

GENERAL REGULATIONS

Third Part

THE SERVICE OF AUTHORITY IN OUR SOCIETY

X The service of authority in the world community

The Rector Major and his council

102. The Rector Major shall be attentive to the needs of the universal Church, and shall keep in active contact with provinces, houses and members. He shall seek the collaboration of all, promote formal and informal meetings, and spread knowledge of the apostolic activity of the congregation within the Salesian Family.

The members in turn shall express their love for Don Bosco and the Congregation by keeping united with the Rector Major and accepting his directives. They shall help him by prayer and dialogue, and above all by fidelity to the Constitution.

C. 59.126

103. Personally or through others the Rector Major may visit each and every province and local community whenever the need arises.

In particular he will arrange for an extraordinary visitation of every province during his six-year term of office. This may be carried out as he thinks fit, either by the regional councillor or by another visitor delegated by the Rector Major to whom he gives the powers of jurisdiction required by the nature itself of the visit.

C. 127

104. The Rector Major, as Superior of the Society, is the Grand Chancellor of the Salesian Pontifical University (UPS). He is the representative of the Apostolic See for the UPS, and the representative of the UPS before the Apostolic See.

In virtue of the mandate of the Congregation for Catholic Education, he has full power over the University, and is the guardian and interpreter of its statutes.

He carries out the functions of Grand Chancellor either personally or through a delegate, chosen preferably from among the members of the general council.

C. 127

105. In addition to the cases enumerated in article 132, §1 of the Constitutions, the Rector Major requires the consent of his council:

1. for beginning extraordinary juridical proceedings which could compromise the Society;
2. for setting up mission offices at the level of the whole Congregation. [R 24];
3. for accepting parishes [R 25];
4. for the approval of provincial formation directories [R 87];
5. for the appointment of a delegate for a central secretariate [R 108];

6. for establishing technical offices and consultative boards referred to in article 107 of the general Regulations, and determining their mode of operation and the offices and roles of their members;
7. for the appointment of his personal delegate for a delegation [R 138];
8. for the approval of binding decisions made by provincial conferences [C 139];
9. for establishing the manner of making the consultation preceding the appointment of provincial councillors [R 154];
10. for the approval of the financial budget and balance sheet prepared by the economist general's department [C 190, R 192].

C. 131.132

106. The members of the general council in charge of special departments can avail themselves of the services of technical offices and consultant boards in carrying out the duties confided to them.

Their establishment, mode of operation and internal organization are to be determined by the Rector Major with the consent of his council.

C. 133

107. For sectors of particular importance which do not form part of the duties assigned by the Constitutions to individual councillors, appropriate central secretariates may be set up depending directly on the Rector Major.

The establishment of such secretariats belongs to the general chapter. Their immediate responsibility is entrusted to a central delegate who is appointed by the Rector Major with the consent of his council and remains ad nutum.

108. To ensure a more regular discharge of business with the Apostolic See it is desirable that this be done through the Rector Major.
109. The official organ for the promulgation of directives of the Rector Major and his council and for official information are the 'Acts of the General Council'. Their publication is the responsibility of the general secretariate.

C. 144

The general chapter

110. Except in the case provided for by article 143 of the Constitutions, the convocation of the general chapter will be made at least one year before it opens. It will be announced to all members by means of a circular letter which will indicate the principal purpose, place and opening date of the chapter.

C. 143.150

111. For the preparation of the general chapter the Rector Major, or in his absence the Vicar General, will appoint a moderator; to him the provincial chapters, local communities and individual members will send their proposals and study contributions if any. He will also nominate a technical commission to work with the moderator in establishing a plan of preparation for the general chapter and in securing the interest and active participation of the members.

C. 150

112. The Rector Major, or in his absence the Vicar General, will also appoint a precapitular commission which, under the responsibility of the moderator and in agreement with the Rector Major, will draw up the reports or schemata to be sent in good time to those taking part in the general chapter.

