



SEWARDSHIP: Sharing the Gifts We Have Been Given

Regional Fraternity Council

OFS General Constitutions Article 62

1. The Regional Council is composed according to the provisions of the National Statutes and of its own Regional Statutes. Within the Regional Council there can be set up an executive council (or board) whose duties are determined by those same Statutes.
2. The Regional Council has the following duties:
 - a) to prepare the celebration of the Elective Chapter
 - b) to promote, animate, and co-ordinate the life and activities of the OFS within the regional area and its involvement in the local Church
 - c) to develop the action plan of the OFS within the region according to the directives of the National Council and in collaboration with it, and to publicize that program to the Local Fraternities
 - d) to communicate the directives of the National Council and of the local Church to the Local Fraternities
 - e) to provide for the formation of those responsible for animation
 - f) to offer to Local Fraternities activities which support their formative and operative needs
 - g) to discuss and approve the annual report to the National Council
 - h) to schedule a fraternal visit to Local Fraternities, when circumstances require it, even if it is not requested
 - i) to make decisions regarding the use of available funds and, in general, to deliberate on matters regarding the financial management and the economic affairs of the Regional Fraternity
 - j) before its term of office is finished, the Regional Fraternity's situation relative to finances and assets should be audited either by an expert who is not a member of the Council, or by the Fraternity's board of examiners
 - k) to perform such other duties as are indicated by the Constitutions or necessary to achieve its own aims

OFS-USA Statutes Article 22

The Regional Fraternity Council is composed of the Ministers of the Local Fraternities that together form the Regional Fraternity, the Regional Executive Council, and the Regional Spiritual Assistant or the Conference of Regional Spiritual Assistants, each of whom may vote. Regional Spiritual Assistants, however, do not vote in financial matters and in elective chapters [cf. Statutes for Spiritual Assistance, article #12.1].

The Regional Fraternity Council is the representative body of all of the Local Fraternities that together compose the Regional Fraternity, and has the power to create regional guidelines in conformity with the Rule, the General Constitutions and the National Statutes.

The Regional Fraternity Council shall meet at least once a year. Every third year the Regional Fraternity Council shall meet in elective chapter in accord with the General Constitutions and these National Statutes.

The Regional Fraternity Council has the duties set forth in article #62 of the General Constitutions.

SKDRF Guidelines

1. The Regional Fraternity is represented most fully at the Regional Fraternity Council:
 - a. The Regional Fraternity Council is composed of the REC and the minister from each local fraternity or delegate.
 - b. The Regional Fraternity Council shall meet at least once a year to promote the life of the Regional Fraternity and local fraternities.
 - c. The Regional Fraternity Council suggests and approves policies to be implemented by the Regional Executive Council.
2. The Regional Minister may not at the same time hold another office within the REC, the NEC, the Regional Fraternity Council or any local fraternity. No person shall serve as a representative from the local fraternity on the Regional Fraternity Council and as a voting member of the REC.
3. Fifty percent plus one of the memberships of the Regional Fraternity Council constitutes a quorum for doing official business at any meeting.

The Regional Executive Council

OFS General Constitutions Article 63

1. While firmly preserving the co-responsibility of the Council for the animation and guidance of the Regional Fraternity it is the duty of the Minister, who has the primary responsibility, to see that the directions and decisions of the Council are put into practice. He or she will keep the Council informed concerning his or her activities.
2. In addition, the Regional Minister has the duty:
 - a) to convoke and preside at the meetings of the Regional Council; to convoke every three years the Elective Chapter of the Fraternity after having complied with the request of the Council on the formalities of the convocation
 - b) to preside at and to confirm the elections of the Local Fraternities either in person or through a delegated member of the Regional Council, except for the Spiritual Assistant
 - c) to make fraternal visits to the local Fraternities, personally or through a delegate who is a member of the Council
 - d) to participate in meetings called by the National Council
 - e) to represent the Fraternity if it has acquired a juridical personality in the civil order
 - f) to prepare the annual report for the National Council
 - g) with the consent of the Council, to request a pastoral and fraternal visit, at least once every three years

OFS-USA Statutes Article 23

Between the meetings of the Regional Fraternity Council, an elected Regional Executive Council shall carry on the business and carry out the purposes of the Regional Fraternity in a spirit of ministry and service [cf. General Constitutions, article #62.1].

