

Art. 37. The Provincial Level

§1. *Local Centers are organized into Provinces established by the Rector Major, subject to a proposal by the World Council.*

§2. *In consideration of the “bond of union” and of the charismatic ties among the Association of Salesian Cooperators and the Salesians of Don Bosco and the Daughters of Mary Help of Christians, the Association’s Provinces are related to the reality of the respective SDB or FMA Provinces.*

§3. *Every Province has a Provincial Council elected by the Local Councils in sede at the Provincial Congress according to the modalities foreseen in the Regulations of the Congress.*

§4. *The Provincial Council is organized collegially, electing a Provincial Coordinator from among its Council members. The Council itself defines the specific tasks of each of the Councilors. Every Provincial Council has an SDB and an FMA Delegate among its Councilors. These have an active voice and are named by the respective SDB and FMA Provincials.*

§5. *For the animation of the Association, the Provinces, with respect for the autonomy of their governance, are organized into Regions according to affinity of language, culture, and territory, by the decision of the Rector Major, with the agreement of the World Council. The SDB and FMA Provincials concerned, in common accord, name one SDB Regional Delegate and one FMA Regional Delegate.*

CONSIDERATIONS

Core Theme

Province organization, collegial direction, the bond of union and the charismatic ties with the Salesians of Don Bosco and the Daughters of Mary Help of Christians, and the Regional Consulta.

Keys to Understanding

A. Province Organization

The article indicates the possibility of a Provincial grouping composed of the Local Centers of a given area – as established by the Rector Major with the World Council. This grouping constitutes a Province. On this Level, the Association is governed by a Provincial Council which, according to the precise dispositions of the *Project of Apostolic Life*, acts in a collegial manner. For the structure of the Provincial Council, the norms of Canon 119 are taken into consideration. They establish the procedures for carrying out their functions and for the election of their members.

- *The composition of the Provincial Council (Regulations Art. 24):* The Provincial Council is composed of members selected by the Councilors of the Local Centers during the Provincial Congress. It is comprised of a suitable number of Councilors – from three to twelve – plus one SDB and one FMA Provincial Delegate.
- *The election of the members of the Provincial Council:* The Councilors who are on the Local Councils are convoked to participate in the Provincial Congress by the Provincial Coordinator. In the case that this is the first establishment of the Provincial Council, the SDB Provincial is the one who makes the convocation.

- *The term of mandate of the elected members:* The Councilors elected remain in office for three years and can be re-elected for one consecutive triennium. For a third consecutive triennium, recourse must be made to the Juridic Institute of the Postulation, per the *Code of Canon Law* (Canons 180-183), with the corresponding dispensation on the part of the Rector Major.

B. Collegial Direction

A fundamental element in the organization of the Association, as already has been stated, is collegiality – from the very first minute of a Council’s creation at any Level. For this reason, what is meant by and what are the norms for defining collegial acts are presented in detail – both as to what regards the elections (see Canon 119, number one) and as to what concerns the other tasks which enter into the scope and responsibilities proper to a Council. (see Canon 119, number 2)

In order for an act to be considered *collegial*, according to the norms of Canon 119, three previous conditions are necessary:

- 1) the convocation of all the members of the respective Council, made according to the norms of Canon 166;
- 2) the presence of an absolute majority of the members of the respective Council;
- 3) the computation of the absolute majority for the vote is made on the number of members effectively present for the collegial act. The majority is absolute when it surpasses half (half +1 constitutes a majority); i.e., the arithmetic half of the complete number of members present +1.

If the collegial act under consideration is an *election*, for example, for that of a Coordinator of the Council:

- 1) an absolute majority is necessary for the first and the second ballot;
- 2) “after two indecisive ballots, the choice is between the two candidates who have obtained the greater number of the votes, or, if there are several (with the same numbers),” – whether in the case that all the candidates receive an equal number of votes, or in the case of a difference in votes between one candidate with a relative majority and other candidates who have an equal number of votes – [the choice is] “upon the two who are senior in age”;
- 3) “after a third ballot, if the tie remains, the one who is the senior in age is considered elected”;
- 4) the third ballot is definitive in every case and therefore, once it has been made, the voting process is prolonged no longer.

