

# NORMS AND STATUTES

## ORDER OF AUGUSTINIAN RECOLLECTS



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# NORMS AND STATUTES

ORDER OF AUGUSTINIAN RECOLLECTS



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Fax: (02) 456-1658



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# GENERAL SECRETARIAT FOR SPIRITUALITY AND FORMATION

## Nature

1. The General Secretariat for Spirituality and Formation is one of the organs of administrative nature, through which the General Government carries out its function of service to the Order through the enhancement of the spiritual life, the witnessing of the charism and the initial and permanent formation (cf. *Const.* 364 and *Add. Code* 365).

2. The existence of this Secretariat obeys the provision contained in no. 364 of the *Constitutions*, and carries out its task within the limits and norms indicated by the Prior General with the consent of his Council (see *Const.* 364 and *Add. Code* 365).

3. The Secretariat works within the competencies assigned to it in these statutes and acts always under the direction of the Prior General, who is responsible for the decisions together with his Council (see *Add. Code* 365).

4. To carry out its own functions, the Secretariat is divided into four sections (see *PVM*, B.1., 1):

- Initial formation section
- Permanent formation section
- Spirituality and Liturgy section
- Secular Augustinian Recollect Fraternity section

## Purpose and Function

5. Its main purpose is coordination, presentation of initiatives and enhancement of programs (*Add. Code* 365). It also has the following functions:

- a) Advise the Prior General and his Council regarding Spirituality and Formation.
- b) Ensure compliance of the decisions regarding Spirituality and Formation contained in the *LAMP* of the Order.
- c) Ensure that the decisions of the *PVM* of the Order are included in the programming of the provinces.
- d) Suggest and support initiatives that strengthen our charismatic identity throughout the formation process.
- e) To promote the formation and updating of formators according to the charismatic guidelines of the Augustinian Recollect Formative Itinerary (IFAR).
- f) Encourage communication and collaboration with the other General Secretariats, the Provincial Spirituality and Formation Secretariats and the Revitalization Team of the Order (ERO).

## Organization

6. The General Secretariat for Spirituality and Formation is constituted by the president and a stable working team formed by the members of each section, appointed by the Prior General with the consent of his Council (see *Add. Code* 366). and *LAMP*, B.3.). The president will be appointed, ordinarily, from among the general councilors (cf. *Const.* 364).

## **Duties of the President**

7. It corresponds to the president of the Secretariat:
- a) Convene and preside over the meetings of the Secretariat, as well as inform the members in advance about the agenda, place and time of the meeting.
  - b) Inform the General Council about the meetings, activities and projects of the Secretariat.
  - c) Present to the Prior General and his Council for approval: the work plan for the sexennium, the annual program by section of planned activities and meetings, the annual expenses report and the financial budget for the activities scheduled for the following year.
  - d) Maintain permanent contact with the presidents of the provincial secretariats to inform them of the activities of the General Secretariat, suggest initiatives, promote activities and transmit the agreements and orientations of the General Council regarding Spirituality and Formation.
  - e) Coordinate the work of the provincial Secretariats of Spirituality and Formation.
  - f) Communicate to the General Council the suggestions, initiatives and proposals of the provincial councils and the provincial secretariats of Spirituality and Formation.
  - g) Maintain direct communication with national and local heads of Spirituality and Formation, informing as well their corresponding major superiors in order to achieve greater efficiency in communications.
  - h) To assume as president of each section of the Secretariat, unless the Prior General with the consent of his Council, after hearing the Secretariat, appoint a different president for

any or each of the sections.

- i) To exercise, by delegation of the Prior General, the presidency and the coordination of RedCear.
- j) Present annually to the Prior General and his Council a written report on the activities carried out by the Secretariat and its sections agreed upon by all the members.

### **Duties of the Councilors**

8. Each member of the Secretariat expected to:

- a) Attend the meetings of the Secretariat with voice and vote, as well as collaborate in its proper functioning.
- b) Propose in advance to the president topics and initiatives for the agenda of the meetings.
- c) Maintain frequent contact with the other members of the General Secretariat.
- d) Represent the Secretariat or the section to which he belongs, when he delegated by the Prior General.

### **Competencies of the Secretariat**

9. The General Secretariat of Spirituality and Formation is responsible for:

- a) Programming of a work plan for the six-year period and prepare a program each year that includes the activities and meetings scheduled for the year.
- b) Prepare the list of the annual expenses of the Secretariat and the budget to finance the activities scheduled for the following year.

