

**The Particular Directory  
Of the Dominican Province of  
the Most Holy Name of Jesus**

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<b>Preface</b> .....	3
<b>I. The Pillars of Lay Dominican Life</b> .....	4
A. Prayer.....	4
B. Study.....	5
C. Preaching.....	5
D. Community.....	5
<b>II. Membership</b> .....	6
<b>III. Process of Admission to a Chapter</b> .....	7
A. First phase of initial formation.....	7
B. Rite of Reception.....	8
C. Second Phase of Initial Formation.....	8
D. First Profession.....	8
E. Renewal of Temporary Profession.....	9
F. Profession for life.....	9
<b>IV. On-going Community Life Within A Chapter</b> .....	10
<b>V. Chapter Structure and Government</b> .....	11
A. Members of the Chapter Council.....	11
B. Duties of chapter council members.....	12
C. Duties of the chapter council:.....	14
<b>VI. Nominations and Elections</b> .....	16
<b>VII. Chapter Council Vacancies, Removals, and Appeals</b> .....	17
<b>VIII. Departure from a chapter or the Order</b> .....	18
A. Leaving a chapter or the Order.....	18
B. Removal from a chapter.....	18
C. Removal from the Order.....	19
D. Transfer.....	19

<b>IX. Chapters in Difficulties</b> .....	20
A. Intervention.....	20
B. Reformation .....	20
C. Dissolution .....	20
D. Suppression .....	21
<b>X. The Lay Provincial Council</b> .....	23
A. Members of the Lay Provincial Council .....	23
B. Duties of the Lay Provincial Council .....	23
C. Duties of Officers of the Lay Provincial Council and the Provincial Promoter.....	24
D. Executive Committee.....	27
E. Elections and Terms of Office: .....	27
F. Special Meetings .....	28
<b>XI. Prior Provincial</b> .....	29
A. Role.....	29
B. Duties .....	29
<b>XII. Conclusion</b> .....	30

## PREFACE

In a powerful and compelling way, St. Dominic proclaimed the Gospel to the men and women of his time. His fervent charity and apostolic zeal drew many to imitate and aid him by embracing his new vision of religious life. He inspired many others, while remaining in the lay state, to strive through prayer and penance to aid his work. Though times and means have changed, we, too, are lay followers of St. Dominic and have embraced the Rule of the Lay Chapters of St. Dominic, so that, like him, we may conform our lives more perfectly to Christ, and be strengthened by the Holy Spirit for the work of preaching the Word of God and saving souls.

To be effective instruments of Our Lord, we must live lives centered on Him. We must, as Saint Dominic did, bring Christ's redemptive grace to our times by our own witness to the Word in life and action, keeping in mind that our apostolic activity flows from the fullness of prayer and contemplation.

As Lay Dominicans responding to His grace, we are called to be attentive to the Spirit, to study Sacred Truth, to know Church doctrine, and to collaborate with our brothers and sisters in the Dominican Family in order to proclaim the Word of God. As our Rule states, in our times, our preaching "involves the defense of the dignity of human life, the family, and the person." Moreover, "the promotion of Christian unity and dialogue with non-Christians and non-believers are part of the Dominican vocation." (Rule, #12.)

The Rule provides the general framework to help us respond to God's call and actively nourish our relationship with God within the Dominican way of life. This Particular Directory is a specific implementation of the Rule for the Lay Dominicans of the Province of the Most Holy Name of Jesus.

## I. The Pillars of Lay Dominican Life

### A. Prayer

1. prayerful reading of Sacred Scripture, especially the New Testament;
2. daily celebration of the Eucharist, to the extent possible;
3. daily celebration of the Liturgy of the Hours (Morning Prayer, Evening Prayer, and Night Prayer) especially with other members of the Dominican Family, when possible;
4. frequent, regular (e.g., once a month) celebration of the Sacrament of Reconciliation, preferably with a regular confessor;
5. daily recitation of the Rosary;
6. special devotion the Virgin Mary, according to the tradition of the Order, to our Holy Father Dominic and to Saint Catherine of Siena, the Patroness of Lay Dominicans;
7. participation in the chapter's annual retreat, days of reflection, or other days of prayer;
8. individual member suffrages:
  - a. daily recitation of an Our Father, Hail Mary and Eternal Rest for the deceased members of the Order;
  - b. an offering of at least three Masses a year for all deceased Dominicans (this may be a private intention, or offered with a stipend);
  - c. upon the death of a chapter member, an offering of a Mass (private intention, or with a stipend) or recitation of the Rosary
  - d. commemoration of all the faithful departed:
    - i. February 7, for the deceased parents of all Dominicans;
    - ii. September 5, for the deceased benefactors of the Order;
    - iii. November 2, for All Souls;
    - iv. November 8, for all deceased Dominicans;
9. chapter suffrages, upon the death of a chapter member:
  - a. attendance at the funeral Mass as a chapter, if possible;