C. 150

113. Provinces with less than 250 professed members, and vice-provinces, will send to the general chapter one delegate elected by the respective chapters. Provinces with 250 or more confreres will send two delegates.

C. 151,8

114. At least three months before the opening of the general chapter, the provincials will send to the moderator the minutes of the elections, which will be examined by an appropriate commission appointed by the Rector Major, or in his absence by the Vicar General.

If any defects should be discovered, the moderator will see that they are rectified in good time, and if necessary the elections will be repeated.

C. 151,8

115. In the first session of the general chapter the president will appoint two or more secretaries and if necessary also other chapter officials. If necessary the president can also choose other secretaries and officials who are not members of the general chapter. It is the duty of the secretaries to record accurately in the minutes, the acts and deliberations of the general chapter, the decisions made and a summary of the discussions.

C. 150

116. Once the secretaries have been appointed, the moderator in the name of the president and with the consent of the assembly will declare the chapter lawfully opened.

C. 150

117. If at the opening of the general chapter the election of any delegate is found to be invalid or still doubtful, the moderator will inform the chapter of this at the first session.

The first act of the chapter will then be to pronounce on each case, so that with the authority with which it is invested it may either declare an election null and void, or rectify its invalidity.

C. 151,8

118. In one of the early sessions the Rector Major, or the one who takes his place, shall present a general report on the state of the Congregation, and this shall be the object of study and analysis by the assembly.
119. The meetings of the general chapter will be presided over by the Rector Major or, in his absence, by the Vicar General. He will be helped in the direction and conduct of the work by the moderator and by three chairmen, elected by an absolute majority by the general chapter from a list of names prepared by the president.

The president, the moderator and the three chairmen constitute the presidency of the general chapter.

C. 150

120. The general chapter will elect by absolute majority at least five members who, with the moderator and chairmen, will form the central commission which, will form the central commission which, under the presidency of the Rector Major, has the duty of co-ordinating the work of the chapter and ensuring its smooth functioning.

C. 150

121. The general chapter works through groups called commissions, which have the task of studying the schemata or reports assigned to them. As soon as possible the moderator will inform the general chapter of the commissions and the themes they deal with and will ask for their approval. The commissions will be constituted by the president who will keep in mind each one's preferences.

C. 150

122. It is the duty of the members of the chapter to be present at its meetings; for this reason they may not absent themselves without the permission of the president.

C. 151

123. The confreres shall be given full and timely information about the chapter's work. A commission of chapter members, chosen from the various groups of provinces, is responsible for such information and in general for all contacts with the mass media. It will function in agreement with the presidency of the chapter.

All who take part in any way in the general chapter must exercise discretion and respect for persons concerned, whenever referring to the work, events or discussions of the chapter.

124. The Rector Major and the capitular assembly have the faculty of calling to the general chapter other persons as experts or observers without the right to vote; they may or may not be salesians.
Experts may take part in discussion in the commissions to which they are invited; they may speak in the assembly only when requested. Observers may speak both in the commissions and in the assembly.

C. 150

125. It is for the general chapter to decide on the date for the elections, providing for an appropriate period for reflection before the election of each council member.

C. 141.153

126. The election of the Rector Major and members of his council is an act which calls for the full responsibility of every capitular before the Congregation. It must therefore be prepared for by prayer and carried out in a spirit of faith.

Every elector may request and provide information about the qualities of those eligible, but must avoid whatever may offend against fraternal charity.

C. 141.153

127. In accordance with the prescription of article 141,§1 of the Constitutions for the election of regional councillors, the members from each group of provinces will choose by secret vote

in a single ballot the confreres to be presented to the assembly, writing two names on each voting paper. They will then present to the assembly a list containing the names of those who have received votes with the number given to each.

C. 141.153

128. At the beginning of the electoral session the president will announce its purpose. Two secretaries and three scrutineers will then be elected by secret ballot; the scrutineers and the president are obliged to maintain secrecy even after the chapter.