The Regional Executive Council is composed of the Regional Minister, the Regional Vice Minister, the Regional Secretary, the Regional Treasurer, at least one elected Councilor, and the Regional Spiritual Assistant or the President of the Conference of Regional Spiritual Assistants. In addition, the Regional Formation Director may also be elected. In those regions in which the Regional Formation Director is appointed rather than elected, she or he attends the meetings of the Regional Executive Council and exercises a consultative role.

All elected members of the Regional Executive Council and the Spiritual Assistant have voting rights.

Election of the Secular members of the Regional Executive Council shall follow the model set forth in Section II of these National Statutes which deals with the National Fraternity insofar as it may be adapted to the needs and circumstances of the Regional Fraternity.

The Regional Executive Council may establish and direct commissions and committees deemed necessary to achieve the goals and objectives determined by the Regional Fraternity Council.

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

The Regional Executive Council shall meet at least twice a year, at times and places to be determined by its members. The Regional Minister shall give written notice of meetings at least two months in advance.

SKDRF Guidelines

1. The Regional Fraternity is animated and guided by the REC. The REC shall include the following:
 - Regional Minister (elected)
 - Regional Vice Minister (elected)
 - Regional Secretary (elected)
 - Regional Treasurer (elected)
 - Regional Councilor at Large (elected/minimum 1)
 - Regional Councilor(s) at Large (elected/optional)
 - Regional Formation Director (elected/appointed)
 - Regional Spiritual Assistant(s)-Appointed by their respective Province
2. The REC must be composed of at least six professed members, not including Regional Spiritual Assistant(s).
3. The Regional Spiritual Assistant shall be a member of the REC. Together with the Regional Fraternity Council, the Regional Spiritual Assistant provides for the spiritual welfare of the Regional Fraternity, assists in achieving the purpose of the Regional Fraternity Council and provides such other assistance and advice as may be requested from time to time.
4. The purpose of the REC is as follows:
 - a. To foster cooperation and communion among the local fraternities, to suggest helpful policies to the Regional Fraternity Council and to carry out the decisions and policies of the Regional Fraternity Council.
 - b. To foster contact with other branches of the Franciscan family within the region.

- c. To make the charism of our Seraphic Father present in the life and mission of the Church wherein the region is located.
 - d. To promote knowledge of the Franciscan way of life and commitment to it.
 - e. To approve the formation program for the instruction of Inquirers, Candidates and ongoing formation in the local fraternities.
 - f. To provide a forum for discussion of common problems and goals.
 - g. To be a voice in the public forum for Secular Franciscans.
 - h. To represent Secular Franciscans in contacts with other church or civil organizations and to promote mutual relationships with such other organizations, when appropriate.
 - i. To make fraternal and pastoral visits and preside at chapters of elections to local Fraternities when requested and according to the provisions of the General Constitutions. The Regional Fraternity will pay the travel costs for visitations. The local fraternity is responsible for the stipend to the pastoral and fraternal visitors. (optional)
 - j. To provide in general for the life of Secular Franciscans at the level of the Regional Fraternity.
5. The REC meets in person at a minimum twice each year at a time and in a place determined by its membership. Additional meetings are encouraged and may be virtual. If a "secret ballot" is required, an in-person meeting is required.
 6. Meetings may be called at the request of the regional minister or at the written or an emailed request of two or more members of the elected councilors.
 7. Notice of REC meetings shall be given in writing or at least through email by the regional minister or at the direction of the regional minister by the regional secretary at least two months prior to the meeting.
 8. Fifty percent plus one of the REC members constitutes a quorum for doing official business at any meeting.