- b. an offering of Mass, with stipend, as soon as possible for the deceased member;
  - c. recitation of the appropriate Hour of the Office for the Dead at the first meeting following the death of the member;
10. abstinence from meat on all Fridays of the year, and fasting and abstinence from meat on:
- a. April 28<sup>th</sup> (Vigil of the Feast of Saint Catherine of Siena);
  - b. August 7<sup>th</sup> (Vigil of the feast of our holy father Dominic);
  - c. October 6<sup>th</sup> (Vigil of Our Lady of the Rosary);
11. Other forms of penance offered for the success of the preaching of the Order.

B. Study

- 1. prayerful study of Sacred Scripture, theology, spirituality, Church doctrine and history, and reflective reading of the lives of the saints, especially those of the Dominican Order;
- 2. reflection on contemporary issues in the light of such study, both individually and communally.

C. Preaching

- 1. prayerful preaching in ways appropriate to the laity;
- 2. acts of charity, in light of the social teachings of the Church, with attention to the four priorities of the Order: catechesis, evangelization, justice and peace, and communication;

D. Community

- 1. common study and reflection on Sacred Truth;
- 2. concern for the good and well-being of the chapter and its members;
- 3. common observance of the customs and celebrations of the Order.

## II. Membership

- A. Inquirers: those discerning a Lay Dominican vocation by participating in the first phase of initial formation; they do not have nominating or voting rights;
- B. Candidates: members who have been received into the Dominican Order as members of the chapter and who participate in the second phase of initial formation; they have nominating, but not voting, rights;
- C. Active professed members: those active members who have made temporary or life profession and enjoy full voting rights in the chapter;
- D. Prayer Members
  - 1. Life professed members who, because of distance, age, illness, infirmity, or other serious reason, cannot attend meetings or functions of the chapter, are allowed to become prayer members, upon approval of the chapter council; they are to meet the requirements of the Rule and the Particular Directory to the extent that their particular circumstances permit;
  - 2. The prayer member affirms commitment to the chapter through continued communication, interest, support, prayers, and participation in chapter activities to the extent possible.
  - 3. Prayer members do not have voting rights.
  - 4. Upon approval of the council, a prayer member may return to active status with reinstatement of voting rights.

### III. Process of Admission to a Chapter

#### A. First Phase of Initial Formation

1. An inquirer is interviewed by the formation director, or team, to assess the person's readiness to participate in the formation program.
2. The inquirer must be at least eighteen years of age and a fully initiated Catholic.
3. Those newly baptized, returning to, or received into full Communion, must be practicing Catholics for at least two years.
4. Commitment to lay Dominican life is not compatible with commitment of formal promises to comparable organizations (e.g., secular Carmelites or Franciscans, Opus Dei, etc.); dispensation from such a commitment must be obtained before an inquirer is permitted to begin formation as a lay Dominican.
5. During the first phase, inquirers
  - a. attend meetings devoted primarily to study of the Dominican Order, including the pillars of its charism, life and history, and spirituality; prayer; reflection; and discussion;
  - b. receive guidance in discerning their vocations as Lay Dominicans;
  - c. enjoy the support of members' prayers and interest in the discernment process;
  - d. at the end of the first phase, complete a letter of application requesting reception into the Order.
6. At the conclusion of the first phase, the formation director, in consultation with the formation team, makes a recommendation to the council as to whether the inquirer should be received into the Order.
7. A quorum of the council, by majority vote, accepts or rejects the recommendation; if the decision is unfavorable, the inquirer is given the reason(s).

B. Rite of Reception

1. Inquirers are received into the Order according to the approved rite.
2. The inquirer receives the scapular as a sign of membership in the Order.
3. After being received into the Order, the inquirer is then called a “candidate” (for profession).