If, however, the collegial act concerns other matters:

- 1) an absolute majority on the first vote is necessary;
- 2) if the first vote should be inconclusive, a second vote takes place, still requiring an absolute majority;
- 3) if no majority is obtained in the second vote, the decision in question is not approved; if there is a tie, then the Coordinator, who presides over the Council according to the norm of *Statutes* Art. 21 §1, can add his vote publicly to break the tie and thus decide the question.

These juridic issues, however, ought not make us lose sight of the vital importance of the persons in the Association who carry out the collegial act, precisely because they are the ones who direct the

Association. From this is derived the need to elect leaders who have the appropriate qualities for the responsibilities which will be theirs and are in a situation which makes it possible for them to give such service.

C. The Bond of Union and the Charismatic Ties with the Salesians of Don Bosco and the Daughters of Mary Help of Christians

The bond of union and the charismatic ties with the Salesians of Don Bosco and the Daughters of Mary Help of Christians remain strong despite the diversity of the organizational structures of these individual branches of the Salesian Family.

D. The Regional Consulta

The article specifies that, in order to animate the Association, the Provinces, with respect for their autonomy and governance, are organized into Regions based on affinity of language, culture, and area.

The World Council, with the consent of the Rector Major, can foster and favor the establishment of a Regional Consulta. (*Regulations* Art. 34) When a number of Provinces that share affinity as concerns language or culture belong to a nation or a geographical area and see the opportunity to unite themselves so as to better their own journey as an Association, they can make the request for this to the World Council which, after having examined the matter attentively, and having deemed it opportune, will present its favorable opinion to the Rector Major to obtain his consent for the establishment of this body of animation within the Association.

By its nature, one can say that it is not a collegial, governing body as are the Local, Provincial, and World Councils (*Statutes* Art. 34) but that it is a body of animation and of direct aid to the World Councilor for an efficacious co-responsibility in the diverse initiatives – whether apostolic or formative – within the Region. Another important element is that it is the bond of union and of collaboration between each individual Provincial Council and the World Council.

The Regional Consulta is comprised of the World Councilor of said Region (who presides over it in the name of the World Council), by the Provincial Coordinators, by the SDB Regional Delegate, by the FMA Regional Delegate, and/or by other members according to the needs of the region.

Knowledge concerning other points about this Consulta can be deepened by reading Don Pascual Chavez's *Lettera sul ruolo delle Consulte regionali* from 2012 so as to clarify the *raison d'être* for the Regional Consulta.

References

Chavez V. P., *Lettera sul ruolo delle Consulte regionali*, 2012.

Regolamenti FMA (1982) art. 67.

Viganò E., *L'Associazione dei Cooperatori Salesiani*.

from the Regulations of the Project of Apostolic Life

Art. 24 Organization of the Provinces and of the Provincial Councils

§1. The Local Centers of a determinate territory – established by the Rector Major with the World Council – constitute a Province.

§2. At the Provincial level, the Association is directed in a collegial manner by a Provincial Council.

§3. The Provincial Council consists of members elected by the Councilors of the Local Centers during the Provincial Congress. It is composed of a convenient number of Councilors, from four to twelve, and of the Provincial SDB Delegate and the Provincial FMA Delegate who have an active voice; i.e., with the right to vote.

§4. Each Provincial Council elects from among its lay members:

- a Coordinator
- a Treasurer
- a Secretary
- a Formator
- other Councilors who fill roles of animation in specific groups.

§5. The Provincial Councilors elected remain in office for three years and may be reelected, without interruption, for another triennium. Once finished with their second mandate, after an interval of three years, they may be re-elected.

Once the voting has been held, the elected Councilors gather together to define each one's role in the Association. The division of the roles can be carried out through a secret or public vote.

Art. 25 Tasks of the Provincial Council as Pertain to Its Apostolic Service

In order to assure the functioning of the Association as regards their apostolic purposes, in communion with the World Council, the tasks of the Provincial Council are to:

§1.

- promote the Association's guidelines and coordinate formative and apostolic initiatives;
- support the Local Centers, valuing the commitment of their Councils;
- establish with the Local Councils two formative encounters during the year, according to the guidelines of the Association;
- hold at least two formative initiatives during the year, where it is possible;

§2.

- grant approval for entrance into the Association, on the proposal of the Local Council;
- carry out the collegial act of a dismissal;

§3.

