



The Particular Directory of the Lay Fraternities of St. Dominic of the Province of the Most Holy Name of Jesus

As promulgated by the Prior Provincial on the ____ day of _____, A.D. 202__.

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Preface

In a powerful and compelling way, St. Dominic proclaimed the Gospel of OUR LORD JESUS CHRIST 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 FRATERNITIES OF SAINT 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 center our lives on Him. We must act, as Saint Dominic did, to bring CHRIST's redemptive grace to our times by our own witness to the Word in life, truth, 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 Holy Spirit; to praise and worship God in spirit and in truth; to study Sacred Truth grounded on the Holy Scriptures and Sacred Tradition; to know, to live, and to preach true Catholic doctrine; and to collaborate with our brothers and sisters in the Dominican Family in order to actively 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." (The RULE, No. 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. A. As members of the Lay Fraternities, we embrace these obligations under the RULE not as slaves under the law but as free persons under grace: no transgression of the RULE or of this Particular Directory constitutes a moral fault or sin; and, our observance springs from the gift of our vocation to the Dominican Order and our profession to live according to the RULE and this Particular Directory.

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. Name and Definitions

- A. Name. The name of this document is the Particular Directory of the Lay Fraternities of St. Dominic of the Province of the Most Holy Name of Jesus, in the western United States.
- B. Definitions. As used in this Particular Directory and as the norm for use in the fraternities, the following terms are defined as follows:

“Active Professed Members” – members who have made a temporary or life profession in accordance with the provisions of Section IV.

“Chapter” or **“Chapter meeting”** – The regular meeting of the members of the regional or local fraternity. See, the RULE § 15.

“Council” – The body of fraternity officers elected by active professed members of the fraternity to do the business of the fraternity in accordance with this Particular Directory and the Statutes.

“Fraternity” – The regional or local group authorized to meet in chapter under this Particular Directory.

“Pro-Fraternity” – A group of persons gathered in formation committed to live in accordance with the RULE and this Particular Directory as recognized by the LP council president and by the LP executive council at its next duly-called meeting.

“General Declarations of the Master of the Order” or **“Declarations”** – Statements promulgated by the Master of the Order, that accompany the RULE, including those promulgated by the Master, Fr. Bruno Cadoré, OP, effective May 24, 2019, the purpose of which was to “re-order the material of those [Declarations] made by our predecessors,” and so abrogate “those former Declarations [...] in accordance with Canon 20.”

“Lay Provincial Chapter” (**“LP Chapter”**) – The formal meeting of fraternity representatives in accordance with this Particular Directory.

“Lay Provincial Executive Council” or **“LP executive council”** (or **“executive council”**) – The body of officers elected by fraternity representatives at the Lay Provincial Chapter, and as provided under the authority of this Particular Directory and the Statutes.

“Quorum” -- “A quorum of the fraternity” is two-thirds of active professed members of a fraternity. A “quorum of the Lay Provincial Chapter” is two-thirds of the fraternities in good standing of this Province.

“The RULE of the Lay Fraternities of St. Dominic (‘The RULE’)” – The RULE of the Lay Fraternities of St. Dominic as promulgated by the Master of the Order, effective May 24, 2019; all prior versions having been abrogated.

“Statutes” – The RULE, the Declarations, and this Particular Directory.

II. 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 to 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. Individual member suffrages (with or without stipend):
 - a. recite daily an Our Father, Hail Mary and Eternal Rest for the deceased members of the Order;
 - b. offer at least three Masses a year for all deceased Dominicans;
 - c. upon the death of a fraternity member, offer a Mass and recite the Rosary;
 - d. pray the Office for the Dead on:
 - i. February 7th, for the deceased parents of all Dominicans;
 - ii. September 5th, for the deceased friends and benefactors of the Order;
 - iii. November 2nd, for All Souls; and
 - iv. November 8th, for all deceased Dominicans.

Abstain from meat on all Fridays of the year that do not fall on a solemnity, and, except on Sundays, fast and abstain from meat on the following days:

- a. April 28th (Vigil of the Feast of Saint Catherine of Siena);
 - b. August 7th (Vigil of the feast of our holy father Dominic);
 - c. October 6th (Vigil of Our Lady of the Rosary); and
9. Engage in other forms of penance offered for the success of the preaching of the Order.

B. Study

1. Prayerful study of Sacred Scripture, theology, spirituality, morals, 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; and
3. Study that contributes to an individual or a fraternity apostolate.

C. Preaching

1. Proclaiming the Gospel in the doctrinal mission of the Order in ways appropriate to the laity;
2. “To make a defense to anyone who asks you for a reason for the hope that is in you; yet do it with gentleness and respect” (1 Peter 3:15); and
3. Practicing spiritual works of mercy with attention to the priorities of the Order: catechesis, evangelization, justice and peace, and communication.

D. Community

1. Active participation in fraternity life;

2. Participation in the fraternity's annual retreat, days of reflection, or other days of prayer;
3. Common study and reflection on Sacred Truth;
4. Concern for the good and well-being of the fraternity and its members;
5. Upon the death of a fraternity member:
 - a. fraternity suffrages
 - b. attendance at the funeral Mass as a fraternity, if possible;
 - c. an offering of Mass, with stipend, as soon as possible
 - d. recitation of the appropriate Hour of the Office for the Dead at the first fraternity meeting thereafter when not in conflict with a feast or solemnity; and,
6. Common observance of the customs and celebrations of the Order and the Church.

