the sisters of her community.

CHAPTER II

OUR LIFE OF CONSECRATION

7 - § 1. The habit in the Institute consists of a dress with a pleat in front and back in a form of a scapular, the veil, a white cord and a crucifix. In hot climates and periods, a dress could be adopted with a sown in scapular, short sleeves, a white cord, the veil and a crucifix. Const. 17, 1

The colour of the habit may be grey or white according to the Particular Statutes.

§ 2. The habit of the novices may be either grey, similar to that of the sisters, without a cord and without a veil, or a secular dress, always with the «Crucifix with the face of St. Francis».

The use of one or the other is to be established by the Particular Statutes.

§ 3. With regard to the use of other clothing, the sisters should bear in mind the poverty and the simplicity of their condition, avoiding all that could pertain to vanity.

Const. 19, 3

8 - Every sister and every community should educate themselves in the moderate and critical use of means of communication, which often propose and impose a non-evangelical model of life, more especially when these means hinder relationships among the sisters, limit fraternal communication, and are harmful to consecrated life. Solid formation and frequent personal and community evaluation of their impact and influence is necessary.

FLC 34

9 - Every community, after having contributed to the necessities of the Institute and of the Province, according to the Constitutions nos. 24 §3; 232, shall decide what goods of the community are to be given out for the needs of the Church and of the poor.

10 - The Superior General with the consent of her Council has the authority to grant in writing the permission for renunciation of goods.

Cost. 26

11 - § 1. With due regard to the principles of poverty and common life, the sisters may use money of which they are to give an account.

§ 2. It is permitted to subscribe to social insurances and to accept subsidies.

CHAPTER III

OUR LIFE WITH GOD

12 - In each community, daily prayer is to begin and conclude with the prayer of St. Francis:

«We adore you, O Lord Jesus Christ, here and in all the Churches which are in the entire world and we bless you because by your holy cross you have redeemed the world. » (Test. 5: FF 111; 1C XVII/45: FF 399/401)

13 - § 1. For an authentic path to holiness, every sister, commits herself to unceasing prayer, prayerful absorption, silence, discipline of the heart, examination of conscience, spiritual reading, self-control, spiritual struggle and spiritual direction which are necessary means to expand the heart and open it to welcome the Lord, our brothers and our sisters.

Const. 41

§ 2. Where the daily celebration of the Eucharist is not possible, the Eucharist

Const. 47-48

is to be celebrated in community at least once a month.

§ 3. The sister who for valid reasons cannot participate in the Eucharistic celebration in common, or in the celebration of Morning and Evening Prayer and in common meditation should do so privately at the most convenient time.

Const. 44,1

14 - § 1. The sisters will dedicate an hour daily to meditation made usually in common.

Const. 44,2

§ 2. All the sisters are to take part faithfully once a week in community meditation in the form of *Lectio Divina*.

Const. 48

15 - Each community will have in common:

- the daily prayer of St. Francis and of the Founders;
- an hour of adoration for vocations on the 2nd of every month, the anniversary of the birth of our Foundress in heaven;
- an hour of adoration for the missions on the 16th of every month, in memory of the birth of our Founder in heaven;
- the stations of the Cross on Fridays during Lent;
- the novena of Pentecost, of the nativity of the Blessed Virgin Mary, of St. Fran-

cis, of the Immaculate Conception and of Christmas;

- the renewal of vows on 8th September.

16 - § 1. Following the tradition of the Institute, we express our devotion to St. Joseph and we celebrate his feast with particular solemnity. **Const. 53**

§ 2. We celebrate with prayers of praise and thanksgiving, preceded by a triduum and with concrete acts of charity for the poor:

- the anniversary of the death of our Foundress, Mother Angela Maria del Giglio, (November 2);
- the anniversary of the death of our Founder, Father Joseph Anthony Marcheselli, (May 16);

From them we implore particular help and we pray for their glorification.

17 - § 1. All the sisters are to have an annual retreat lasting at least six days, planned by the Major Superior and her Council. **Const. 54**

§ 2. In case of lack of a retreat planned by the Province, the sister may participate in other retreats, with the agreement of the community and the permission of the Major Superior.

§ 3. The entire community is to plan and take part in the monthly recollection.

§ 4. Each sister commits herself to approach the Sacrament of Reconciliation at least once a month.

Const. 55

18 - § 1. A sister in keeping with the needs of the community, with the permission of the local Superior, may spend a few days in retreat in a house of prayer or in a hermitage.