- foster the bonds of union and of communion with the Local Councils and the World Council;
- strengthen the charismatic ties with the Society of St. Francis de Sales, with the Institute of the Daughters of Mary Help of Christians, and with the other Groups of the Salesian Family;
- give their opinion on the naming of their own Provincial Delegates;

§4.

- promote the renewal of the Promise as a moment of celebration which gives quality to their path of fidelity;
- promote the spiritual exercises, that strong moment of spirituality in which the vocational fidelity of the members is renewed with the Promise;
- take care of and animate the initiatives which foster the vocational fidelity of the members and an active participation in the life of the Association;

§5.

- receive and examine the “Statement of Cash Flow” of the economic management of the Local Centers;
- approve their Budget and send it to the Local Councils;
- approve the “Statement of Cash Flow” of its own economic management and send it to the World Council;
- convoke and organize the Provincial Congress;
- foster the participation of the Local Centers in the initiatives of the Regional Consulta;
- see to the administration of the goods of the Association in the Province.

Art. 26 Tasks of the Members of the Provincial Council

Different tasks are entrusted to the Councilors who assume responsibility for governance within the Council.

§1. It is the responsibility of the Provincial Coordinator to:

- convoke the meetings, preside over them, coordinate the works, see to the implementation of the decisions taken;
- represent the Association and maintain the official relationships, in the name of the Council, with ecclesial and lay organizations and with the other Groups of the Salesian Family;
- make decisions in case of an emergency on matters that fall within the sphere of the competencies of the Provincial Council and, afterwards, give an account of them to the Council;
- accompany, in agreement with those responsible in the Local Center, the Cooperators who find it impossible to have regular contact with said Center;
- collaborate with the World Councilor of the Region, promoting his/her initiatives and informing him/her about the life and the activities of the Association;

- participate actively on the Provincial Consulta of the Salesian Family;
- prepare verification reports at the end of every triennium, convoke the elections for the renewal of the Council, and take care of handing over the leadership from the exiting Council to the one coming in.

§2. It is the responsibility of the Provincial Treasurer to:

- safeguard the goods belonging to the Association;
- animate the economic missionary solidarity of the Local Centers;
- suggest possible sources of support and economic help;
- promote solidarity funds to provide for an act of subsidiarity in behalf of those realities of the Association which are most precarious;
- keep the accounting books up-to-date;
- present the Budget and the Balance to the Provincial Council;
- present the annual “Statement of Cash Flow” to the World Council.

§3. It is the responsibility of the Provincial Secretary to:

- aid the Coordinator in carrying out juridical acts with the Church and civic society;
- draft the minutes of the Council meetings;
- see to the updating and maintenance of the archival documentation of the Council;
- communicate the updated data to the World Council every triennium.

§4. It is the responsibility of the Formator to:

- draw up a plan of formation for the Aspirants, which is to be agreed upon with those responsible for formation at the Local level;
- draw up programs of on-going formation at the Provincial level;
- take care of and follow all the specific aspects of formation in the Province, in agreement with the Delegates.

Art. 27 Specific Tasks of the Provincial Council

§1. It is the responsibility of the Provincial Council to establish and to suppress Local Centers by means of a decree signed by the Provincial Coordinator, with the consent of the SDB or FMA Provincial.

For a Local Center which is outside an SDB or FMA work, written consent from the diocesan Bishop is necessary.

§2. The fusion of a Local Center connected to an FMA work with a Local Center connected to an SDB work, or vice versa, is realized by a collegial act of the Provincial Council. This takes effect, by means of a decree of the Coordinator of said Provincial Council, after having listened to the respective Local Councils and having obtained the consent of the SDB and FMA Provincials concerned.

The new Local Center assumes the economic situation of the two previous Local Centers, unless there is a different directive given in the “Decree of Fusion”.

§3. So that the Provincial Council might confront or deepen themes of particular pastoral-apostolic interests which are useful for the realization of the Province’s purposes and objectives, it can invite persons external to the Councils to participate in the meetings of the Councils, because of their specific competencies, whether they belong to the Association or the Salesian Family, or not.

§4. The Provincial Council defines the modalities of the establishment of Salesian Cooperator Centers there where the Salesian mission requires it.

Art. 28 The Provincial Congress

§1. The Provincial Congress is made up of all the members of the Local Councils and of the members of the Provincial Council, including the Delegates.