C. Second Phase of Initial Formation

1. The candidate is expected
  - a. to develop the habit of living according to The Rule and participating in the regular activities of the chapter;
  - b. to study the Beatitudes;
  - c. to learn to pray and to lead the Liturgy of the Hours.
2. At the end of the second phase, the candidate completes a letter of application requesting permission to make first profession.
3. The formation director, in consultation with the formation team, makes a recommendation to the council as to whether the candidate should make first profession.
4. The council, by majority vote, accepts or rejects the recommendation; if the decision is unfavorable, the candidate is given the reason(s).

D. First Profession

1. The candidate makes profession to the Order according to the approved rite.
2. First profession is made for one or three years only.
3. The newly professed receives a Dominican cross as a sign of commitment.



E. Renewal of Temporary Profession

1. If applicable, at the end of first temporary profession, the candidate submits a letter requesting renewal of temporary profession.
2. Renewal of temporary profession is made for one, two, or three years.
3. The total number of years in temporary profession may not exceed six, at which time the professed member either makes profession for life or withdraws.

F. Profession for Life

1. A member must be professed for a minimum of three years before submitting a letter requesting profession for life.
2. The member meets with the formation director and team and affirms the intention to live according to *The Rule* until death. The formation director recommends the member to the council.
3. The council, by majority vote, accepts or rejects the recommendation.
4. If the decision is unfavorable, the member is given the reason(s); the member may be allowed to make a temporary profession, provided that the maximum of six years of temporary profession has not elapsed.
5. If the decision is favorable, the council makes arrangements for the profession for life according to the approved rite.

#### **IV. On-going Community Life within a Chapter**

- A. The purpose of community life is to strengthen and enrich the individual, the chapter and the Church.
- B. Members of the chapter are expected to participate in on-going formation, because study and community are basic parts of the Dominican charism.
- C. The monthly meeting embodies the pillars of the Dominican charism, and includes the Liturgy of the Hours, suffrages, special concerns of the members, the usual items of business, on-going formation/study and, whenever possible, celebration of the Mass.
- D. Chapter meetings are to be held at a time convenient to the membership, and members must attend meetings regularly or notify the appropriate chapter council officer in the case of absence.
- E. Whenever possible, chapters are encouraged to develop their own apostolates or ministries to which members agree and for which they work; otherwise, the chapters serve as a source of strength for members to go out to their own apostolates and, from time to time, a place to share these activities in community.

## V. Chapter Structure and Government

### A. Members of the Chapter Council

1. The chapter council consists of:
  - a. elected officers
    - i. president;
    - ii. vice president;
    - iii. secretary;
    - iv. treasurer;
    - v. formation director;
  - b. ex-officio members (with full voting rights)
    - i. the Lay Provincial Council representative (if not combined with another council position);
    - ii. the religious assistant;
  - c. councilors, numbering between two and six, depending on the needs of the chapter.
2. If the size of the chapter and the demands of the tasks make it advisable, the offices of the secretary and treasurer may be combined, and the office of vice president may be eliminated.
3. The chapter council recommends the size of the council, as well as whether there will be the office of vice president, and if the office of secretary and treasurer will be combined, for the approval of the chapter before elections take place.
5. Any officer or councilor may also hold the office of Lay Provincial Council representative.

### B. Duties of Chapter Council Members

1. The president
  - a. conducts all chapter and council meetings;
  - b. in conjunction with the religious assistant and the formation director, prepares for and conducts the ceremonies of reception and profession; receives inquirers into the Order and the profession of candidates;
  - c. ensures the preparation of an annual report for the chapter and the

Lay Provincial Council;

- d. arranges for active members to be in contact with prayer members and receives reports about them;
  - e. notifies all members of the death or danger of death of any chapter member or immediate family member, as well as of other Dominicans; sees that, in case of death, the appropriate suffrages are observed;
  - f. assists council members in the performance of their duties in accordance with the Statutes;
  - g. assigns or delegates duties to the other council members, as necessary;
  - h. acts as the spokesperson for the chapter and as liaison with other chapters and other members of the Dominican family.
2. The vice president substitutes for the president in case of absence, and assumes that office when it is vacant until a new president is elected.
  3. The secretary
    - a. records attendance and takes minutes at chapter and council meetings;
    - b. prepares and sends out communications on behalf of the chapter, as needed;
    - c. ensures that a current register of members is maintained; the register should include the members' names, addresses, phone numbers, etc., as well as dates of reception, first profession, renewals, life profession, office(s) held, and any other pertinent information;
    - d. ensures communication with the Lay Provincial Council newsletter editor and distribution of the newsletter to chapter members;
    - e. keeps archives of minutes, letters to and from the council, and other historical data.
  4. The treasurer
    - a. establishes and maintains the chapter account, collects and disburses funds as directed by vote of the chapter and/or council;