C. 153

129. Should any elector be ill in the house where the general chapter is being held, and be unable to present but able to write, two scrutineers will go to him to receive in a ballot-box his vote which will be added to the others.

C. 153

130. Once all the votes have been gathered together in a ballot –box, the scrutineers will count them to see whether the number of votes corresponds to the number of voters. If the number of votes exceeds the number of voters the election is null; if the number of votes corresponds or is inferior, the scrutiny is to begin. The secretaries will record the names as they are read out by a scrutineer.

C. 153

131. Whoever has received the votes of an absolute majority of those present is elected and will be proclaimed as such by the president; on accepting he will immediately enter into office. If the president himself is elected, the proclamation will be made by the oldest member of the assembly.

C. 153

132. After the elections the Rector Major will inform all members of the Society of the names of those elected and the offices assigned to them.

C. 153

133. In the last session of the chapter, after everything prescribed by the regulations has been carried out, the moderator in the name of the president and with the approval of the assembly will declare the general chapter closed.

C. 150

Regional Structures

134. The regional councillors will keep in touch with the individual provinces. They may visit them, arrange meetings of provincial councils and, in agreement with them, of other categories of confreres, to point out to them whatever they consider more opportune for the welfare of the Congregation and for the provision of a better service for the province and the particular Church.

C. 140.154

135. In addition it is the duty of the regional councillors:

1. to further a concrete and creative family sense in the relationships of confreres and provinces among themselves and with the Rector Major and his council;
2. to attend diligently to the official business of the provinces of the group and of the provincial conferences;
3. to foster the efficient functioning of inter provincial structures, where they exist, and the setting up of regional offices of documentation regarding the religious, cultural and social services of the areas of their competence, where this is possible and advisable.

C. 140.154

136. In the fulfilment of their office, regional councillors will act with proper discretion, so as to substitute themselves unduly for the local provincial or other superiors, nor intrude in matters of their specific competence.

C. 140.154

137. If particular reasons require that certain provinces be detached from one or more groups, without an entirely new group entrusted to a regional councillor being constituted, the general chapter may unite them in a delegation, for which the Rector Major with the consent of his council and after consulting the provinces concerned will appoint a personal delegate, to whom he will assign such duties as he considers opportune.

C. 154

138. The provinces of each conference meet at least once a year to study problems concerning the animation and co-ordination of their joint salesian activity.

The conference is presided over by the regional councillor or his delegate.

The conclusions of the conference are ordinarily orientative.

In special cases the conference can make binding decisions, which acquire their force only after the approval of the Rector Major with the consent of his council.

C. 155

139. The following take part in the meetings of the conference:

1. the regional councillor or his delegate;
2. the provincials of the conference;
3. one or more delegates for each province, selected according to the norms laid down in the regulations of the provincial conference.

C. 155

140. Consultants and observers, both religious and lay, may be invited to participate in the work of the conference in the manner to be laid down by each conference in its own regulations.

C. 155

141. The following tasks, among others, are assigned to the provincial conference:

1. to study and further the application of the general directives of the congregation regarding its government and work, and particularly those of the general chapter;
2. to provide for the co-ordination of common pastoral activity, of the formation,

- qualification and updating of confreres, and of the means of social communication, by promoting generous collaboration in the exchange of members and resources;
3. to promote liaison and collaboration with other organizations and institutions interested in the problems of youth and of development;
 4. to examine and encourage appropriate experimentation, particularly in the field of community poverty and in that of our service to the young who are poor and to the working classes;
 5. to draw up its regulations and decide upon eventual inter-provincial secretariates, structures and offices for animation and co-ordination.

C. 155

XI The service of authority in the provincial community

The provincial and his council

142. Before appointing a provincial the Rector Major will consult the professed members of the province in accordance with article 162 of the Constitutions, and will ask each one for a list of three names of members of their own or other provinces and arranged in order of preference.