§2. The Provincial Congress is ordinarily convoked by the Provincial Coordinator every year for planning and verification.

§3. In particular, every three years the Provincial Coordinator convokes the Congress on the occasion of the renewal of the Provincial Council.

§4. The tasks of the Provincial Congress are to:

- establish, following the guidelines of the World Council, concrete directives regarding the Provincial Council in the realm of formation and of mission;
- verify the growth and development of the life of the Association in the Province;
- elect the Provincial Council according to the modalities of the Regulations of the Congress.

§5. The organizational modalities are defined in the Congress’ Regulations as prepared by the Provincial Council and approved by the World Council.

Art. 29 The Regional Congress

§1. The Regional Congress is composed of all the members of the Provincial Councils of a Region and of the members of the Regional Consulta, if one is established.

§2. The Regional Congress is convoked by the World Council by mandate to the World Councilor of the Region.

§3. The Regional Congress can be an elective one or one that deepens particular topics for the development of the Salesian charism and of the Association.

The tasks of the Regional Congress are to:

- draw up the Regulations of the Congress and present them for the approval of the World Council;

- elect the new World Councilor of the Region according to the modalities approved by the Rector Major, taking into consideration that the Religious members who are voting do not supersede one-third of the total of the Assembly of those who have the right to vote;
- verify periodically the state of the Association in the Region and its operational directives.

Art. 34 The Regional Consulta

§1. The World Council, with the consent of the Rector Major, can foster the establishment of Regional Consultas, in places where there are nations or geographic areas with a number of provinces that share linguistic and cultural affinities.

§2. The Regional Consulta, as the body of animation, has service as its purpose for a more efficacious apostolic co-responsibility between the Provincial Councils and the World Council. Every Regional Consulta shares the challenges of the apostolate and of formation for the benefit of the entire Region.

§3. The following comprise the Regional Consulta: the World Councilor of the Region, who presides over it in the name of the World Council, the Provincial Coordinators, the Regional SDB Delegate, and the Regional FMA Delegate. Other Salesian Cooperators, based on animation needs can also take part in it, as established by the “Criteria for Animation and Functioning”.

§4. The Regional SDB Delegate is named by the SDB Regional concerned; the Regional FMA Delegate is named by Mother General on the proposal of the Conference of Provincials concerned within the geographical area.

§5. The modalities for the meetings and the organization of the Regional Consulta are defined in the “Criteria for Animation and Functioning”, as established by the World Council.

from the 2018 *Handbook of St. Philip the Apostle Province*

Organization of the Province and of the Provincial Council

Art 118. Owing to the vast territorial expanse covered by our Province, different Areas have been recognized and named for organizational purposes. Listed here are where the Centers extant in 2017 are found according to state/city per Area:

- Greater Metropolitan Area: New York, New Jersey, and Boston
- Washington, DC, Area: Takoma Park, MD, and Alpharetta, GA (in process of being formed)
- Tampa Bay Area: Tampa and St. Petersburg
- South Florida Area: Miami and Belle Glade
- New Orleans Area: Marrero
- Illinois Area: Chicago, St. Charles, and Champaign.

Each of these Areas is normally represented on the Provincial Council by an Area Representative. To this end, to nominate Candidates by Area, a ballot form specifically for this can be found in the Appendix [to the *Handbook*]. In the case that an Area lacks a Representative on the Council, a Liaison for the Centers of that Area shall be chosen from among the Council Members newly-elected.

Art 119. Ideally, an Area Liaison is from a Center within his/her own Area. However, in the case of impossibility, an Area Liaison may be chosen from among any of the lay Cooperators on the Provincial Council, with requisite language ability. Said Councilor must have the ability to communicate regularly with the Local Coordinators and Local Councils of his/her Area and travel to the Centers assigned to him/her for proper animation, governance, and Salesian presence.

Art 120. The Provincial Council is composed of 7 to 12 Councilors, as follows: Coordinator, Secretary, Treasurer, Formator, Communications Person, and Area Representatives (one from each of the 6 Areas listed above in Article 118 – these Representatives may also hold one of the named offices on the Council), plus both an SDB Delegate and an FMA Delegate.