§ 2. A sister can ask for a sabbatical period, for spiritual renewal, updating or just for a rest. The place and the period of time have to be agreed upon with the Major Superior. It is within the competence of the same Major Superior with the opinion of her Council, to give her permission.

Const. 57,1

19 - § 1. For Fridays of Advent and Lent, in a spirit of penance each community will choose and perform some penitential act in common.

§ 2. On the vigils of the feasts of the Nativity of the Blessed Virgin Mary, of St. Francis and of the Solemnity of the Immaculate Conception; abstinence is to be observed.

§ 3. Each Province shall establish

the manner of celebrating the “vocational lent” from 16th August to 8th September, according to the tradition of the Institute.

§ 4. On 7th September, the Missionary Day of the Institute: fasting should be observed and an offering is to be made in favour of a particular need of our religious family.

20 - § 1. For each deceased sister, a Mass and Office of the Dead is to be celebrated in each community of the Institute. Const. 60,3

§ 2. For the deceased sisters, relatives and benefactors a Mass is to be celebrated each month and on November 3, a Mass and the Office of the Dead is to be celebrated.

§ 3. The Institute takes care of each sister after her death and provides a dignified burial. The sister should educate her family members to become aware that even after her death she belongs to the Institute. If the family members desire that the sister be buried elsewhere, they should be informed that such expenses will be handled by the family.

CHAPTER IV

OUR FRATERNAL LIFE IN COMMUNITY

21 - At the beginning of each year we commit ourselves to elaborate the Community Project in reference to the Word of God, the various Chapter orientations, the life and mission of the community. We embrace the Community Project as an instrument for sharing and growing together, periodically evaluating our journey of faith and our common objectives. Const. 72, 1

22 - § 1. Revision of life is a means to acknowledge our personal and community life experiences in the light of the Word of God, the Rule and the Constitutions. In this community process we learn to receive and offer fraternal correction with charity. In this way we experience the beauty of taking spiritual care of each other and finding in each one's weaknesses our own weaknesses. Const. 72, 2

§ 2. Each fraternity once a month, preferably at the close of the day of recol- Const. 72

lection, shall make a revision of life to verify the journey made.

Const. 73

23 - Each fraternity should assemble in community Chapter once a month. We learn to respect the opinions and competence of each one, to have a critical attitude above all towards ourselves, and be available to receive the positive and new elements which emerge, in view of the signs of times. We maintain the firm intention to preserve unity, in whatever final decision taken.

Const. 76,2

24 - During absence from a religious house, the sister has the same rights and duties like any other sister, with the exception of common life. She belongs to a referential community. The means for her maintenance and the manner, in which she is to maintain contact, are defined at Provincial level.

Const. 78,2

25 - It is up to the Major Superior to see that in each house, the enclosure is established at least for the bedrooms of the sisters. In particular cases, the local Superior can dispense from enclosure.

26 - During Advent, Lent, days of recollection and other particular circumstances, as agreed upon in the community Chapter, there are to be periods of silence and at table a short reading. (CIC 667§ 1) **Const. 79,2**

27 - § 1. The community, even though involved in different kinds of services and apostolates, should find moments to be together. The sharing of at least one meal daily will strengthen fraternal life. **Const. 80**

§ 2. In order to foster fraternal sharing and communion, times for community recreation should be planned, from which enthusiasm, physical and spiritual energies are regenerated.

28 - § 1. The time for home visit, for relaxation and rest is fifteen days in agreement with the community Chapter and, with the Major Superior if the time is spent outside of one's own country. **Const. 82, 1**

§ 2. Extraordinary absences and trips are to be regulated by real necessity and granted by the local Superior.

For trips outside the country, the permission of the Major superior is necessary.

§ 3. The sisters who have relatives in another continent may visit them every three years, with the consent of the Major

Superior. Particular cases are to be considered with discretion, in the community Chapter.

§ 4. Missionary sisters, who are outside of their own countries, may return to their home country for a period of rest, and possibly for missionary animation, in the following time periods: every three years for two months if outside their own Continent, every two years for a month or for 15 days if they are within the same Continent.

29 - § 1. A sister obliged to assist her parents has to bear in mind the commitments of community life and should remind other members of her family of their responsibilities.

§ 2. Otherwise, the sister should request for permission of the leave of absence from the religious house, from the Provincial Superior who, with the consent of her Council, has the faculty of granting it up to one year. The Provincial Superior should inform the General Superior. Beyond 12 months, the authorisation of the Holy See is required through the Superior General.