III. Membership

A. Active Professed Members

Only active professed members have full voting rights in the fraternity.

B. Prayer Members

1. A life professed member may become a prayer member under the following conditions:
 - a. The member cannot attend meetings or functions of the fraternity physically or virtually (where virtual participation has been approved by the fraternity council), because of distance, age, illness, infirmity, or other serious reason);
 - b. The member requests, and receives, approval from the fraternity council by majority vote.
2. The following conditions also apply to all prayer members:
 - a. They must meet the requirements of the RULE and this Particular Directory to the extent their particular circumstances permit;
3. They should participate in fraternity activities to the extent possible;
4. They have no nominating or voting rights; and
5. They may return to active status upon approval of the fraternity council.

IV. Admission, Reception, and Profession

A. Eligibility

1. Any faithful and fully initiated Catholic at least 18 years old having been a practicing Catholics for at least two years, is eligible to become a member of the Lay Dominicans.
2. Individuals who have made a formal profession or promise to a separate lay religious order (e.g., secular Carmelites or Franciscans, etc.), must obtain dispensation from the other organization or lay religious order to be a member. Dual membership is not allowed.

B. Postulancy

1. A person seeking to enter formation as a postulant is interviewed by the formation director, or team, to assess the person's readiness to participate in the formation program. The person interviewed will be informed of the reason for rejection.
2. Postulancy proceeds through a first year of formation which aims to introduce the postulant to the life, history, and spirituality of the Dominican Order. Postulants will attend meetings devoted primarily to the study of the Dominican Order, including the pillars of its charism, life and history, and spirituality, and involving prayer, reflection, and discussion.

3. Postulants will receive guidance in discerning their vocations as Lay Dominicans and enjoy the support of members' prayers and interest in the discernment process.
 4. Postulants will meet separately from the fraternity meeting, which they are welcome to attend, so long as the formation program is their priority.
 5. Postulants have no nominating or voting rights.
 6. At the end of one year, a postulant may be received into the Order as a novice.
 7. The formation director, with the participation of the fraternity council or formation team, will interview any postulant seeking to be a novice and recommend to the Council whether the postulant should be received into the Order. The Council will accept or reject that recommendation by majority vote and advise the postulant of any reason for rejection.
 8. Postulants will be received into the Order as novices in accordance with the approved rite and will receive a scapular as a sign of their reception.
- C. Novitiate
1. Novices will be expected to continue participation in the formation program through a second year. They remain welcome to attend the main fraternity meeting, but the formation program remains a priority.
 2. Novices will continue to study under the guidance of the formation director and will pray the Liturgy of the Hours.
 3. Novices have nominating rights in the fraternity but not voting rights.
 4. At the end of the second year of formation, the formation director, with the participation of the fraternity council or formation team, will interview the novice, confirm whether the novice wishes to make a temporary profession of either one or three years, and recommend to the Council whether the novice should make a temporary profession. The Council will accept or reject the recommendation by majority vote. The novice will be informed of the reason for rejection.
 5. If at any time a postulant or novice wishes to withdraw from the process and later wishes to resume the process, the postulant or novice shall meet with the formation director to determine an appropriate reintegration period, subject to the majority vote of the Council.
- D. Temporary Profession
1. A novice is given options on the terms and length of an initial profession. The first profession will be for one or three years. At the end of that term, the individual is given the option to renew their profession for a period of one, two, or three years.
 2. Novices will make their first profession according to the approved rite. The novice will receive a Dominican cross as a sign of commitment and will be deemed an active professed member.
 3. A member wishing to renew a profession will submit a letter in writing indicating whether the renewal will be for one, two, or three years. The formation director will present the member's request to the Council, which will accept or reject it by majority vote and advise of any reason for rejection.
 4. The minimum period of temporary profession is three years and the maximum period of temporary profession is six years, not counting postulancy or novitiate. After six years, a member will be expected to seek life profession or withdraw.

E. Life Profession

1. Any member wishing to make a life profession must have been temporarily professed for at least three years. The member must submit the request in writing to the formation director, who will present the member's request to the Council. The Council will accept or reject the request by majority vote and advise of any reason for rejection.
2. A member making a life profession will be received according to the approved rite.

V. On-going Community Life within a Fraternity

- A. The purpose of community life is to strengthen and enrich the individual, the fraternity, and the Church;
- B. Members of the fraternity are expected to participate in on-going formation, in person or virtually (as may be approved by the fraternity council), as study and community are basic parts of the Dominican charism necessary to preach the Gospel;
- C. The monthly or periodic meeting embodies the pillars of the Dominican charism, and includes the Liturgy of the Hours, suffrages, special concerns of the members, on-going formation/study and, whenever possible, celebration of the Mass. The fraternity meeting is to be held at a time convenient to the members, and members must attend meetings regularly or notify the appropriate fraternity officer (usually the formation director or prior/prioress) in the case of absence;
- D. Fraternities are encouraged to develop their own apostolates or ministries to which members agree and for which they work, as the fraternities serve as a source of strength for members to conduct their own apostolates and share these activities in community.