Art 121. Every Provincial Councilor has both the right and the duty to attend all the meetings of the Local Council – whether ordinary or extraordinary. (Extraordinary ones are those called by the Coordinator or at least two Councilors in the case of serious need, outside the regular meeting schedule.) A Councilor who is unable to attend a meeting of the Local Council must let the Coordinator know ahead of time.

Unjustified absence on the part of a Councilor necessitates that the Coordinator approach him/her about it. After three such unjustified absences, the Councilor may be dismissed from the Council.

Whether by dismissal or in the case that a Councilor renounces his/her mandate, his/her duties will be entrusted in the interim to another member of the Council.

Tasks of the Provincial Council as Pertain to its Apostolic Service

Art 122. The exiting Provincial Council sees to the effective transmission of its duties following the Electoral Provincial Congress and the installation of the new Council.

Art 123. The Provincial Council normally meets four times per year – twice in person, changing meeting place each time so that all the Areas of the Province receive a visit from the Provincial Councilors at least once in their three-year term – and twice via the Internet.

Art 124. For the meeting and its decisions to be valid, at least half plus one of the members of the Council must be present, whether via the Internet or in person.

Art 125. A 3-year plan will be developed and published within the first quarter of a new Council's term, extending into the first quarter of the subsequent Council's term (as regards Formation and Spiritual Life initiatives, especially) so as to make transition and continuity easier between the two administrations.

Art 126. All decisions taken by Provincial Council, except in the case of emergency when the Coordinator may act and subsequently inform the Council of his/her action, are made following due consideration, prayerful reflection, and discussion to discern God's Will and what is best for all concerned. If a vote is taken on a matter before the Council, all Council members, including the Delegate(s), have the right to vote.

Art 127. Voting may be done by simple raising of hands or, at the discretion of the Coordinator, by secret ballot. A simple majority decides the vote, unless otherwise specified. If there is a tie after two votes, the Coordinator breaks it by expressing his vote publicly.

Art 128. In the case of extraordinary administration, e.g., the establishment, fusion, or suppression of a Center, modification to the present handbook, or the dismissal of a Councilor, a two-thirds majority of all Councilors present, including the Delegates, is required for the proposal to be ratified.

Tasks of the Members of the Provincial Council

Art 129. The tasks of the Coordinator are to:

- convoke the meetings of the Provincial Council and direct its work and deliberations in a collegial manner, animating each of the Councilors to share the load of the work to be accomplished for the good of all the Association and its mission in the world and verifying that said work is accomplished in a timely and thorough manner
- represent the Association, taking an active part, on the Salesian Family Consulta and the NASN [North American Salesian Network] and in the promotion of their initiatives
- inform the Province in a timely manner, through the Provincial Secretary, of the great joys, needs, and other situations of the Cooperators of a Center which require prayer and special attention after the Local Coordinator has made him/her aware of it
- act alone and subsequently inform the Provincial Council of his/her action – only in the case of a true emergency – after having given due consideration and prayerful reflection to discern God’s Will and what is best for all concerned
- receive Aspirants’ requests to belong to the Association from the Local Coordinator and pass them on to the Provincial Council for the taking of a collegial decision regarding the admission of said Cooperator to the Association
- notify immediately the Local Coordinator of the Provincial Council’s decision regarding the request for admission mentioned above
- be in attendance, whenever possible, to receive the Promise of the Aspirants mentioned above and to announce the good news to the Association-at-large
- animate the Coordinators of the Local Centers to be present and active in their collaboration with each other in an Area of the Province so as to:
 - o give greater visibility to the Association
 - o allow for a more significant response to the needs of the poor and abandoned youth and families, in the Salesian manner
 - o foster the spiritual growth of its members, and
 - o promote effective collaboration with and increased bonds of unity and fraternal affection among the members of the other Groups of the Salesian Family there present.