C. 162

143. The provincial is the bond of union between the province and the Rector Major with his council; he fosters relationships with the civil authorities and with ecclesiastical and religious organizations in his area.

C. 161

144. The provincial should keep in contact with the rectors and give them special attention. He should call them together at least once a year to treat of matters of general interest for the province.

C. 161

145. The provincial will see to it that he has frequent personal contact with the members, always in a spirit of service and fraternal communion.
 1. Once a year he will make with particular care the provincial visitation to each community.
 2. During the visitation he should meet each member, hold a meeting of the local council, and carry out with the community a review of their religious observance, the witness of their consecrated life, their apostolic zeal in pastoral activities, their concern for fostering vocations, and the financial situation. The Provincial councillors may assist him in this task.
 3. At the end of the provincial visitation he should write down in the register kept for this purpose in the archives of the house his observations and decisions of a general character. Those of a confidential nature he should communicate separately. At the next visitation he should verify that they have been carried out.

C. 161

146. By means of opportune contacts with the various groups of the Salesian Family and through his delegate for this sector, the provincial will seek to promote the sense of belonging to a common vocation and a deeper understanding of what this means.

C. 5.161

147. Aware of the important role played by our lay collaborators, the provincial should show a keen interest in their salesian preparation and should ascertain how they are integrated in our works.

C. 47.161

148. The provincial may stay the execution of a superior order, in accordance with the universal law, if there are motives to the contrary so grave and evident as to justify him in believing that if the superiors concerned had known of them they would have acted otherwise, but in such a case he must inform them fully and immediately. If the suspended order concerns a member, the latter shall place himself at the disposal of the provincial while a reply is awaited (cf. CIC, can. 41).

C. 162

149. A member is assigned to a specific salesian house by a precept of obedience from his own provincial or other competent authority. The number of confreres in a house shall normally be not less than six.

150. For a just reason the provincial, after hearing the opinion of his council and the member concerned, may on request send him temporarily to another province under a written agreement with the provincial who receives him. Permanent changes of province requires the authorization of the Rector Major.

C. 160

151. Members will exercise the ministry of hearing confessions with the permission of the provincial, in accordance with canon law.

C. 162

152. To change the provincial house the provincial must have the consent of his council and seek the authorization of the Rector Major.

He shall also have an understanding with him if he will be absent from the province for a considerable length of time.

C. 161.162

153. The manner in which the consultation preceding the appointment of provincial councillors is made shall be laid down by the Rector Major with the consent of his council.

C. 167

154. It is the duty of the provincial council to collaborate with the provincial for the development of the salesian life and mission, to help him to gain knowledge of situations, and to see that the provincial plan is being put into practice through contacts with those responsible and with the respective commissions.

The council shall be called together by the provincial at least once a month, and the agenda to be dealt with shall be made known in advance.

C. 164

155. In addition to those already indicated in the Constitutions, the provincial needs the consent of his council according to the general Regulations in the following cases:

1. authorizing co-educational schools [R 3];
2. drawing up contracts with Local Ordinaries and other bodies [R 23, 25];
3. setting up eventual mission offices and twinning arrangements [R 24];
4. allowing a confrere to carry out pastoral work in non-salesian institutions [R 35];
5. changing the location of the provincial house [R 153];
6. appointing the moderator of the provincial chapter, and inviting experts and observers [R 168];
7. establishing the manner in which the consultation for the appointment of rectors shall be carried out [R 170];
8. transferring a rector to another office during his term of appointment [R 171];
9. requesting authorization for the financial operations referred to in article 188 of the Constitutions [R 193];
10. approving the financial budget and balance sheet of the province [C 190; R 196]
11. fixing the contributions to be requested from the houses for the needs of the province [R 197];
12. authorizing modifications, or solutions to economic problems, or other undertakings of considerable importance in the houses [R 200].