VI. Fraternity Structure and Government

- A. General Norms about Government
 1. The term of office for each fraternity council position is three years. Council members may serve for a maximum of two consecutive terms. A council member may subsequently serve in the same office after a break of one term.
 2. Terms of office should commence no earlier than June 1 and no later than October 1.
- B. Members of the Council
 1. The fraternity council consists of:
 - a. elected officers
 - i. prior/ess¹
 - ii. subprior/ess;
 - iii. secretary;
 - iv. treasurer;
 - v. formation director;
 - b. ex-officio members
 - i. the LP Chapter representative, if not combined with another council position;
 - ii. the religious assistant; and,

¹ The RULE uses the term "*praeses*," which can be translated as "president," which is not currently in use in fraternities. The term "prior" or "prioress" is the norm for a fraternity, although a fraternity may continue to use historical titles, e.g., moderator.

- c. councilors, numbering between two and six, depending on the needs of the fraternity.
- 2. The offices of secretary and treasurer may be combined; the office of subprior/ess may be eliminated.
- C. Duties of Council Members.
 - 1. The prior/ess:
 - a. conducts all fraternity and council meetings;
 - b. in conjunction with the religious assistant and the formation director, prepares for and conducts the ceremonies of reception and profession;
 - c. ensures the preparation of an annual report for the fraternity and the Lay Provincial Chapter;
 - d. arranges for active professed members to be in contact with prayer members and to obtain reports about them;
 - e. notifies all members of the death or danger of death of any fraternity member or immediate family member, as well as of other Dominicans, and ensures that appropriate suffrages are observed in case of death;
 - 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; and
 - h. acts as the spokesperson for the fraternity and as liaison with other fraternities and other members of the Dominican family.
 - 2. The subprior/ess:
 - a. substitutes for the prior/ess in case of absence, and assumes that office when vacant until a new prior/ess is elected; and
 - b. is the assistant and acts at the discretion of the prior/ess.
 - 3. The secretary:
 - a. records attendance and takes minutes at fraternity and council meetings;
 - b. prepares and sends out communications on behalf of the fraternity, as needed;
 - c. ensures that a current roster of members is maintained and archived that includes the members' names, addresses, phone numbers, as well as dates of reception, temporary and life profession, prayer status, offices held, and any other pertinent information;
 - d. assists the prior/ess with the annual report;
 - e. coordinates communications regarding the LP executive council newsletter editor; and
 - f. keeps archives of minutes, council correspondence, and other historical data.
 - 4. The treasurer:
 - a. establishes and maintains the fraternity account, collects and disburses funds as directed by vote of the fraternity and/or council; and
 - 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 LP Chapter, and helps postulants and novices discern their Dominican vocations;
 - b. becomes familiar with postulants and novices in order to be able to make recommendations to the fraternity council on their continuation in the fraternity;

- c. with the participation of the fraternity council or formation team, conducts the appropriate interviews of those seeking reception or profession;
 - d. cooperates with the prior/ess and the religious assistant to arrange the ceremonies for the Rites of Reception and Profession; and
 - e. coordinates formation programs with the participation of the fraternity.
6. The Lay Provincial Chapter representative:
- a. represents the fraternity at the LP Chapter and reports to the fraternity the resolutions and actions of the LP Chapter;
 - b. is eligible to be elected as an officer of the Lay Provincial executive council; and
 - c. Serves as an *ex-officio* member of the fraternity council with full voting rights.
7. The Religious Assistant:
- a. is appointed by the prior provincial upon the recommendation of the provincial promoter in consultation with the fraternity and LP council president.
 - b. determines with the fraternity council his role within the fraternity, such as expected physical or virtual participation in regular meetings, and role in the annual retreat;
 - c. participates in cooperation with the prior/ess and the formation director, in the reception and profession ceremonies and represents the Master of the Order; and,
 - d. serves as a non-voting *ex-officio* member of the fraternity council. *See*, III International Congress of Lay Dominican Fraternities Fatima 2018, Commission on Promoters and Assistants, § I.B.
- D. Duties of the Council
1. “A local fraternity is governed by a [prior/ess] with his [or her] council, who take on full responsibility for the direction and administration of the Fraternity.” The RULE § 21(a).
 2. The Council –
 - a. Promotes the observance of the Statutes by the members and fosters the community life of the fraternity;
 - b. Helps develop and promote the fraternity’s apostolate or ministry;
 - c. Encourages all members to help postulants and novices discern their vocation to the Order by word, invitation, and example;
 - d. Collaborates with other fraternities and branches of the Order to fulfill its common goal: preaching the Word;
 - e. Promotes celebrations with other fraternities;
 - f. Proposes an annual schedule to the fraternity;
 - g. Develops and approves the on-going formation program, in consultation with the fraternity;
 - h. Votes on the recommendations of the formation director for the reception and profession of members;
 - i. Adopts on a fiscal-year basis a budget of the fraternity for the next fiscal year;
 - j. Votes on the acceptance of those who wish to transfer from another fraternity, after making appropriate inquiries and determining whether any probation period is required;
 - k. Recommends funding options to the fraternity on the LP Chapter assessment;
 - l. Authorizes the prior/ess to apply to the provincial promoter for the assignment or replacement of a religious assistant;

- m. Determines a suitable stipend for the religious assistant;
- n. Determines the appropriate course of action for members with chronic unexcused absences;
- o. Declares an office vacant and determines the order of succession when the vacancy of the prior/ess exists; and
- p. Ensures the fraternity is represented at the LP Chapter meeting.