- b. prepares written budget and financial reports as required by the council.
5. The formation director
- a. organizes the initial study program within the guidelines of the Provincial Council; provides assistance to those on the formation team as they help inquirers and candidates discern their Dominican vocation;
  - b. coordinates the on-going formation programs with the participation of the professed community;
  - c. becomes familiar with inquirers, candidates, and temporarily professed members in order to be able to make recommendations to the chapter council as to their continuation in the chapter;
  - d. with the participation of the chapter council or formation team, conducts the appropriate interviews for those seeking reception or profession;
  - e. cooperates with the president and the religious assistant to arrange the ceremonies for the Rites of Reception and Profession.
6. The Lay Provincial Council representative
- a. represents the chapter at the Lay Provincial Council meeting and reports pertinent Lay Provincial Council actions to the chapter;
  - b. Serves as an ex-officio member of the chapter council with full voting rights;
7. The Religious Assistant
- a. “assists the members in doctrinal matters and the spiritual life” (The Rule, 21c);
  - b. determines with the chapter council the religious assistant’s role within the chapter, such as expected participation in monthly meetings, role on the formation team, role in annual retreat;
  - c. in cooperation with the president and the formation director, participates in the reception and profession ceremonies and represents the Master of the Order;

- d. serves as an ex-officio member of the chapter council with full voting rights.

C. Duties of the Chapter Council:

1. promotes the observance of the Statutes by the members and fosters the community life of the chapter;
2. helps develop and promote the chapter's apostolate or ministry;
3. encourages all members to help new members discern their vocation to the Order by word, invitation, and example;
4. collaborates with other chapters and branches of the Dominican Order to fulfill its common goal: preaching the Word;
5. promotes celebrations with other chapters;
6. proposes an annual schedule to the chapter;
7. develops and approves the on-going formation program, in consultation with the chapter;
8. votes on the recommendations of the formation director for the reception and profession of members;
9. votes on the acceptance of those who wish to transfer from another chapter; this includes
  - a. inquiring into the transferring member's status in the previous chapter;
  - b. determining whether a probation period is required, and how long it should be, before final acceptance of the member;
10. recommends a budget to the chapter and implements it as approved;
11. recommends to the chapter how the per capita assessment to the Provincial Council will be funded;
12. authorizes the president to apply to the provincial promoter for the assignment or replacement of a religious assistant;
13. provides as generous a stipend as the chapter can afford to the religious assistant;

14. authorizes the president to:
  - a. consult with those with chronic unexcused absences and determine the appropriate course of action;
  - b. declare an office vacant;
  - c. expel a member for serious reasons, such as scandal or divisiveness within the chapter (see also Section VIII);
  - d. dismiss a member who has many unexcused absences;
15. determines the order of succession when it is decided that the chapter council will not have an office of vice president;
16. ensures the chapter is represented at the Lay Provincial Council meeting in the event that the representative is not able to attend.

## VI. Nominations and Elections

### A. Nominations

1. All council members are nominated at a chapter meeting.
2. Any member may nominate.

### B. Elections

1. All members of the chapter council, including officers, are directly elected by the chapter members, except the president and the religious assistant.
2. The president is elected by the council from among its members.
3. A quorum (2/3 of active, professed members) is required for an election.
4. Elections are by secret ballot.
5. Council members are elected by majority vote, i.e., one more than half.
6. If there is no majority after two ballots, only the two nominees receiving the highest number of votes on the second ballot will be eligible for any further votes.
7. There are no absentee or proxy votes.
8. The term of office for all council members is three years; council members may serve a maximum of two consecutive terms in the same position.
9. Council members should be elected from life-professed members; in the event that there are not sufficient life-professed members to fill all positions, as in chapters in formation, those who have not yet made their life profession may be elected, though their term cannot exceed the term of their promises.
10. Terms of office should commence no earlier than June 1<sup>st</sup> and no later than October 1<sup>st</sup>.



## VII. Chapter Council Vacancies, Removals, and Appeals

### A. Vacancy

1. A vacancy occurs when a chapter council member dies, resigns, or is removed from office.
2. With the exception of the president, when a vacancy occurs in any office, the chapter elects a replacement to fill out the unexpired term.
3. If the office of president is vacated, the chapter votes to fill the vacancy on the council, but the office itself must be filled by election of the council. (See III.B.2.)
4. If the unexpired term is less than half of the full term, the member elected to fill the vacancy may be re-elected for two full consecutive terms.