CHAPTER V

AT THE SERVICE OF THE MISSION OF THE CHURCH

30 - § 1. We have the duty and the commitment to see that the works of the Institute retain their proper end. Const. 97-105
CIC 677, 1

§ 2. The Major Superior will stipulate a suitable contract for every service we provide other entities. A copy of this contract must be preserved both in the archives of the Curia and in the archives of the community.

31 - A sister should be adequately prepared before being sent to a mission: she should learn the language, know the history, the culture of the people to whom she is sent, and be suitable for the apostolic activity she will be called to fulfil. Const. 110

32 - In the spirit of communion that animates all the members of the Institute, and given its missionary, international character, the Major Superiors are to favour Mission “ad gentes” and fraternal as- Const. 110

sistance of sisters, from different Provinces.

33 - The Institute promotes meetings for sisters at international level, both for spiritual renewal and missionary formation, as well as an exchange of experiences.

34 - Every Province is to promote the sharing of the charism with the lay faithful, in particular with the Franciscan Secular Order, favouring moments of common prayer, fraternal and formation reunions.

35 - In the case of opening or closing of a house, or withdrawal of a community, the process or procedures must be anticipated in time, so as to motivate and prepare the sisters and other entities involved.

Gen. St. 67. 2

36 - § 1. Missionary animation in the Institute is coordinated by the Secretariat for missionary activities.

§ 2. The Missionary Animator in the Province is appointed by the Provincial Superior with the consent of her Council. She carries out the service of animation,

formation, evangelization, inserted in her cultural and religious context, in collaboration with the Secretariat for missionary activities.

CHAPTER VI

FORMATION IN OUR INSTITUTE

37 - § 1. The Project of Formation, for each Province, Vice Province and Delegation elaborated according to the Ratio Formationis of the Institute should be approved by the Superior General with the consent of her Council. Const. 114, 2

§ 2. The formation of sisters is to be planned according to the directives established by the General and Provincial Chapters.

38 - Since the Institute is international and has its origins in Assisi (Italy), in the programme of initial formation, the study of Italian language should be introduced in order to foster the knowledge of the charismatic and historical sources.

In order to facilitate interculturality the Major Superiors will promote the study of the English language.

Const. 132, 1

39 - § 1. For acceptance into the Institute, the candidate should be at least 17 years of age and not more than 35.

§ 2. The candidate must present:

- a.* Birth certificate (photocopy);
- b.* Identity card (photocopy);
- c.* Baptism certificate;
- d.* Confirmation certificate;
- e.* Certificate of free status;
- f.* Report of the Parish priest or of a priest (spiritual guide) who accompanied her;
- g.* Report of the Vocation Animator or of a sister who accompanied her;
- h.* Certificates or Diplomas of studies done (photocopies);
- i.* Health medical certificate supported by clinical analysis;
- j.* Certificate of freedom from any penalty, where possible;
- k.* Other documents the Major Superior might also consider necessary in view of civil law requirements;
- l.* To respond to the Questionnaire proposed by the Institute;
- m.* To sign a document, valid also in civil law, in which she declares she will not demand any recompense as salary for any work she will do in the Institute.

40 - § 1. The duration of postulancy period is two years; it can be extended if the formative needs of the young woman require it. Const. 134 - 136

At the end of such a period, the Formator is to send a report to the Major Superior regarding the journey made by each postulant.

§. 2 The beginning of the postulancy is to be marked by a simple ceremony during which the «Crucifix of St. Damiano» is given to the young woman.

41 - The community in which the young woman makes her postulancy should preferably be other than the house of the novitiate. Const. 135

42 - The Postulant is accompanied: Const. 134

- a. in growing in self knowledge, self acceptance and her life history;
- b. into a profound awareness of her baptismal consecration;
- c. to verify and deepen the motivation for her vocational choice;
- d. to develop the human and affective maturity in a cordial and open relationship with each person;
- e. to appreciate the positive values of creation;

- f.* to know and identify herself with the journey of St. Francis and of our Founders;
- g.* to know the history, the spirituality and the mission of the Institute;
- h.* to discover whether or not there is a strong agreement between her aspirations and Franciscan values, the form of life, of prayer and the specific services that the Institute renders.

Const. 136

43 - The Formator of the postulants shall give a report of each one to the Major Superior and her Council at least once a year.