VII. Nominations and Elections

A. Elections in general

- 1. All members of the fraternity council are directly elected by active professed members.
- 2. The prior/ess (or his or her designee) presides over the election, with the assistance of the secretary and a teller. The teller counts votes and is elected by the fraternity, or appointed by the prior/ess, immediately before the election, and will be neither a council member nor a nominee for a council position.

B. Nominations

- 1. All council members are nominated at a fraternity meeting;
- 2. Nominations may be taken from any active professed member or novice;
- 3. Prayer members may not nominate nor be nominated;
- 4. Fraternity members will be given advance notice that elections will be held at the next fraternity meeting; and
- 5. Council members shall be elected from life professed members, unless there are insufficient life professed members to fill all positions or for other good cause as determined by the fraternity council, in which case temporary professed members may be elected for a term not to exceed the term of their profession.
- 6. Postulation: Within eight days of the election of a temporary professed member to any council position, the prior/ess shall notify the LPC president of the election to allow for approval.

C. Order of Elections

- 1. A quorum of two-thirds active professed members is required for an election.
- 2. No absentee or proxy votes are allowed.
- 3. All members who can vote must vote; no abstentions are allowed.
- 4. Electors are not limited to choosing only those nominated.
- 5. Every election commences with a prayer to the Holy Spirit.
- 6. The prior/ess shall remind electors at the outset of the tradition of the Order that they may not vote for themselves (except when a slate of candidates is submitted for approval).
- 7. Elections are by secret ballot provided to the teller.
- 8. Members participating by remote electronic means may also vote by so informing the teller.
- 9. The secretary and teller shall certify that the number of the ballots matches the number of electors.
- 10. Council members are elected by a simple majority vote. If no majority is reached after two ballots, the two nominees with the highest votes on the second ballot will be eligible on the third ballot. *See, General Declarations, § 19 (2019).*

VIII. Fraternity Council Vacancies, Removals, and Appeals

A. Vacancy

1. A vacancy in a fraternity council office occurs when an officer dies, resigns, or is removed from office.
2. When a vacancy occurs, the fraternity will elect a member to complete the unexpired term.
3. If the unexpired term is less than half of the full term, the member so elected 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, or actions against the common good of the fraternity.
2. A council member may be removed from office on a two-thirds vote of the fraternity council.
3. The member removed shall be advised within one week of the decision in writing by the prior/ess (or in the case of the prior/ess, by the sub-prior/ess or secretary).
4. The person removed from office may appeal in writing to the prior/ess, or other officer, within thirty (30) days' notice of removal.
5. In the event of such an appeal, a quorum of two-thirds of active professed members shall, in accordance with the procedures set forth in Section VII.C., answer the question: "Is the office of (name of office) vacated?" If the answer is affirmed, a new election is then held.

IX. Departure from a Fraternity or from the Order

A. Transferring from One Fraternity to Another

1. An active professed member who wishes to transfer to another fraternity, must notify the council and seek a letter of good standing for the next fraternity.
2. The council should inform the receiving fraternity of the status of the transferring member (i.e., standing within the fraternity, date of profession, offices held, etc.).

B. Transfer to Another Religious Order

1. An active professed member who wishes to become a vowed religious or a lay member of another Order, must notify the council of their decision, and seek dispensation from their profession.
2. The council will inform the receiving religious/lay organization of the status of the departing member (i.e., standing within the fraternity, date of profession, offices held, etc.).

C. Leaving a Fraternity or the Order

1. A postulant or novice may withdraw at any time, preferably in writing to the prior/ess and/or the formation director.
2. A temporarily professed member may withdraw at the end of their time of profession.
3. Any active life-professed member who finds it necessary to withdraw from the Order must request dispensation from their profession:
 - 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 fraternity;

- b. the member must submit the request in writing to the prior/ess, who, in consultation with the fraternity council, will send a recommendation to the prior provincial;
- c. the prior provincial shall approve all such requests at his discretion; and
- d. If a member desires to return to the Order, the member must repeat formation as a novice and postulant, and with the permission of the prior provincial. Concealment of previous dispensation will render any later profession invalid.

D. Removal from a Fraternity

- 1. An active professed member may be removed from membership by a vote of the fraternity council, but only after earnest efforts to help the member overcome the causes for such action.
- 2. Causes for removal from fraternity membership include, but are not limited to, chronic unexcused absences, neglect of duty, and actions against the common good of the fraternity.
- 3. Removal shall be made on a two-thirds vote of the fraternity council.
- 4. The prior/ess will inform the member in writing of the council's decision within one week of the vote.
- 5. The member may appeal by giving notice to the prior/ess within thirty days of the notice of removal.
- 6. In accordance with the provisions of Section VII, removal will be confirmed by a two-thirds vote of active professed members who will answer the question: "Is the membership of (name of member) in this fraternity ended?"
- 7. Life professed members removed from their fraternity must seek at least prayer membership in another fraternity or request a dispensation from their profession.