### B. Removal from Office

1. Causes for removal from office include, but are not limited to, chronic unexcused absences, neglect of duty, actions against the common good of the chapter.
2. Two-thirds of the entire chapter council voting in favor constitutes removal.
3. Within one week, the president shall inform the council member, in writing, of the council's decision. In the event that the president is removed from office, the secretary shall provide such written notice.
4. The person whose office is declared vacated may appeal in writing to the chapter within thirty days of receipt of notification.
5. In the event of appeal, the active professed members, voting by secret ballot, answer the question: "Is the office of (name of office) vacated?" A two-thirds affirmative vote of a quorum of the chapter (c.f. VI.B.3) affirms the decision of the chapter council to vacate the office; a new election is then held.
6. If there is not a two-thirds affirmative vote of the quorum, the member shall remain in to the office.

## VIII. Departure from a Chapter or from the Order

### A. Leaving a Chapter or the Order

1. An inquirer or candidate is free to withdraw at any time, but the courtesy of a letter informing the chapter council of the decision to withdraw is encouraged.
2. Temporarily professed members may withdraw at the end of their time of profession.
3. Any member who, while in promises, whether temporarily or life-professed, finds it necessary to withdraw from the Order must request dispensation from their promises:
  - a. before making such a request the member must ponder seriously before God the need to do so, and seek help in making this decision from other members of the chapter;
  - b. requests for dispensation must be submitted in writing to the president of the chapter, who, in consultation with the chapter council, sends a recommendation regarding the request to the Prior Provincial;
  - c. final determination is made by the Prior Provincial.
4. Those who have been dispensed from their promises must, if they desire to return to the Order, undergo initial formation and obtain permission to be received into the Order from the Prior Provincial. Concealment of previous dispensation will render promises invalid.

### B. Removal from a Chapter

1. A professed member may be removed from the membership register by vote of the council only after earnest efforts to help the member overcome the causes for such action.
2. Causes for removal from chapter membership include, but are not limited to, chronic unexcused absences, neglect of duty, and actions against the common good of the chapter.
3. Two-thirds of the entire council voting in favor constitutes removal.
4. Within one week, the president is to inform the member in writing of the council's decision.
5. The person who has been declared removed from chapter membership

may appeal in writing to the chapter within thirty days of receipt of the moderator's letter.

6. In the event of appeal, the active professed members, voting by secret ballot, answer the question: "Is the membership of (name of professed member) in this chapter ended?" A two-thirds affirmative vote of a quorum of the chapter affirms the decision of the council to end the chapter membership.
7. Life professed members removed from their chapters must seek at least prayer membership in another chapter or request a dispensation from their promises.

#### C. Removal from the Order

1. In unusual and extreme circumstances where a member no longer affiliated with a chapter clearly abandons the Dominican way of life, as evidenced by behavior, obstinate non-responsiveness, or defiance to lawful authority, that member may be removed from the Order by action of the Lay Provincial Executive Committee and the Prior Provincial.
2. In such cases the unusual and extreme circumstances will be clearly identified and documented by the Lay Provincial Council president to the member, who will have an opportunity to respond to the Executive Committee.
3. If the Executive Committee recommends removal to the Prior Provincial, the member shall be able to appeal to the Prior Provincial.
4. The decision of the Prior Provincial may be appealed to the Master of the Order.

#### D. Transfer

1. Life professed members who wish to transfer to another chapter, become vowed religious or lay members of another Order, must notify the council of their decision, and seek dispensation from their promises, if applicable.
2. The council should inform the receiving chapter or religious/lay organization of the status of the departing member (i.e., standing within the chapter, date of profession, offices held, etc.).

## IX. Chapters in Difficulties

### A. Intervention

1. With the concurrence of the Lay Provincial Council Executive Committee, the Lay Provincial Council president, or other designated member of the Executive Committee, and the provincial promoter conduct an intervention when the chapter itself or the Executive Committee judges that a chapter cannot fulfill the basic requirements of community life as articulated in *The Particular Directory*.
2. Intervention begins with a dialogue between the officer of the Lay Provincial Council, the provincial promoter, and the affected council or chapter.
3. The result of the intervention may be that the chapter is to be reformed, dissolved, or suppressed; such a decision requires consultation with the Executive Committee of the Lay Provincial Council and the approval of the Prior Provincial.