C. 165

156. The provincial must hear the opinion of his council, according to canon law and the general Regulations, in the following cases:

1. for the choice and preparation of personnel for formation communities;
2. for the selection of parish priests [R 27];
3. for the temporary transfer of a confrere to another province [R 151];
4. for the appointment of the provincial secretary [R 159];
5. for the setting up of offices and secretariats, and the establishing of commissions for consultation or pastoral activity at provincial level [R 160];
6. for setting in motion the process of dismissal of a member [CIC, can 697].

C.157.165

157. When matters of particular importance concerning a local community are dealt with in the provincial council, care shall be taken to ascertain the views of the community concerned.

C. 165

158. The provincial and his council have at their service a secretary who has the role of a notary.

He is present at the meetings of the council without the right to vote, unless he is one of the councillors; he records the minutes. He is in charge of the provincial archives and sees to the collecting and recording of statistics. He is appointed by the provincial after hearing the opinion of his council and remains *ad nutum*.

C. 164

159. It belongs to the provincial, after hearing the opinion of his council, to set up offices and secretariats, and to establish commissions for consultation or pastoral activity at provincial level.

C. 162.164

The Provincial Chapter

160. The elections of the delegates of the local communities to the provincial chapter and of the delegates of the provinces to the general chapter will be made separately by secret ballot according to the norms or article 153 of the Constitution.

C. 173

161. After the delegates are chosen, an equivalent number of substitutes will be elected to take their place if they are definitely prevented from taking part in the provincial or general chapter. The manner in which the substitution is to take place for the general chapter will be decided by the provincial chapter.

C. 173

162. In the case of local communities having less than six professed members, if circumstances permit the provincial should arrange that they meet together so as to form the number of at least six professed members, under the presidency of the rector who is senior by first profession. Thus united they will elect the delegate for the provincial chapter and his substitute according to the norms of the Regulations.

If however because of special circumstances the members of a house with less than six professed members cannot join with another in like condition, with the consent of the provincial the members of such a house shall join the members of a house with six or more professed members and together with them and with equal rights, active and passive, will proceed to the election of the delegate and his substitute.

C. 173

- 164 Besides what is prescribed in article 165 of the general Regulations, voting by letter is allowed, with the approval of the provincial, in the following cases:

1. When because of distance or other serious reason the members of communities with less than the minimum of six professed members cannot meet together nor join the members of another house with six or more professed members for the election of the delegate to the provincial chapter;
2. when a confrere cannot be present for serious reasons at the election of the delegate of his own community;
3. when a member of the provincial chapter cannot attend the chapter for the election of the delegate of the province to the general chapter.

C. 173

165. for the election of the delegates of the provincial community the following is to be observed:

1. when the election of the delegate of each community has been completed, the provincial will notify the confreres of the names of those elected, and will send them a

list of the perpetually professed members of the province who are eligible for the provincial chapter. This list will include confreres temporarily and lawfully absent from the province and exclude confreres of other provinces present for the same reasons;

2. confreres who for lawful reasons are temporarily absent from their province will participate in the election of the delegate of the community in which they reside, but for the election of the delegates of the provincial community they will receive from their own provincial a voting-paper which they will return to him duly completed;
3. the number of those to be elected is in the proportion of 1 for every 25 or fraction of 25 members of the province; in arriving at this number both temporarily and perpetually professed members are included, as well as confreres temporarily absent from the province for lawful reasons;
4. each confrere with the right to vote will receive from his provincial a voting-paper on which he may indicate as many names as there are members to be elected;
5. it is for the provincial to collect the voting-papers and guarantee the secrecy of the voting;
6. the counting of the votes will be done by scrutineers appointed by the provincial. Those who have the highest number of votes in successive sequence will be elected. If votes are equal the senior by profession will be elected, or in the case of further equality the senior in age;
7. if the substitute of a delegate of a community is elected on the provincial list a new election for the substitute will be made. If one of those elected on the provincial list cannot take part in the chapter, he will be substituted by the first of the non-elected members who received the highest number of votes.