E. Removal from the Order

- 1. In unusual and extreme circumstances where a member no longer affiliated with a fraternity 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 LP executive council and the prior provincial.
- 2. In such cases the unusual and extreme circumstances will be clearly identified and documented by the LP council president to the member, who will have an opportunity to respond to the LP executive council within thirty days of notification.
- 3. If the LP executive council recommends removal to the prior provincial, the member may appeal to the prior provincial.
- 4. The decision of the prior provincial may be appealed to the Master of the Order, but such an appeal does not stay the decision of the prior provincial pending the Master's consideration of the appeal.

X. Starting a New Fraternity

A. General Principles

- 1. A pro-fraternity can start in any parish or region within the Province.
- 2. If a proposed pro-fraternity will be within reasonable proximity to an existing fraternity, a reasonable basis must exist for it.

B. Permissions

- 1. The LP council president has discretion to allow the formation of a new pro-fraternity, subject to approval by the LP executive council at its next meeting.

2. The LP council president and provincial promoter will assist with the formation of the pro-fraternity.
 3. The bishop of the diocese must give permission for an initial fraternity in his diocese; permission is not needed for additional fraternities in his diocese.
 4. The prior provincial has absolute discretion as to the formation of pro-fraternity.
- C. Acceptance into the Province
1. The pro-fraternity may petition the LP executive council to become a full-fledged fraternity after acquiring six (6) life professed candidates.
 2. The LP executive council shall submit the petition to the next LP Chapter, and, if approved, the pro-fraternity shall be deemed a fraternity.

XI. Fraternities in Difficulties

A. Intervention

1. Upon an objective finding by the LP executive council that a fraternity is in such a condition that it is not able to fulfill the basic requirements of community life as articulated in this Particular Directory, the LP council president, or a designated member of the LP executive council, and the provincial promoter shall intervene in the life of the fraternity.
2. Intervention begins with a dialogue between the LP council president (or designated officer of the LP Council), the provincial promoter, and the affected council or fraternity. Based on the reason giving rise to the intervention, the LP council president shall make best efforts to promptly visit the fraternity and its council with the goal to dialogue and gather facts, and to prevent harm and improve functioning of the fraternity. The provincial promoter will visit the fraternity where necessary. The LP council president in cooperation with the provincial promoter may develop a plan in consultation with the council or fraternity as to improving the function of the fraternity. The LP council president shall report to the LP executive council and the provincial promoter as to the LP council president's conclusions. A reasonable time may be granted to the fraternity to demonstrate improved functioning of its community life.
3. Upon conclusion of such time, or upon consideration of the LP council president's conclusions and recommendations of the provincial promoter, the question before the LP executive council shall be: "Is the intervention, or will the intervention within a reasonable time, be successful in restoring the community life of the fraternity as articulated under this Particular Directory?" If the LP executive council determines that, in consideration of the present circumstances, intervention has not, or will not, result in improved functioning of its community life, the question before the LP executive council shall be: "Should the fraternity be reformed?" Any decision in the affirmative will be presented to the prior provincial for approval. Upon approval of the prior provincial, the fraternity shall be in reformation.

B. Reformation

1. Reformation is a process which seeks to reorganize the fraternity and reform the membership to promote observance of the basic requirements of community life as articulated in this Particular Directory, and which:
 - a. temporarily suspends some elements of this Particular Directory, as shall be determined by the LP executive council;
 - b. identifies the issues and matters to be changed and reformed;

- c. develops a plan and a timetable for such reform;
 - d. launches such a plan for change;
 - e. evaluates the results of reform taken after a reasonable time; and
 - f. reports such results to the LP executive council.
 - 2. A fraternity under reformation is in the status of pro-fraternity, with no voting rights at the LP Chapter. The period of reformation shall continue until the LP executive council has determined that the fraternity has satisfied the goal of reformation. Upon such a determination, the LP council president shall report the same to the prior provincial. Such status shall continue until such time that the prior provincial has determined the fraternity may resume its status as a fraternity.
 - 3. If the LP executive council determines, in consultation with the prior provincial, that the fraternity under reformation cannot be reformed, the fraternity shall be suppressed.
- C. Dissolution
- 1. Dissolution occurs when a fraternity determines for itself that it should cease to exist. Dissolution shall occur by a two-thirds vote in accordance with the provisions of Section VII.
 - 2. The dissolution shall include a plan for disposition of the fraternity's assets and property with the advance approval of the LP executive council, consistent with applicable law.
 - 3. Members of a dissolved fraternity will promptly seek active or prayer membership in another fraternity.
- D. Suppression
- 1. Suppression is at the discretion of the prior provincial, and on the recommendation of the LP executive council, and will not be decided until all reasonable attempts to reform have failed.
 - 2. If the LP executive council determines that suppression is necessary, the fraternity's council shall receive written notice of all reasons supporting suppression.
 - 3. Unless the LP executive council finds that circumstances require immediate action, the LP council president will present to the LP Chapter at its next meeting, a report on its determination to suppress. The affected fraternity council has the right to send two delegates, at the expense of the LP Chapter, to the meeting to respond to the report.
 - 4. Upon a finding that the circumstances require immediate action by the LP executive council, the LP executive council may take reasonable action to address the issue of suppression to prevent scandal, calumny, secrecy, corruption, malfeasance, misfeasance, dissipation of assets or other moral or operational concerns. Upon such a finding, the matter shall be automatically appealed to the next LP Chapter, whereupon the LP council president shall report to the LP Chapter the action taken, reasons therefore, and petition to sustain such a decision. Any such decision of the LP Chapter shall be subject to the procedures detailed below.
 - 5. Upon hearing the matter, the LP Chapter shall upon motion, vote on the question: "Should the fraternity in question be suppressed?" Upon approval of such a motion, the LP council president shall forward such recommendation along with all supporting documentation to the provincial promoter, who shall submit the same to the prior provincial.
 - 6. A fraternity has the option to petition the prior provincial to reconsider a decision to suppress or to appeal that decision to the Master of the Order. The petition for reconsideration shall be made within thirty days of the prior provincial's decision, or,

when to the Master General, within thirty days of the prior provincial's denial of the petition.