§ 2. For admission to the novitiate, the Major Superior may also seek the opinion of the Superior and the sisters of the community in which the young woman has lived during the time of her postulancy.

44 - The novitiate begins with the liturgy of the Word, in a private ceremony according to the ritual of the Institute.

Const. 138

45 - The formative programme of the novitiate comprises of:

- a.* personal, community and liturgical prayer;

- b.* the study of and meditation on Sacred Scripture;
- c.* the exercise of human and Christian virtues and the practice of asceticism towards evangelical freedom;
- d.* the study and understanding of the mystery of Christ and of the Church;
- e.* the study of theology of spirituality and of religious life;
- f.* knowledge of and encounter with St. Francis in his writings;
- g.* the study and experience of the Rule, the Constitutions and the spirituality of the Institute;
- h.* concrete experience of work, of personal creativity and responsibility, in some apostolic activity;
- i.* deepening of missionary spirituality and the values of justice, peace and safeguard of creation.

46 - Every year, the Mistress of novices presents to the Major Superior and her Council a written report on the formative journey of each novice. Const. 139

47 - § 1. The apostolic formative period, should not be longer than six months. Const. 141-142
§ 2. During the apostolic formative period, which should be beneficial for the

formation of novices, the novices depend on the local Superior.

§ 3. The local Superior of the community in which the novice lived the apostolic period must give a written report to the Mistress of novices.

48 - The transfer of novices for determined periods to other houses always requires the designation and authorisation of the Major Superior.

CIC 652§ 5

49 - During the novitiate, the novices are not allowed to undertake academic studies, diploma courses or professional specialization.

Const. 148

50 - For admission to temporary profession of a novice the Major Superior may listen to the opinion of the Superior and the sisters of the novitiate community.

Const. 148

51 - § 1. The celebration of temporary profession, according to the directives of the Church, takes place in a simple and reserved ceremony.

§ 2. The act of profession is to be signed by the Major Superior, or by her delegate, by the sister who made profession,

by the two witnesses and recorded in the profession register.

§ 3. If the temporary profession was made in a house dependent upon the Superior General, a copy of the act of profession is to be sent to the respective Major Superior.

52 - The act of renewal of temporary profession, signed by the junior sister and two witnesses should be sent to the Major Superior to be registered in the register of profession.

53 - The formative programme of the juniorate includes the deepening of the novitiate programme with particular reference to the apostolic missionary aspect, through participation in the theological, spiritual, religious and Franciscan courses, and pastoral formation. Const. 152

During the juniorate stage, the sister also completes her professional formation.

54 - § 1. The request of the junior sister for perpetual profession must be accompanied by the report of the Superior of the community in which the junior sister lived and by that of the sister responsible for juniors. Const. 155

§ 2. For admission to perpetual profession, the Major Superior should listen to the opinion of the sisters in perpetual vows of the community to which the junior sister belongs.

§ 3. Before perpetual profession the junior sister should live a more intense period of preparation, of which the duration and manner is established by the Major Superior.

Const. 27

§ 4. Before perpetual profession, the junior sister should freely make a will regarding possessions.

§ 5. The act of perpetual profession should be copied and signed in the proper register.

Furthermore, a notification of the perpetual profession made is to be sent to the Parish office from where the sister comes.

Const. 159, 1

55 - The Major Superior maintains fraternal contacts with the sister who has received an indult of exclaustation in order to make her know that, as Major Superior she participates and supports the sister in her difficulties.

CHAPTER VII

THE SERVICE OF AUTHORITY IN OUR INSTITUTE

56 - § 1. the General Chapter is convoked by the Superior General six months before its celebration. **Const. 179**

§ 2. With a circular letter sent to all the communities, the Superior General issues the decree of convocation of the Chapter indicating the time and place when and where it is to be celebrated.

She also prescribes the prayers to be said as a community asking the Lord's blessing for a good outcome of the Chapter.

57 - § 1. The sisters, delegates to the General Chapter are elected in the proportion of one for every sixteen sisters, or a fraction of sixteen. **Const. 183**

§ 2. The election by ballots of the sisters, delegates to the General Chapter takes place by letter and from among all the

sisters in perpetual vows of each reality of the Institute.

The ballot papers are sent to the respective Major Superiors who with the Council examines and counts them.

§ 3. The Major Superior publishes in her Province, the names of the sisters elected.

Within fifteen days of the publication, it is permissible to question the procedure of the election and the sisters elected.