Regional Officers

1. The **Regional Minister** is the chief executive officer of the Regional Fraternity. The Regional Minister shall carry out the duties of his/her office as determined by the provisions in the National Statutes and General Constitutions. In addition to the duties prescribed by the guidelines of the Secular Franciscan Order, the Minister will:
 - a. Preside over the meetings of the REC and the Regional Fraternity Council.
 - b. To present the agenda for the regional council meetings.
 - c. Speak in all matters for the regional fraternity in any contacts with other church and civil organizations as well as with the general public. (GGCC art.51.1)

2. The **Regional Vice Minister** shall carry out the duties of his/her office as determined by the provisions in the National Statutes and General Constitutions. In addition to the duties assigned by general and particular law, the Regional Vice Minister performs such duties as the Regional Fraternity Council may designate. (GGCC art. 52.1) Vice Minister will oversee of the following appointed (or elected) positions:
 - a. Archivist
 - b. Database Manager
 - c. JPIC Animator
 - d. FY/YA Animator
3. The **Regional Secretary** shall carry out the duties of his/her office as determined by the provisions in the National Statutes and General Constitutions. In addition, the Secretary will:
 - a. Distribute and keep all records of the minutes of both the REC and Regional Fraternity Council.
 - b. Preserve the important documents and correspondence of the Regional Fraternity.
 - c. Assist the Regional Minister in sending out announcements of forthcoming meetings of the REC and Regional Fraternity Council.
 - d. Perform such other duties as the REC requests (GGCC art. 52.2).
 - e. Oversee newsletter editor and "webmaster."
4. The **Regional Treasurer** shall carry out the duties of his/her office as determined by the provisions in the National Statutes and General Constitutions. In addition, the Treasurer will:
 - a. Keep accounts of all money and is the overseer of the property of the Regional Fraternity, unless otherwise determined by the REC.
 - b. Deposit all funds of the Regional Fraternity in such bank accounts as the Regional Council designates and in the name of the Regional Fraternity (GGCC art. 52.4).
 - c. Make financial reports for approval at each regular meeting of the REC and Regional Fraternity Council.
 - d. Pay out money by check only as the business of the regional fraternity may require on the order of the REC.
 - e. Arrange for an audit by a qualified accountant/auditor, preferably a professed member of the Secular Franciscan Order. The audit shall be conducted every three (3) years immediately prior to the regional executive council elections.
 - f. To prepare and present an annual budget to the REC for approval.

- g. Those authorized on the bank signature card are the Minister, Vice Minister and Treasurer.
5. The **Regional Formation Director** shall carry out the duties of his/her office as determined by the provisions in the National Statutes and General Constitutions. In addition, the Formation Director will:
- Facilitate the Regional Formation Team in the implementation of the nationally approved formation materials (GGCC art. 52.3; IS art. 13.1b)
 - Submit a regional formation report to the National Formation Director upon request.
 - Coordinates with the REC topics related to ongoing formation.
6. At least two **Regional Councilors-at-Large**, as elected and voting members of the REC shall carry out the duties of their office as determined by the provisions in the National Statutes and General Constitutions. In addition, the Councilors at Large will:
- Be liaison/contact persons between the REC and local fraternities.
 - Bring issues, questions, and/or concerns from the local fraternity ministers to the attention of the Regional Minister and the other members of the REC.
 - Facilitate fraternal outreach to local and emerging fraternities and within their assigned area when formation guidance is requested or needed by the Formation Director.
 - Periodically contact all local and emerging fraternities within their assigned area no less than two times a year to encourage and discern if there are needs or challenges to address.
 - Preside over and confirm the elections of local fraternities within their assigned area when requested by the Regional Minister.
 - Attend admissions, professions, canonical establishment ceremonies and other special events within their assigned area whenever possible.
 - Perform such other duties that the REC and Regional Minister may designate in support of our local fraternities.
7. **Regional Appointed Positions:** The REC includes non-voting, appointed positions for the following committee chairs (These are suggested positions. Other regionally specific positions may be added):
- Regional Archivist
 - Regional Database Manager
 - Regional Ecumenical/Interfaith Animator
 - Regional Justice, Peace and Integrity of Creation (JPIC) Animator
 - Regional Youth and Young Adults (FY/YA) Animator