7. In the event a fraternity is suppressed:
 - a. Members will promptly seek active or prayer membership in another fraternity; and,
 - b. Assets, accounts, and property of the fraternity shall be disposed of as directed by the LP executive council.
8. If the final decision of the prior provincial, or as the case may be, the Master of the Order, sets a date certain for the final disposition of such assets, accounts, and property of the fraternity, such property shall be subject to disposition under supervision of the LP executive council, whose duty shall be to promptly dispose of such assets in accordance with the decision and with the law; and if disposition of assets, accounts, or property is not the subject of such decision, then the LP council president shall promptly dispose of such assets, accounts, and property consistent with a plan of dissolution or suppression, in accordance with the law.

XII. The Lay Provincial Chapter

- A. Members of the Lay Provincial Chapter ("LP Chapter")
 1. The LP Chapter consists of representatives elected by their respective fraternities, and the Lay Provincial executive council officers, who attend the LP Chapter.
 2. Only LP Chapter representatives and Lay Provincial executive officers are eligible to be elected to offices of the LP Chapter and to serve on Lay Provincial Chapter standing committees.
 3. Pro-fraternities and fraternities under reformation may send non-voting representatives to the LP Chapter at their fraternity's expense. Unless assessments have been paid, such representatives are not eligible to vote or to be elected to LP Chapter offices.
 4. The editor of the LP executive council newsletter may attend LP Chapter meetings as a non-voting observer, at the LP Chapter's expense, if approved by the LP Chapter.
 5. LP Chapter representatives must be present to vote. No proxy or absentee voting is allowed.
 6. If a fraternity's representative is elected an officer of the Lay Provincial Executive Council, the fraternity shall elect another representative to fulfill the remainder of the unexpired term.
- B. Duties of the Lay Provincial Chapter:
 1. To approve and maintain the basic guidelines for initial and on-going formation programs to be used throughout the Province to educate, form and develop postulants, novices, and professed members;
 2. To receive information from the fraternities about their respective formation programs, make recommendations to strengthen the Dominican charism and to further the apostolate of Lay Dominicans;
 3. To assume responsibility for a provincial publication or website to promote communication among fraternities and to inform membership of significant events which affect their lives as Lay Dominicans, especially actions taken by the LP Chapter at its annual meeting;

4. To approve the LP Chapter annual budget and the assessment to be levied on each fraternity. The assessment will be based on a per capita number of the active professed members of the fraternity, apart from postulants, novices, and prayer members;
 5. To consult with the prior provincial concerning the appointment of the provincial promoter;
 6. To create and oversee such committees as it deems appropriate to support the mission of the Order, the LP Chapter, and the fraternities. Such standing committees:
 - a. are the principal organs through which the LP Chapter functions and accomplishes its work throughout the year between annual LP Chapter meetings on a continuing year-to-year basis;
 - b. are comprised of LP Chapter representatives and a member of the LP executive council appointed by the LP council president;
 - c. monitor and report to the LP Chapter at least annually regarding the area of Lay Dominican life and activity to which they are assigned by the LP Chapter, such as formation, fraternity development, liturgy, governance, rules, ministries, budget, finance, ways and means, technology, and external relations;
 - d. as appropriate within their area of focus, develop and recommend policies, procedures, rules, regulations, devotions, ceremonies, curricula, study materials, projects, budgets, and actions for adoption by the LP Chapter; and
 - e. meet in person or virtually at such frequency as the members of the committee deem appropriate.
 7. May also establish such committees, commissions, and task forces or appoint individuals to accomplish specific objectives;
 - a. reserving to itself the right to appoint members of such entities, or to the LP council president, or both; and,
 - b. these entities exist from one annual meeting to the next and may be renewed by the next LP Chapter.
 8. To support spiritually and financially the involvement of the Lay Dominicans of the Province who are appointed to attend national and international events, councils, and congresses of the Lay Fraternities of St. Dominic, or the Order of Preachers, including:
 - a. the cost of travel to the Dominican Laity Inter-Provincial Council meeting for the president, the provincial promoter, and the Dominican Laity Inter-Provincial Council delegate; and
 - b. the cost for appointees to participate in the meetings appropriate to the appointees' offices, in accordance with the budget as approved by the LPC Chapter.
- C. Duties of Officers of the Lay Provincial Executive Council and the Provincial Promoter
1. The president or LPC president:
 - a. convenes the annual LP Chapter meeting with at least two months advance notice to the fraternity representatives;
 - b. conducts all meetings and elections of the LP Chapter;
 - c. appoints members to any committees or other bodies as directed by the LP Chapter, and is an ex-officio member of such committees, commissions, task forces or other bodies;
 - d. receives the annual reports from each fraternity, including membership rosters, which are filed with the secretary; and