Art 130. The tasks of each Area Representative/Liaison are to:

- maintain frequent communication with the Local Coordinators so as to listen to, encourage, and guide them in any question pertaining to the living of the *Project of Apostolic Life*

- facilitate communication between the Local Centers of his/her Area and the Provincial Council
- to make at least an annual visit to each Center in his/her assigned Area, meeting with the Local Council and also with the members of the Center
- inform him/herself on the health of each Local Center in its embodiment of the ideals of the Association, especially as regards the Salesian mission, and its fulfillment of the commitments assumed towards the larger Association, including, but not limited to:
 - o communicating to individual Cooperators all that comes from the Provincial Council
 - o economic solidarity
 - o the accurate keeping of records
 - o the accurate completion of reports and their timely submission to the Provincial Council
- animate each Center of his/her assigned Area according to the plans and initiatives of the Provincial Council for the animation and governance of the Association in the Province
- consolidate the communion of the Centers under his/her care so they may find strength in numbers and have a greater apostolic and spiritual impact on their local area
- ensure participation on the Local Salesian Family Commission, in the initiatives offered by the Province and the Salesian Family Commission, and to be represented on the Salesian Family Consulta (whether directly - through the appointment of a Cooperator from their Area to be the representative on the Consulta - or through collaboration with another member of the Salesian Family who is the representative of their Area)
- foster communication and collaboration among the Centers of the different Areas of the Province and with the other branches of the Salesian Family present in their Area so as to increase the sense and understanding of belonging to a Family much greater than itself
- be of assistance and a source of reference to the Coordinators and Local Councilors as regards all matters concerning the Association
- report on the health of each Center in his/her Area at each meeting of the Provincial Council
- work with the Provincial Secretary and Treasurer in procuring all necessary records, reports, and documents from the Local Centers in a timely fashion so that the Provincial Council may, in its turn, complete its reports for the World Council
- check the records, documentation, and archives of each Center to see that they are up-to-date and complete
- call the Coordinator and the Local Councilors to fulfill any and all obligations to the Association according to their area of responsibility wherever they see it lacking.

Art 131. The tasks of the Provincial Secretary are:

- the animation of the Local Council to:
 - o create, and use effectively and faithfully, an email address specific to the Center to help facilitate communication between the Provincial Council and the Local Council and Center
 - o create an archive for all Association documentation in a standard, stable location, such as, at an FMA or SDB House to which the Center is attached or in a Diocesan structure to

which the Center is attached. Documents should not be kept in Cooperators' personal homes

- the recording of accurate minutes of each meeting of the Provincial Council, including:
 - o place, date(s) and time(s) of each session of the meeting
 - o complete names of all Councilors present
 - o complete details of formation given and discussions and decisions taken, according to the agenda
 - o actions to be carried out by each individual Councilor, noting who is responsible for that action and the deadline for its completion
 - o suggestions for future topics to be discussed
 - o any other matters brought up outside the proposed agenda
 - o the date of the next meeting
 - o a description of any gathering with local Cooperators following the meeting
 - o notes on any talk given by a speaker, either to the Council or at a gathering
- the timely distribution of an agenda (at least 3 weeks prior to a Provincial Council meeting to be held)
- the timely distribution – within one week – of the end of a Provincial Council meeting
- the maintenance and distribution of a Province Directory listing all websites and email addresses of the Centers, the Provincial Council, the Regional Consulta, and the World Council
- the updating, on a yearly basis, of the records and data of the Provincial Council and those received from the Local Centers, including:
 - o the census
 - o the date of the Promise of new Cooperators in the past year
 - o the names of Cooperators who renewed the Promise in the past year
 - o the names of any Cooperators dismissed in the past year
 - o the names of the Cooperators deceased in the past year
 - o the brief biographical sketches of Cooperators deceased in the past year
- the collection of all archival documentation from a Center that is suppressed and its placement in the Salesian Cooperator Province Archives in the SDB Provincial House in New Rochelle
- the order, thoroughness, maintenance, and updating of the Salesian Cooperator Province archives in New Rochelle
- the drafting of a report for the Coordinator on the data concerning the Centers and the Province on the occasion of any Congress and in September for review by the Provincial Council at its first meeting thereafter

To aid the Secretary in his/her many tasks, another Councilor may be appointed to oversee the details of fraternity: the sending of a Purgatorial Mass card from the Salesian Missions to a Center on the occasion

of the death of one of its members; the sending a Purgatorial Mass card from the Salesian Missions to a member of the Provincial Council who suffers the loss of a close relative; and keeping note of the birthday and important anniversaries of the members of the Provincial Council, animating their celebration.