C. 173.174

166. The following confreres are to be considered as lawfully absent from the province:

1. those who by express mandate of their own provincial are living temporarily in houses of other provinces for reasons of health, study or other duties;
2. those who received permission for *absentia a domo* without giving up their right to active and passive voice;
3. those with permission for *absentia a domo* who have renounced their right to active and passive voice; but this last group, while being included for the purpose of article 165 of the general Regulations, are not to be included in the list for the election referred to in nn. 1 and 2 of the same article.

C. 173

167. In addition to what is prescribed in article 171 of the Constitutions, it belongs to the provincial chapter

1. to study and analyse the report of the provincial on the state of the province;
2. to verify what has been done in response to the guidelines issued by the previous provincial chapter;
3. to suggest ideas and criteria for the planning and reorganisation of the works of the province;
4. to establish standing orders for the functioning of the provincial chapter in accordance with canon law (cf. CIC, can. 632);
5. to forward proposals to the moderator of the general chapter.

C. 171

168. With the consent of his council the provincial has the power of appointing the moderator and of inviting to the provincial chapter salesians and non-salesians as experts or observers, without the right to vote.

C. 172.173

169. In elections, consultations and appointments, it should be kept in mind that it is desirable for chapters and councils to express by the significant presence of clerical and lay members the complementary relationship between them that is characteristic of our Society.

C. 123

XII. The service of authority in the local community

The rector and his council

170. The manner of making the consultation for the appointment of the rector will be determined by the provincial with the consent of his council and in the light of any indications made by the provincial chapter. When a rector is confirmed for a second three-year term of office in the same community, the approval of the Rector Major referred to in article 177 of the Constitutions is not required.

C. 177

171. The period of service of the rector shall not normally exceed six years without an interruption of at least one year.

Even during his three-year term he may be appointed to some other office if the provincial, with the consent of his council, deems it necessary.

C. 177

- 172.** The rector should keep himself free from commitments which could interfere with his fundamental duties of service to the confreres. He should not absent himself from the house for notable length of time without necessity and without an understanding with the provincial.

C. 55.176.

173. He must see that the confreres practise co-responsibility and collaboration in the family spirit desired by Don Bosco. He should respect areas of responsibility, fostering in an atmosphere of healthy freedom the employment of natural gifts and personal talents for attaining the common end.

He must ensure that the assembly of the confreres and the council of the community function in the most effective way.

He should encourage meetings and events which contribute to brotherhood, updating and relaxation.

C. 55.176.186

- 174.** He should programme with the community the best way of carrying out and periodically reviewing the community expression of its prayer life, allowing scope or opportune initiative.

He should ensure that he confreres have opportunities for frequent confession and freedom regards direction of conscience.

C. 176

- 175.** Basing himself on salesian sources and by means of common spiritual direction, conferences, good-nights and informal meetings, he should take care that the community becomes deeply imbued with our spirit, and lives it in an intense way.

In addition he will see to it that official documents of the Church and the Congregation are brought to the knowledge of all the confreres.

C. 55.176

- 176.** He should show, especially in his personal relationships with the confreres, his concern for their health and particular needs. He should show special care for the confreres still in the period of initial formation, for the sick and the aged and for those who are in difficulty.

He should take an interest also in the parents of confreres, and consider them as united to the community in a special way.

C. 55.176

- 177.** On the death of a confrere the rector is to write his obituary letter without delay. He shall send copies to the general secretariate, to the provinces and communities particularly interested, and to formation communities.

C. 176

- 178.** He should keep the archives in order and up to date, and compile or see to the compiling of the house chronicle.

C. 176

- 179.** Conscious of the fact that he belongs to the provincial community, he should give to the provincial a clear and simple account of how the community is progressing.

C. 176

- 180.** The local council will meet as often as the council itself determines, but at least once a month. In addition it must be called together whenever the rector considers it necessary or whenever he is asked to do so by at least one third of its members.