§ 4. It is acceptable that a sister, delegate to the Chapter, for valid reasons, may renounce her election. Within fifteen days, she should send a request of exemption to the Major Superior, who after hearing the opinion of her Council can grant her written permission.

She is then substituted by another sister who received more votes after the last one elected.

§ 5. After the Superior General has received the names of the sisters elected in the Provinces and their eventual substitutes, she makes the list known to the entire Institute.

After this publication, any other renunciation requires the acceptance of the Superior General with the opinion of her Council.

§ 6. The Superior General sends to all the

Chapter members the specific programme of the Chapter, prepared with her Council, indicates the particular themes to be treated and urges all the sisters to submit contributions and proposals.

58 - The detailed procedure of the General Chapter is regulated by the Chapter Directory, approved by the Superior General with her Council. Const. 183

59 - § 1. In the first session, upon presentation by the Superior General with her Council, the Secretary of the Chapter is designated. The secretary may be a sister who is not a member of the Chapter.

§ 2. The Council of the Presidency consists of the President of the Chapter, and four examiners.

Their duty is to see that the Chapter proceeds according to what is prescribed in the Chapter Directory and the norms of universal law and Institutes' own law. It also has to resolve doubts and controversies concerning the procedure and the voting.

60 - In the second session, the Provincial Superiors present the reports of their Provinces to the Chapter Assembly; the General Treasurer gives the financial report.

The report of the Superior General or the Vicar General if the office of the Superior General is vacant, on the state of the entire Institute follows.

The Superior General with her Council can in addition present other reports on specific aspects or problems.

61 - In the third session, the Chapter Assembly elects the Superior General.

62 - In the fourth session the Chapter Assembly proceeds to elect the General Councillors and makes provision for the election of other general offices and assignments according to Const. n. 187.

63 - In the fifth session, the discussion of the themes outlined in the programme regarding our life and mission, financial matters and the submitted proposals take place.

64 - The Superior General, for the common good and to provide for particular needs, can transfer a sister from one Province to another, or from a Province to a House dependent on the Superior General, after consultations with the Provincial Superior concerned.

65 - § 1. The General Councillors, except the Vicar General and the Secretary, may reside in the Generalate or in other houses dependent on the Superior General. Const. 193

§ 2. In case of necessity and if it is difficult to convene all the Councillors, the Superior General can seek their advice by telephone. Const. 198,3

66 - § 1. The Superior General, in a circular letter sent to all the Major Superiors, to the sisters having the right to participate, and the other sisters convoked, will communicate the date, the place and the programme for the General Assembly.

§ 2. The Provincial or Vice Provincial Assembly, held in-between the Chapter, is an organ of participation for all the sisters, in which the evaluation or verification of the Provincial Project and our consecrated life, is done in light of the Gospel and of the charism. It is participated by the Superior General or one of the General Councillors as Delegate.

§ 3. The Provincial or Vice Provincial Assembly is convoked by the Provincial Superior once in the four year term of office.

Const. 169, 3

67 - § 1. The General Commissions are organisms of assistance to the General Leadership and have the duty to study, deepen and organize different and specific sectors. They demand the collaboration of the various Provinces and Vice Provinces.

Const. 169,4

§ 2. The Secretariat for missionary activities is regulated by the Statutes approved by the Superior General with the consent of her Council.

Const. 204

68 - § 1. For the erection of a Province, besides financial independence, there must be at least five houses and twenty sisters in perpetual vows in order that they can provide, not only for good government, for apostolic works, but also for the formation of the young women and for the care of elderly and of sick sisters.

§ 2. For the erection of a Vice Province, there must be at least three houses and a number of sisters in perpetual profession adequate for fraternal life, formation and the apostolate in a sufficient and autonomous manner.

§ 3. The authority in a Vice Province, being vicarious, can be limited for just reasons by the Superior General with the consent of her Council, except what is foreseen by the Constitutions.

69 - § 1. With a circular letter, the Provincial Superior sends to all the communities the decree with which the Superior General has convoked the Provincial Chapter indicating the time and the place of its celebration.

She also prescribes the prayers in preparation and for a good outcome of the Chapter.

§ 2. For the election of the Provincial Superior during the Chapter, by direct suffrage, on the set date and hour, the electing sisters gather in the presence of the Superior General, or her delegate and they proceed according to the norm of the Constitutions n. 175, 3.

§ 3. For election by direct suffrage with more than one epistolary ballot:

a. The Superior General, the Provincial Superior and other voting sisters must send their vote on ballot paper by registered letter, closed in a double envelope.