### B. Reformation

1. Reformation is a process of temporarily suspending some elements of *The Particular Directory* in order to re-organize the chapter and reform the members to promote the observance of the Statutes and to foster the community life of the chapter.
2. The chapter is designated a chapter in reformation, with no voting rights on the LPC; the period of reformation continues until the Executive Committee and the Prior Provincial are satisfied that the chapter members are able to live in accordance with the Statutes.
3. If persistent efforts at reformation fail, a chapter is either dissolved or suppressed.

### C. Dissolution

1. Dissolution occurs when a chapter itself determines that it should cease to exist.
2. A two-thirds affirmative vote of a quorum of active professed members is required to dissolve a chapter.
3. The assets of the chapter will be disposed of as determined by a two-thirds vote of a quorum of active professed members.

4. In order to remain Lay Dominicans, the members of a dissolved chapter must seek active or prayer membership in another chapter.

D. Suppression

1. Suppression is a decision of the Prior Provincial to abolish a chapter, a decision not made until all attempts to reform have failed.
2. The decision to suppress a chapter shall be based on a recommendation of the Lay Provincial Council.
3. If the officers of the Lay Provincial Council, in consultation with the rest of the Executive Committee, determine that suppression of a chapter is necessary, the chapter's council shall receive written notification, with all supporting documentation.
4. Unless there are circumstances that require immediate action, the officers will present to the Lay Provincial Council a report on their determination at its next meeting. The affected council has the right to send two delegates, at the expense of the Lay Provincial Council, to the meeting in order to respond to the report.
5. If, after hearing the officers and the response of the chapter (if any), the Lay Provincial Council shall vote on whether to send a recommendation of suppression to the Prior Provincial, along with all supporting documentation.
6. If the Prior Provincial decides to suppress the chapter, the chapter has the right of appeal to the Prior Provincial and/or the Master of the Order; the decision of the Master of the Order shall be final.
7. If the chapter appeals the decision to suppress to the Master of the Order, the decision shall not be implemented until the Master has rendered his decision.
8. When a chapter is suppressed:
  - a. the members of a suppressed chapter, in order to remain Lay Dominicans, must seek active or prayer membership in another chapter;
  - b. provisions are to be made for the assets of the chapter, if any, to be distributed according to the will of the majority of professed members of the chapter present and voting;

- c. accounts held in the name of the chapter are to be terminated by an effective date set by the Prior Provincial or the final date determined by the Master of the Order if the decision to suppress is appealed to him.

## **X. The Lay Provincial Council**

### **A. Members of the Lay Provincial Council**

1. The Lay Provincial Council consists of representatives elected by their chapters, and the Lay Provincial Council officers, who attend official meetings at the Lay Provincial Council expense.
2. Only Lay Provincial Council representatives are eligible to be elected to offices of the Lay Provincial Council.
3. In-formation and re-forming chapters may send non-voting representatives to the Lay Provincial Council, at their chapters' expense, unless assessments have been paid; they are not eligible to be elected to offices of the Lay Provincial Council;
4. The editor of the Lay Provincial Council newsletter may attend Lay Provincial Council meetings as a non-voting observer, at the council's expense, if approved by the Lay Provincial Council Executive Committee.
5. Lay Provincial Council representatives must be present to vote. There is no proxy or absentee voting.
6. In the event that a chapter's representative is elected an officer of the Lay Provincial Council, the chapter shall elect another representative to fulfill the remainder of the unexpired term.

### **B. Duties of the Lay Provincial Council**

1. The Lay Provincial Council approves the basic guidelines for initial and on-going formation programs to be used throughout the province to educate, form and develop inquirers, candidates, and professed members;
2. receives information from the chapters about their formation programs, makes recommendations to strengthen the Dominican charism and to further the apostolate of Lay Dominicans;
3. assumes responsibility for a province-wide publication to promote communication among chapters and to inform membership of significant events which affect their lives as Lay Dominicans, especially actions taken by the Lay Provincial Council at its annual meeting;
4. approves the Lay Provincial Council budget and the assessment to be levied on chapters. The assessment is a per capita amount based on the number of active professed members of the chapter: inquirers, candidates, and prayer members are not included in the assessment;

5. consults with the Prior Provincial concerning the appointment of provincial promoters;
6. establishes committees, commissions, and task forces or appoints individuals to accomplish specific objectives:
  - a) it may permit the president to determine the appointments or reserve that right to itself;
  - b) these entities exist from one annual meeting to the next and may be renewed by the next Lay Provincial Council;
7. supports the involvement of the Lay Dominicans of this province in national and international events of the larger Dominican family:
  - a) the cost of travel for the Dominican Laity Inter-Provincial Council meeting is borne by the Lay Provincial Council for the president, the provincial promoter and the Dominican Laity Inter-Provincial Council Delegate;
  - b) provision is made for appointees to participate in the meetings appropriate to the appointees' office.