The agenda to be dealt with should be made known in advance, and the minutes are to be signed by the rector and by the members of the council and kept in the archives.

The rector should keep the confreres duly informed about decisions of common interest.

The members of the council must remember their solidarity as regards decisions taken, and that in any case they are obliged in conscience to have respect for persons and to be discreet regarding matters discussed.

C. 178.181

181. Where there is no local council, the rector must consult the provincial in those cases in which the Constitutions call for the opinion or consent of the said council.

C. 182

182. It is customary for the vice-rector to be responsible for one of the principal sectors of the community. Ordinarily however the office of vice-rector should not be combined with that of economer.

The community should be informed of the special duties of the vice-rector referred to in article 183 of the Constitutions.

C. 183

183. The appointment of the vice-rector, the economer and those responsible for the principal sectors of the activity of the community is made by the provincial. In the case of the appointment of the vice-rector and the economer he shall hear the opinion of the rector.

C. 179.180

The assembly of the confreres

184. With regard to the community the principal tasks and duties of the assembly of the confreres are:

1. to seek appropriate means of fostering religious and apostolic life;
2. to identify and examine the more important problems;
3. to draw up a programme each year covering the life, activities and updating of the community, and to review this programme;
4. to participate in the elaboration of the educative and pastoral plan;
5. to be informed and reflect on the financial situation, in view of community poverty.

The frequency of meetings is decided by the assembly itself, but they shall take place at least three times a year.

C. 186

XIII. The administration of temporal goods

General norms

185. Where necessary advisory groups of confreres should be set up at various levels to provide advice and guidance in the solution of administrative problems, in the drawing up and examination of financial budgets and balance sheets, in the preparation of economic programmes and the realization of building projects. The expertise of non-salesians may also be made use of.
186. To ensure the availability of personnel with the necessary competence for the administrative sector, specialized courses for economers should be organized periodically within a province or group of provinces.

- 187.** Any money surplus to the requirements for running expenses at different levels should when convenient be deposited in banks in the account of a house or institute of the Society and not in the name of an individual person. These accounts should be operable by three, or at least two, signatures with one signature sufficient for transactions. When the responsible superior considers it opportune, two signatures together may be required for transactions.

C 187

- 188.** The following operations in favour of third parties are forbidden: making loans, acting as guarantors, accepting obligations, issuing or backing letters of credit, mortgaging the property of the Society and similar operations.

189. As far as non-salesian employees are concerned, the legislation of the country must be followed in regard to the documentation needed on taking or leaving employment, social security, social welfare and insurance, and a just wage must be paid.

It is also necessary to take out and keep up to date insurance policies against damage or harm to property or persons, to the extent judged appropriate by the competent superiors.

- 190.** To provincial chapters is left the formulation of detailed norms for administration at provincial and local levels.

In particular they will give directives concerning :

1. the keeping of official records, administrative archives for official documents, agreements and covenants, wills, registers, files of obligation, inventories etc.;
2. property registration, the safe custody of articles of value and of important documents;
3. legacies for religious purposes and charitable bursaries;
4. the keeping of accounts and centralization of administration where there are different groups involved in a single work;
5. financial arrangements between parish and house in conformity with canon law and the Constitutions;
6. every other norm which local experience may suggest.

The provincial chapter may delegate this task to the provincial with his council.

C. 171

191. If any member, no matter what office he holds, should contract debts or any other kind of obligation without authorization from a competent superior, he alone remains responsible. Neither the Society nor the province nor the house to which he belongs accepts any responsibility in the matter.

Should a corporate body – province or house – raise a loan, even with due authorization, it alone remains responsible for repayment; a clause to this effect should be written into the loan contract.

C. 190

At world level

- 192.** The economist general supervises on behalf of the whole Society the operations listed in article 188 of the Constitutions.