Art 132. The tasks of the Provincial Treasurer are to:

- see to the establishment (if not already in existence) of a bank account unique to the Local Center (not part of the Local SDB or FMA House's accounts as a line item), to be signed always by two Councilors. Monies of the Association should not be kept "in a shoebox" or in an individual Cooperator's personal bank account.
- complete and present to the Provincial Council the Financial Statement of the Contributions received from the Local Centers
- send to the SDB's General Economist's office in Rome, via the Provincial Economist's office of the Salesians of Don Bosco in New Rochelle, the contributions received from the Centers, along with the document stating how the monies are earmarked for disbursement. He/she must note clearly that the contributions are for the: "*Solidarietà al Consiglio Mondiale ASSCC dal Consiglio Provinciale San Filippo Apostolo, Stati Uniti Est, per l'anno 20xx.*" He/she is also to send an email to the Regional Treasurer and to the World Treasurer of the Association indicating the amount and attaching a copy of the disbursement sheet for financial transparency. (q.v., Appendix, p. 52)
- help the Treasurers of the Local Centers regarding their role, when needed
- help the Local Treasurers educate and animate the members of their Center to value and make acts of economic solidarity, explaining how the contributions are used to support the Salesian mission in the world and the Association itself.

Art 133. The tasks of the Provincial Formator are to:

- educate and assist the Local Councilors in the development of a yearly "Personal Formation Plan" both for the Center and for the individual member
- guide personally, or through another member of the Salesian Family who is prepared for the task, and oversee "formation-at-a-distance" for those Aspirants who live too far from any Center to come on a regular basis for formation classes
- construct a basic formation program for former Salesian Religious who feel called to become Cooperators, and then dialogue, on an individual basis about it with the Aspirant concerned, and in constant collaboration with the Provincial Delegates
- develop a 3-year plan of themes for the Provincial Council-sponsored Formation Days and Retreats
- spearhead the updating of *Discerning the Call*
- collaborate with the Provincial Delegates in the development of a Formator Resource Manual and of on-going formation plans for Aspirants, Promised Cooperators, Councilors, Formators, and Delegates, based on: the new *Project of Apostolic Life* (2013), *Guidelines and Indications for the Formation of the Salesian Cooperators* (2015), *The Official Commentary on the Project of Apostolic Life* (2016), *Criteria for Animation and Governance of the Association of the Salesian Cooperators* (2016), *Animating Economic Solidarity* (2016), *Delegate Resource Manual* (2017), *The Identity of the Salesian Cooperator* (2012), *A Prophecy's Journey: The History of the Salesian*

Cooperators from Their Origins to the Threshold of Vatican Council II (2016), and this *Handbook of the Salesian Cooperators* (2018) and their sources.

Art 134. The tasks of the Provincial Councilor for Communications are:

- the updating and maintenance of the Portal website as regards the Cooperator Association in the Province, as well as the posting of all news and of materials pertinent to the Association which come from the World, Region, Province, and Local levels on it
- the creation and/or the receiving and posting of all announcements and pertinent materials to the Portal (invitations from the Cooperators to the Family-at-large, or vice versa, sharing of Cooperator special events and news of interest to the Family, updating of the map of our Salesian Presences and the Master Calendar on the Portal, e.g.)
- the review of the individual Centers' brochures (if any exist) for accuracy as to who may become a Salesian Cooperator and all other details related to the Cooperator Vocation and then, with his/her recommendations, its submission to the Provincial Council for their final approval
- the submission of Provincial news to the Regional Communications Director for inclusion on the Regional website.

Specific Tasks of the Provincial Council

Art 135. The Provincial Council reviews, approves, and prepares, and the Provincial Secretary submits, what follows, per this schedule (N.B., though most of our Centers run on an academic calendar, the financial statements and census data follow the chronological year, as that is how the World Association functions) [Please refer to the Appendices of the November 2018 *Handbook*, First Revision, for all pertinent forms]:

Document (Appendix page)	Prepare and/or Approve	Send to Local Councils	Send to World Council
CPC Calendar*	May/June	by July 1	July 1 w/contributions
CPC Annual Plan	May/June	by July 1	July 1 w/contributions
CPC Annual Budget**	Upon receipt of the World Council's Budget	Immediately upon approval	Immediately upon approval
CPC Annual Financial Statement	Upon receipt of the World Council's Budget	Immediately upon approval	Immediately upon approval
Tables 3, 4, 5 of Census Data***	Before end of 3-year term	---	by July 1
Tables 1&2, Financial Reports	After election of new CPC	---	ASAP
Provincial Calendar****	August	by September 1	September
Receiving Economic Solidarity Contributions	On-going	---	by December 31