- e. serves as the *ex-officio* representative to the Dominican Laity Inter-Provincial Council meetings held during the president's term of office.
- 2. The vice-president:
 - a. acts in the president's absence;
 - b. serves as president *pro tempore* in case of a vacancy until a new president is elected; and
 - c. may be assigned such other duties as determined by the president or the LP Chapter.
- 3. The secretary:
 - a. takes the minutes at LP Chapter meetings and, within three months of adjournment, emails a draft of the minutes to the officers and fraternity representatives;
 - b. presents to the president at the next LP Chapter the current draft of the minutes for consideration and approval and for submission 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; and
 - d. attends to all correspondence as directed by the president and/or LP executive council.
- 4. The treasurer:
 - a. prepares the treasurer's reports for the LP Chapter;
 - b. proposes a budget on a fiscal year basis to be approved by the LP Chapter and distributes it with the minutes;
 - c. maintains an accurate record of all funds received and disbursed, maintains a financial account of all LP Chapter funds, disburses funds as directed within the budget to those who submit receipts; and
 - d. helps in arranging travel and housing for LP Chapter and executive council meetings and other travel as requested.
- 5. The provincial formation promoter:
 - a. gathers resources for formation material and assists fraternities with implementing postulant and novice formation; and
 - b. encourages fraternities to follow any on-going formation plan adopted by the LP Chapter.
- 6. 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 LP Chapter the actions of the Dominican Laity Inter-Provincial Council; and
 - c. with the president and provincial promoter, organizes all meeting arrangements when the Dominican Laity Inter-Provincial Council meeting is held in the Province.
- 7. The provincial promoter:
 - a. represents the prior provincial and is a non-voting member of the LP Chapter and LP executive council;
 - b. learns of the special needs of each fraternity by attending the annual LP Chapter and by visiting the fraternities;

- c. receives and reviews written copies of all actions taken by the LP Chapter in his absence;
- d. accepts a stipend in return for services;
- e. with the approval of the LP Chapter may appoint an assistant who is not a member of the LP Chapter and whose expenses will be approved in the annual budget of the LP Chapter;
- f. consults with fraternity councils regarding appointment or removal of religious assistants;
- g. participates in an intervention at the request of a fraternity or the LP executive council;
- h. brings provincial concerns to the Dominican Laity Inter-Provincial Council meeting as requested;
- i. with the LP executive council, calls special meetings of the LPC; and
- j. consults with the LP executive council and prior provincial regarding dismissal or dispensation of professed members.

D. Lay Provincial Executive Council (“LP executive council”)

1. The members of the LP executive council are the president, vice-president, secretary, treasurer, provincial formation promoter, Dominican Laity Inter-Provincial Council delegate, and the provincial promoter.
2. The duties of the LP executive council are to execute its on-going tasks, namely to:
 - a. implement the decisions, resolutions and recommendations of the LP Chapter;
 - b. discuss and respond to the needs, questions, and concerns of fraternities, and to bring before the LP Chapter every proposal, concerns, or needs of the fraternities that have been brought to its attention;
 - c. plan and carry out visitations to fraternities, with the goal of visiting each fraternity once every three years;
 - d. facilitate the communication and coordination with other branches of the Dominican family;
 - e. give notice, plan and prepare for the next LP Chapter;
 - f. report to the next LP Chapter of actions taken on its behalf;
 - g. support the work of the committees;
 - h. upon passing a resolution finding there exists an exigency and explaining the reasons therefore; the LP executive council may authorize the LP council president to convene the LP Chapter in accordance with this Particular Directory, by electronic or other appropriate means; at such a meeting, the first order of business of the LP Chapter shall be: “Whether the LP Chapter should do its ordinary and regular business by electronic or other appropriate means on the basis of such exigency?;” and
 - i. perform other duties as necessary and proper for the execution of the resolutions of the LP Chapter and this Particular Directory.
 - j. No fewer than sixty (60) days in advance of the annual meeting of the LP Chapter, the LPC Treasurer shall provide via email to the prior/ess and LP Representative of each fraternity a copy of the LP executive council proposed budget for the next fiscal year. The proposed budget shall demonstrate in sufficient line-item detail how annual assessments are to be expended and shall include a report of year-to-date expenditures for the current fiscal year. The purpose of such detail is to aid each fraternity in its evaluation of the proposed

budget.

E. Elections and Terms of Office

1. Elections

- a. The LP Chapter elects officers from among the life professed LP Chapter representatives and its current officers.
- b. The election takes place by open nomination and secret ballot of a quorum of LP Chapter representatives, with a majority approval.
- c. If there is no majority after two ballots, the two nominees with the highest number of votes on the second ballot will be eligible for further votes.
- d. No absentee or proxy votes are allowed.
- e. The offices of secretary and treasurer may be combined if the LP Chapter by resolution so determines.
- f. If an office is vacated, with the consent of the LP executive council, the LP council president may appoint a qualified person to fulfill such office, until the next LP Chapter.

2. Terms of office

- a. The term of office for all officers is three years, with a maximum of two consecutive terms.
- b. Elections of officers are to be staggered.
- c. A term of office shall begin sixty (60) days after the date of election.

F. Special Meetings

1. The LP council president and/or the provincial promoter, with the concurrence of the LP executive council, may call a special meeting of the LP Chapter giving one month's notice in writing of the time, place and reason for the meeting. The LP Chapter shall bear the expenses of LP representatives to attend such special meetings.