He supervises the administration of the provinces and the houses, and in particular examines the annual report which is drawn up and despatched according to the indications of article 196 of the general Regulations.

He renders an account of his administration to the Rector Major and his council at least once a year and whenever he is called upon to do so.

C. 139.188

The provinces

193. The provincial economer administers those goods which do not belong to a particular house of the province, and those which individual confreres have entrusted to the Congregation; he supervises and controls the administration of each house. He carries out his duties in dependence on the provincial, who will make decisions with the consent of his council in the case of operations referred to in article 188 of the Constitutions and others of a certain importance.

C. 169.190

194. The provincial economer will have an understanding with the provincial concerning:

1. the help he gives to local economers to ensure the exact fulfilment of their duties and in co-ordinating initiatives at provincial level;
2. the visits he makes to the houses to examine the condition of buildings and property, and to check the administration, maintenance and hygienic conditions;
3. the calling of the annual meeting of local economers;
4. the prompt submission of the annual financial report and other periodic reports on forms supplied by him.
5. the withdrawal from the houses of the contributions referred to in article 197 of the general Regulations.

C. 169.190

195. Among the rights and duties of the provincial economer is also included the supervision of all building operations in the province, even when these concern a house already in existence and where these concern a house already in existence and where the work is to be carried out under the immediate control of the local economer and the responsibility of the rector.

C. 169.190

196. The provincial economer should be solicitous in keeping the provincial and his council periodically informed about his administration, and in drawing up the annual financial budget and balance sheet which they have to approve.

The balance sheet will include the cash income and expenditure and the situation of the province in regard to capital assets and liabilities, together with a summary of the financial reports of the individual houses; a copy, signed by the provincial and his council, will be sent to the economer general.

C. 169.190

197. The provincial with the consent of his council will decide on an inform the houses of the

contributions required from them for the needs of the province, and will likewise withdraw surplus funds that may be available in certain houses.

He will draw up a periodic plan of financial solidarity among all the houses of the province, in order to help those in greater need and to provide funds for extraordinary works and purchases programmed in the provincial chapter.

He will also ensure solidarity with the world-wide Congregation, especially at moments in ways called for by the Rector Major and his council.

C. 76.190

The houses

- 198.** The administration of the goods of each house is entrusted to the local economer, who will act in dependence on the rector and his council.

Every financial transaction in any sector of the house, even that of the rector, must be referred back for accounting purposes to the economer's office, which will be organized in a manner proportionate to the importance and complexity of the work involved.

Even confreres in charge of works which by statute or agreement have a separate administrative council, must render an account of their administration to the religious superiors. This must be done even when there exist separate administrations for the community and the work concerned.

C. 184.190

- 199.** It is the economer's duty to manage affairs with diligence and precision.

In agreement with the rector he will make the necessary purchases, look after employees and take care of insurance matters; he will be watchful to see that abuses and waste of every kind are avoided, and that furnishings and rooms are kept simple, functional, clean and well ordered.

The rector will keep himself frequently informed of everything that relates to the financial state of the house.

C. 176.184.190

- 200.** Without prejudice to what is laid down in article 188 of the Constitutions, the rector and the economer will not make modifications, seek solutions to economic problems, or take other initiatives of any considerable importance without the consent of the local council and without the authorization of the provincial and his council.

C. 184.190

- 201.** The rector and the economer will be solicitous in satisfying their financial obligations to the provincial in the manner laid down, and in transferring to him any surplus remaining at the end of the financial year, in obedience to article 197 of the general Regulations.

They will also diligently fulfil any other obligations they have undertaken and pay any debts contracted both with other salesian houses and with externs.

- 202.** The economer will keep himself always ready to give an account of his management to the rector and his council. He will send a report of his administration to the provincial economer annually and whenever he is asked to do so.

As opportunity offers, and especially when the programme for the year's work and the economic situation are being discussed, he will interest the entire community in the ordinary and extraordinary expenditure involved in the running of the house.