A commission of three sisters, elected by the Provincial Superior with her Council, receives intact all the envelopes from the Provincial Superior. After opening the external envelopes, the internal envelopes containing the ballot papers are mixed, opened and the votes of each voted name are counted. A report of the pro-

cedure used and the results of the voting are then compiled and undersigned.

To the one who receives the required majority, according to the norms of the Constitutions nos. 184,2; 175,1, the elections are communicated, but not published until the confirmation is given according to the norms of the Constitutions n. 175, 4. With the confirmation received, the Provincial Secretary publishes the outcome of the elections; but the newly elected only takes up her office at the beginning of the third session of the Provincial Chapter;

- b.* If no one is elected, if the sister elected does not accept or if she is not confirmed, the epistolary ballot is repeated one or two more times, according to the norms of the Particular Statutes. If the elections do not occur, the Provincial Chapter will proceed with the election of the Provincial Superior according to the norms of the Constitutions n. 175, 3.

§ 4. For the election by direct suffrage with only one epistolary ballot, the Superior General, the Provincial Superior and other voting sisters, during the time established by the Provincial Superior and her Council, send their vote, in a closed double envelope. During the Provincial Chapter, in

the third session, the scrutinizers designated by the same Chapter, open the external envelopes, count and mix the internal ones and then read the votes inside.

The sister who receives the required majority of votes is elected Provincial Superior. If the sister does not accept the election or if she is not confirmed, or if no one obtains the required majority, the Provincial Superior is elected by the Chapter, according to the norms of the Constitutions n. 175, 3.

70 - For the running of the Provincial Chapter, the norms foreseen for the General Chapter and prescribed by the Particular Statutes are applicable.

71 - § 1. The local Superior in the exercise of her office is assisted by the community Chapter. Const. 224

The community Chapter is formed by all the sisters in temporary as well as in perpetual vows; the former however, participate without the right to vote.

§ 2. The community Chapter acts collegially for the:

- a. election of the Vicar Superior;
- b. election of the Treasurer;
- c. acceptance of the renunciation of the

Vicar, of the Treasurer and for their substitution;

- d.* approval of the extraordinary expenses according to the limits prescribed by the Particular Statutes.

§ 3. Outside of the aforementioned cases, the community Chapter functions as the Council of the Superior who must seek its opinion in order to:

- a.* name the secretary of the Chapter and the vocation animator of the community;
- b.* approve the daily timetable;
- c.* assume new apostolic commitments.

§ 4. During her mandate, the local Superior may be removed from her office only for grave reasons and out of proportion issues, legitimately approved by the Provincial Superior with the consent of her Council, taking into account justice and equity.

Const. 230

72 - In houses with less than six sisters in perpetual vows, the Treasurer can also be the Superior or the Vicar, if the community sees fit.

Const. 233-234

73 - § 1. The respective Superiors and the Treasurer have the authority to:

- a.* deposit and invest in a useful way the

money in excess of the ordinary administration;

- b.* see that the bank accounts are in the name of the Institute or Province, under the signature of at least two sisters;
- c.* direct that cars are in the name of the Institute or the respective Provinces.

§ 2. The engagement of employees (workers) should be done according to National contracts with respect to the civil laws.

§ 3. Every structure should be equipped with all the necessary administrative permits for the running of any activity.

§ 4. In reference to the principles of Consecrated Life and of one's economic resources, every Province and community must compile a budget as an instrument of poverty and a correct relationship with material goods, and for planning and programming according to one's actual resources. It also helps to know the priorities of the Province and community. The modality or manner of doing it must be specified in the Particular Statutes.

74 - § 1. The acts of extraordinary administration which require the authorization of higher authority are: the contraction

Const. 234

of debts, loans, sales, constructions and the acceptance of donations.

§2. For the above mentioned contracts, if the value is higher than two thirds of the amount stipulated by the Holy See for the individual nations, the previous permission of the Superior General with the consent of her Council is necessary.

§ 3. The Superior General with the consent of her Council can authorize the contraction of debts when there is certainty that the interest can be paid from the ordinary income and the entire debt can be finished within a reasonable length of time.

§ 4. The Particular Statutes define the total sum of extraordinary expenses beyond which it is necessary to have permission of the Superior General with the consent of her Council.

Const. 235

75 - The sum referred to in Constitutions n. 235, 1 are determined from Chapter to Chapter and published by decrees. This applies also at the Provincial level in reference to Constitutions n. 235, 2.

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