

Let us serve like Jesus - Let us Journey together

 **Active-Excused**

1. A change to Active-Excused needs to be requested by the member in writing to the Council along with reason(s) for the request. A return active participation in the fraternity must be requested in writing.
2. Council (including the Spiritual Assistant, if there is one) is to evaluate the request of the proposed action with charity and prudence.
3. If Council acts to make this change, Council must clearly communicate it to the member, by certified mail with return receipt if they believe it to be prudent, and make an appropriate entry in the fraternity’s register.
4. Active-Excused status (often referred to informally as Excused) describes a member who has been excused from one or more requirements of active life by a vote of Council (NS 18.7.a). Active-Excused is a subcategory of Active in that there is regular, ongoing contact with the member, and the member retains rights to attend gatherings, participate, and vote, unless specifically restricted in these Guidelines.
5. A member, by his/her profession, promises to strive to meet, as a part of his/her life in this world, a set of obligations outlined in the Rule. Council has the authority to excuse a member from certain of these obligations; namely, those that deal with the local fraternity (NS 18.7, Rule 24 and 25).
	1. These obligations are:
		1. Attend Fraternity gatherings (Rule 24). Excuse: may be due to health, family obligations, death of an immediate family member, work obligations, distance to gathering location, ability to travel, or some combination of these.
		2. Participate in the life of the Fraternity (Rule 24; GC 30). These include activities such as leading discussions, sharing stories of witness of the Gospel with other members, serving on Fraternity committees, and participating in one or more apostolates. Excuse: may be due to serious and disabling medical conditions that impair movement or ability to communicate.
		3. Contribute, as resources and circumstances allow, to the Fraternity common fund for the operation of the Fraternity, apostolates as designated by Council, and support of the Order (Rule 25). Excuse: may be due to loss of job or income or some other financial hardship.
6. A change to Active-Excused is almost always initiated by a member (Candidate

or Professed) who believes that s/he cannot at this time fully participate in the life of the fraternity yet wishes to maintain a connection with the fraternity as well as the Order. (This differs from Temporary Withdrawal in that the member in the latter withdraws from fraternity life altogether.)

* 1. The member submits a written request for a change in status to Active-Excused, specifies the obligation(s) from which s/he wants to be excused, the reason(s) for the request, and the duration of the excusal – temporary (for a fixed period) or permanent.
	2. Council meets and considers the member’s request. Council is the sole and final authority that may determine the validity of a request and the extent to which it may be granted, which may differ from the terms requested by the member.
	3. If Council grants the request, either in its original or modified form, the Minister shall inform the member in writing of the request’s status. The Secretary shall make the proper entry in the fraternity’s records, to include the obligation(s) from which the member is excused and, if excusal is granted for a limited duration, the date of its expiration.
		1. If the excusal is from attendance, Council is to set up a method to maintain regular contact with the member, keep him/her as part of the community and not isolated, assist in whatever ways they can, and regularly invite the member back into full participation (GC 53.3, NS 18.10).
		2. Council should review the excusal at least annually.
	4. If the request is not granted, the Minister shall inform the member in writing of the denial, and the member remains under the same obligations as existed prior to the request.
		1. Council may, in a separate action, determine to change a member’s status to Lapsed.
		2. The member may also resubmit the request after a reasonable interval has elapsed or upon material changes in circumstances.
	5. In the special case in which a member may not be able to act on his/her

own behalf, the Minister, with Council’s consent, may temporarily excuse a member from certain obligations, said excusal not to exceed six months

* + 1. If circumstances have not improved, the member must formally request to be placed on Active-Excused status or resume full participation in the life of the local fraternity.
		2. The Minister shall inform the member in writing of the change of status. An example of this is a debilitating yet temporary medical condition.
	1. In the special case in which a member may not be able to act on his/her

own behalf, Council may, after considering all the elements of the matter, excuse a member from certain obligations.

* + 1. The Minister shall inform the member in writing of the change of status. An example of this is a long-term absence from gatherings due to medical reasons and a decreased ability to act on one’s own behalf.
1. An Active-Excused member may not be elected to or hold any office if s/he is excused from attendance, has not attended a majority (7) of the gatherings in the twelve (12) months prior to the election, or has had significant absences.
2. A member wishing to return from Active-Excused to Active status must make a written request of Council to be considered Active.
	1. Council will consider the request, taking into account the member’s recent actions, changed circumstances of the member’s life, and the original reasons for the excusal.
	2. If granted, the member is expected to once more fulfill all obligations of an Active member;
	3. if not granted, the same conditions and excusal from obligations as applied with the previous excusal continue.
		1. The Minister shall inform the member in writing of the decision.