*includes: *Council Meetings; Formation Days; Other Apostolic, Formation, Spiritual Initiatives; "Due" Dates; Provincial, Regional, and World Congresses; Feast Days of the Salesian Saints and Blesseds and major Salesian Family events;* **after having received the World Council's budget; ***includes the data of all Centers for the past 3 years (the term of the exiting COOPERATOR PROVINCIAL COUNCIL); ****includes the dates of all the Centers **and also send to the Provincial Salesian Family Consulta.**

Art 136. Collaborate with the Provincial Formator in the updating of the Province initial formation program and the development of an on-going formation plan, as stated in the article above.

Art 137. Create, maintain, and utilize effectively channels and vehicles of communication with the World and Regional levels so as to be faithful transmitters of all that pertains to the Association and a solid link between the Local Level and those above the Provincial Level.

The Provincial Congress

Art 138. The Electoral Provincial Congress is held every three years, according to the *Regulations*, article 27 §4. In addition to the elections, the Congress meets for the sharing of the realities of the Local Centers and Provincial Council so as to:

- assess the health of the Association in the Province,
- seek together solutions to problems,
- foster collaboration among the Local Centers,
- grow in the spirit of fraternal communion,
- increase the sense of belonging to the Association at-large, and
- rejoice in being called to serve God and his young people as Salesians.

Art 139. At the end of a Provincial Council's three-year term, elections are held at the Electoral Provincial Congress. The acting Council:

- sets and makes known to the Local Centers of the Province, at least ninety days in advance, the date that the election will be held
- sets and makes known to the Centers the opening and closing dates for the submission of nominations of candidates at least sixty days before the election
- drafts the Official List of Candidates and sends it immediately to the Centers.

Art 140. To qualify to be a candidate, the Cooperator nominated must:

- be promised for at least three years
- have the availability necessary both in time and desire to carry out the responsibilities of the Council with fervor and conscientiousness.

Art 141. On the day of the election, the acting Coordinator names three members of the Congress, who are not candidates, to be the President, the Secretary, and the Spokesman of the Electoral Commission.

Art 142. The President of the Electoral Commission:

- verifies the list of candidates
- calls the names of those who have the right to vote (no "absentee ballots" or proxies allowed)
- explains the voting procedure
- hands the ballots to the voters
- declares the vote

(In the case of a tie, the Cooperator who has been promised longer is elected. If both candidates of the tie have been promised for the same number of years, then the elder in age is elected.)

- proclaims the election closed.

Art 143. The Electoral Commission:

- organizes the vote
- hands the ballot with the list of candidates printed on it, in alphabetical order
- verifies the validity of the ballots (any illegible ballot is considered null and void).

Art 144. Following the vote, the exiting Coordinator names those elected.

Art 145. The exiting Council and the new Council decide on a date, within thirty days of the election, for them to get together to make a smooth transition between Councils through sharing information on the following:

- initiatives in process
- the Aspirants' present progress
- the financial situation

The minutes of this meeting are drawn up and all present sign. Following this, the prior Council members leave. The new Council proceeds to the election of the Coordinator, the Treasurer, the Secretary, and the Formator, according to the norms of Article 37 §4 of the *Statutes*. As soon as the new Councilors have received their mandate, they assume their full responsibilities.

Art 146. The new Coordinator lets the Regional Consulta and World Council and all the Local Centers know the results of the above election.

Art 147. In the in between years, the Provincial Council will provide initiatives for the continued formation and habilitation of Local Councilors and Local Delegates in the carrying out of their duties to the individual Cooperators and apostolate of their Centers, to the Association at higher levels, and to collaboration with the larger Salesian Family.

The Regional Congress

Art 148. The Provincial Councilors are expected to be in attendance at the Regional Congress, held in one of the Provinces of the Interamerica Region, to represent the Province and to encourage relationships with the members of the wider Association.

Handbook

Art 149. The Province of St. Philip the Apostle *Handbook* describes the specific ways in which the Salesian Cooperators of our Province incarnate the *Project of Apostolic Life* in our part of the world, with its variety of cultures and realities, and great territorial expanse.