C. Duties of Officers of the Lay Provincial Council and the Provincial Promoter

1. The president
  - a. convenes the annual Lay Provincial Council meeting with at least two months' notice to the representatives;
  - b. conducts all meetings and elections of the Lay Provincial Council;
  - c. appoints members to any committees or other bodies as directed by the Lay Provincial Council and is an ex-officio member of them;
  - d. receives the annual reports from each chapter, including the membership register which is filed with the secretary or other designated person;
  - e. serves as the ex-officio representative to the Dominican Laity Interprovincial Council meetings called during the term of office.
2. The vice-president



- a. acts in place of the president in his/her absence;
  - b. serves as president *pro tempore* in case of vacancy in the office until a new president is elected;
  - c. may be assigned such other duties as determined by the president or the Lay Provincial Council.
3. The secretary
- a. takes the minutes at all Lay Provincial Council meetings and within three months of the meeting, mails copies of them to the Lay Provincial Council officers, all representatives, and the Prior Provincial;
  - b. takes minutes of the Executive Committee meetings and mails them to the members of the Executive Committee and to the Prior Provincial;
  - c. ensures the maintenance and distribution of an annual update of the provincial membership, including name, address, telephone number, status, dates of reception, first profession, life profession, current office(s), and term expiration;
  - d. attends to all correspondence as directed by the president and/or Lay Provincial Council.
4. The treasurer
- a. prepares the treasurer's reports for the Lay Provincial Council;
  - b. proposes a budget to be approved by the Lay Provincial Council and distributes it with the minutes;
  - c. maintains an accurate record of all funds received and disbursed, maintains a financial account of all Lay Provincial Council funds, disburses funds as directed within the budget to those who submit receipts;
  - d. helps in arranging travel and housing for Lay Provincial Council meetings and other travel as requested.
5. The Dominican Laity Inter-Provincial Council delegate
- a. with the president and provincial promoter, brings the concerns of the province to the Dominican Laity Inter-Provincial Council

meetings;

- b. reports to the Lay Provincial Council the actions of the Dominican Laity Inter-Provincial Council;
- c. with the president and provincial promoter, organizes all meeting arrangements when the Dominican Laity Inter-Provincial Council meeting is held in the Western Province.

6. The provincial promoter

- a. represents the Prior Provincial and, is a non-voting member of the Lay Provincial Council and Executive Committee;
- b. learns of the special needs of each chapter by attending the annual Lay Provincial Council meeting and by visiting the chapters;
- c. receives and reviews written copies of all actions taken by the Lay Provincial Council in his absence;
- d. accepts a stipend in return for services;
- e. with the approval of Lay Provincial Council may appoint an assistant who is not a member of the Lay Provincial Council; expenses incurred by the assistant are to be approved in the annual budget of the Lay Provincial Council;
- f. consults with chapter councils regarding appointment or removal of religious assistants;
- g. with the Executive Committee, participates in an intervention when a chapter or the Executive Committee judges that an intervention is necessary;
- h. with the president and Dominican Laity Inter-Provincial Council delegate brings provincial concerns to the Dominican Laity Inter-Provincial Council meeting;
- i. with the Executive Committee, may call special meetings of the Lay Provincial Council;
- j. consults with the Executive Committee and Prior Provincial regarding dismissal or dispensation of professed members.

C. Executive Committee

1. The members of the Executive Committee are the Lay Provincial Council president, vice-president, secretary, treasurer, Dominican Laity Inter-Provincial Council delegate, and the provincial promoter.
2. The duty of the Executive Committee is to execute the on-going tasks of the Lay Provincial Council, namely:
  - a. implementation of the recommendations of the last Lay Provincial Council meeting;
  - b. discussion and response to the needs and concerns of chapters, and the bringing before the Lay Provincial Council all concerns of the chapters that have been brought to its attention;
  - c. planning and carrying out of chapter visits, preferably visiting each chapter once every three years;
  - d. facilitation of communication with other branches of the Dominican family;
  - e. planning and preparation for the next Lay Provincial Council meeting;
  - f. reporting to the next Lay Provincial Council meeting of actions taken on its behalf.