G. Lay Provincial Chapter Committees: Creation, Membership, and Governance

1. When creating a committee, the LP Chapter shall:

- a. determine the name of the committee and the scope of its jurisdiction;
- b. set the number of the committee's LP Chapter representatives (or a minimum or maximum number) who would serve on it; and
- c. determine any other aspect of the committee's character or activity.

2. Membership:

- a. The LP council president or his delegate will appoint such LP Chapter representatives to serve on a committee who have indicated an interest in serving on a particular committee and have at least one year left in their term as LP Chapter representative, as the president or his delegate deems appropriate. LP Chapter representatives may serve concurrently on more than one committee.
- b. The LP council president or his delegate will endeavor to make initial appointments to and fill vacancies on committees by September 1st of each year.
- c. The LP council president or his delegate will notify the fraternities of vacancies existing on committees throughout the year, and endeavor to appoint interested LP Chapter representatives to fill such vacancies as promptly as possible.
- d. An LP Chapter representative appointed to be a member of a committee may continue to be a member of the committee to which they were appointed until the end of their term of office as a LP Chapter representative.

- e. Because of their knowledge and experience, committee members whose term as a LP Chapter representative has expired may be invited by the committee to continue to participate as non-voting contributors on specific committee projects. Committees may also invite non-voting contributors who could advise and assist the committee in its work by providing subject-matter expertise or technical or administrative assistance.
3. Chair and Vice Chair
- a. The LP council president or his delegate will designate one of the members appointed to a committee as the committee's chair with a preference for a LP Chapter representative who is serving in their *second* three-year term as a LP Chapter representative and have at least one year of term remaining.
 - b. The LP council president or his delegate will designate one of the members appointed to a committee as the committee's vice chair with a preference for a LP Chapter representative who is serving in a *first* three-year term who has expressed an interest in continuing to serve on the committee if re-elected as LP Chapter representative for a second consecutive term.
 - c. An LP Chapter representative designated as chair or vice chair of a committee may continue to serve in that position until the end of their term of office. Upon a vacancy in the position of committee chair, the vice chair shall assume the position of chair of the committee.
 - d. The LP council president or his delegate will endeavor to designate committee chairs and vice chairs as needed by September 1st of each year and to fill any vice chair vacancy that may occur as promptly as possible from among the existing members of the committee.

XIII. Prior Provincial

A. Role

1. The prior provincial represents the Master of the Order in the affairs of the Province; and,
2. provides counsel to the laity of the Dominican Order.

B. Duties

1. The prior provincial presides over the fraternities within the territorial limits of the Western Dominican Province and receives regular updates from the LP executive council;
2. by the recommendation of the LP Chapter and with the initial consent of the local ordinary, establishes new fraternities;
3. after consultation with the LP Chapter, appoints the provincial promoter as his representative within the province;
4. in consultation with the LP executive council and the local fraternity council, with the advice of the provincial promoter, appoints and removes religious assistants;
5. after consultation with the provincial promoter and the LP executive council, may suppress a fraternity and determine the effective date for the termination of that fraternity's financial accounts; and,
5. after consultation with the provincial promoter and the LP executive council, may dismiss an active professed member as provided in Section IX.

XIV. Amendment(s) to the Particular Directory and the RULE.

- A. Amendment(s) to this Particular Directory.
 - 1. Proposed changes to this Particular Directory may be submitted by an individual fraternity or the LP Chapter:
 - a. By a majority vote of its members, a fraternity may submit proposed changes to the LP executive council, which shall present it to the LP Chapter at its next duly called meeting; and
 - b. The LP Chapter, by a majority vote of its members at a duly-noticed meeting, submits proposed amendments for approval or disapproval.
 - 2. Adoption of proposed amendments requires the following:
 - a. Submission of any proposed amendment to all fraternities in the Province at least six months in advance of the LP Chapter;
 - b. Approval by a fraternity with a simple majority of a quorum of active professed members and notification of the approval by the fraternity to the LP Chapter secretary;
 - c. Two-thirds approval of all fraternities in advance of the LP Chapter;
 - d. Two-thirds approval of LP Chapter representatives at the LP Chapter; and,
 - e. Approval by the prior provincial and his council and by the Master General. (General Declarations, 10).
- B. Petitions for Changes to the RULE
 - 1. Proposed amendment(s) to the RULE may be submitted by an individual fraternity or the LPC:
 - a. a fraternity, by a majority vote of its members, may submit proposed amendments to the LP executive council, which shall present it to the LP Chapter at its next meeting;
 - b. the LP Chapter, by majority vote, refers proposed changes, to the fraternities for approval or disapproval;
 - c. upon approval of two-thirds (2/3) of the fraternities, the proposed amendments shall be submitted to the LP Chapter at its next duly called meeting; a two-thirds majority vote of the LP Chapter is required for approval; and
 - d. upon approval, the LP Chapter shall submit the proposed amendments to the prior provincial for recommendation to the Master of the Order, for final approval.

XV. Miscellany

- A. Habits Worn by Lay Dominicans at Death
 - 1. A life professed member may be buried wearing the habit of the Order of Preachers, consistent with the norms of the Province. The deceased member must have made this election known either by previous written or verbal communication.