#### E. Elections and Terms of Office

1. Elections
  - a. The Lay Provincial Council elects officers from among the life-professed representatives.
  - b. The election of officers takes place by open nomination and secret ballot of a quorum of representatives, with a majority needed for election.
  - c. If there is no majority after two ballots, only the two nominees receiving the highest number of votes on the second ballot will be eligible for any further votes.
  - d. There are no absentee or proxy votes.
  - e. The offices of secretary and treasurer may be combined if the Lay

Provincial Council so determines.

- f. If an office is vacated, the Lay Provincial Council elects a replacement to serve the unexpired term.

2. Terms of office

- a. The term of office for all officers, is three years, with a maximum of two consecutive terms for any one office.
- b. Elections of officers are to be staggered to avoid the election of a wholly new council;
- c. In all cases, terms of office begin sixty days after the election

F. Special Meetings

1. The president and/or the provincial promoter, with the concurrence of the Executive Committee, may call a special meeting of the Lay Provincial Council giving one month's notice in writing of the time, place and reason(s) for the meeting.
2. Expenses are borne by the Lay Provincial Council.

## **XI. Prior Provincial**

### **A. Role**

1. The Prior Provincial represents the Master of the Order in the affairs of the Laity of the Dominican Order in his province;
2. provides counsel to the Laity of the Dominican Order.

### **B. Duties**

1. The Prior Provincial presides over the chapters within the province and receives regular updates from the Executive Committee;
2. by the recommendation of the Lay Provincial Council and with the consent of the local ordinary, establishes new chapters;
3. after consultation with the Lay Provincial Council, appoints the provincial promoter as his representative within the province;
4. in consultation with the Executive Committee and the council of the local chapter, with the advice of the promoter, appoints and removes religious assistants;
5. after consultation with the provincial promoter and the Executive Committee, may suppress a chapter and determine the effective date for the termination of that chapter's financial accounts;
6. after consultation with the provincial promoter and the Executive Committee, may dispense/dismiss a professed lay member from promises:
  - a. ensures that the member being dismissed shall have the opportunity to review all pertinent materials contributing to the recommendation to and decision of the Prior Provincial;
  - b. receives and processes any appeal submitted by the dismissed member.

## XII. Conclusion

A. We embrace these obligations not as slaves under the law but as free persons under grace:

1. no transgression of *The Rule* or of *The Particular Directory* constitutes a moral fault or sin;
2. our observance springs from the gift of our vocation to the Dominican Order and our promise to live according to *The Rule* and *The Particular Directory*.

B. Changes to the Particular Directory

1. Proposed changes to the Particular Directory may be submitted by individual chapters or the Lay Provincial Council:
  - a. A chapter, by a majority vote of its members, may submit proposed changes to the Executive Committee, which shall present it to the Lay Provincial Council at its next meeting;
  - b. The Lay Provincial Council, by a majority vote of its members, refers proposed changes, whether from itself or from individual chapters, to the chapters for approval or disapproval.
2. Adoption of proposed changes requires:
  - a. approval of two thirds of the chapters; the chapters will have six months from the meeting of the Lay Provincial Council to vote on the proposed change, and the secretary shall provide written notice of the chapter's vote to the Lay Provincial Council secretary;
  - b. upon approval of the chapters, the proposed change shall be submitted to the Lay Provincial Council at its next meeting; a two-thirds majority vote of the Lay Provincial Council representatives is required for approval;
  - c. upon approval of the Lay Provincial Council the proposed change shall be submitted to the Prior Provincial for final approval.

C. Petitions for Changes to the Rule

1. Proposed changes to The Rule may be submitted by individual chapters or the Lay Provincial Council:
  - a. a chapter, by a majority vote of its members, may submit proposed changes to the Executive Committee, which shall present it to the

Lay Provincial Council at its next meeting;

- b. the Lay Provincial Council, by a majority vote of its members, refers proposed changes, whether from itself or from individual chapters, to the chapters for approval or disapproval.
- c. upon approval of two-thirds of the chapters, the proposed change shall be submitted to the Lay Provincial Council at its next meeting; a two-thirds majority vote of the Lay Provincial Council representatives is required for approval;
- d. upon approval, the Lay Provincial Council shall submit the proposed change to the Prior Provincial for recommendation to the Master of the Order;
- e. the Master of the Order must give final approval regarding changes to The Rule.

D. This edition of the Particular Directory replaces all that have gone before it.