## SECTION FOR INITIAL FORMATION

- a) Continue the development of the Augustinian Recollect Formative Itinerary (IFAR), consolidate its guidelines, promote and evaluate its application in all the houses of formation (see *PVM*, F.1.).
- b) Organize the special preparation immediately prior to the solemn profession (see *LAMP*, F.8.).
- c) Gather suggestions and carry out the appropriate studies in order to modify or revise the Formation Plan for the next the General Chapter (see PF 19).
- d) Organize and coordinate the OAR Formation Schools, organize trainers' workshops and promote initiatives in order to continue their formation (see *PVM*, F.2 and F.3.).
- e) Develop the contents of the Self-Formation Program and to organize annual formation sessions for the simple professed (cf. *PVM*, F.4.).
- f) Ensure the unity of criteria in the houses of formation, the application of the Formation Itinerary and the formation and accompaniment of the formandi according to the Augustinian Recollect spirituality.

## SECTION FOR ONGOING FORMATION

- a) Organize renewal courses and permanent training activities or meetings in the Order, and evaluate the results thereof.
- b) Organize and coordinate the OAR Training School, organize meetings of trainers and promote initiatives in order to continue training (see *PVM*, F.2 and F.3.).
- c) Offer materials for community formation meetings.

- d) Ensure the completion of Formation Weeks in the various demarcations of the Order, coordinating them in countries where two or more provinces are found.
- e) Disseminate the On-going formation materials prepared by the Institutes.
- f) Prepare the suggestions and carry out the appropriate studies in order to modify or revise the Formation Plan in the General Chapter (cf. *Const* 129, PF 19, *PVM*, F.12.).
- g) Expand the IFAR to Lifelong Learning and prepare a program in stages (see *PVM*, F.10.).
- h) Offer local communities materials for monthly retreats and lectio divina, as well as liturgical subsidies for the celebration of the festivities of the Order (*PVM*, C.10.).
- i) Pursue the establishment of the Cears in the provinces (see *PVM*, C.3.), prepare their statutes and present them to the General Council for approval (see *PVM*, C.2.) and ensure that they fulfill their task as Evangelization ministries of the Order.
- j) Organize and coordinate RedCear, prepare its statutes and its defined nature and objectives, as well as encourage its implementation and operation in the provinces.
- k) Ensure and collaborate in the realization, in the provinces, of the annual spiritual exercises.
- l) Promote experiences of faith typical of the Augustinian Recollect spirituality.
- m) Review the Book of Rites of the Order and present possible modifications to the Prior General (*PVM*, C.4.).



## **SECTION FOR THE SECULAR AUGUSTINIAN RECOLLECT FRATERNITY**

- a) Promote the Secular Augustinian Recollect Fraternity and provide the necessary help, especially in regard to training.
- b) Ensure and collaborate in the formation of the assistants of the Fraternities.
- c) Publish the Manual of the Secular Augustinian Recollect Fraternity and continue to elaborate the “Pilgrims” Formation Program (*PVM*, C.6.).

### **Secretariat Meetings**

10. When the president deems it convenient, prior authorization of the Prior General with his Council, the plenary meeting of the Secretariat shall be held, to which all the members of the same shall attend.

11. When considered opportune, partial meetings will be held, by geographic zones or by sections, in person or virtual (videoconference or other means).

12. To encourage the coordination and communication of the General Secretariat with the provinces, a meeting of the president of the General Secretariat with the presidents of the provincial secretariats of Spirituality and Formation will be held at least every two years.

13. In the meetings, a secretary will be appointed to record the minutes of each session.

### **Headquarters**

14. The General Curia is the headquarters of the General Secretariat for Spirituality and Formation.

# AUGUSTINIAN RECOLLECT SPIRITUALITY CENTER (CEAR)

## Preamble

The 55<sup>th</sup> General Chapter of the Order of Augustinian Recollects proposes as a motto for the following six years to be Creators of Communion. True to the Spirit and with the authority that is proper to it, the General Chapter approves the union of provinces proclaiming “the beginning of a new stage, demanding and hopeful, in which we will have to establish priorities, readjust ministries and be open to new initiatives, to rekindle the charism and mission of the Order” (PVM, Presentation).

Charism and mission are, precisely, the two words that merge in the definition of an Augustinian Recollect Spirituality Center (CEAR). In the *PVM* of the Order, the Chapter asks the provincial priors to establish, in their respective province, at least one CEAR (Cf. PVM, C.3.) as a new ministry that expressly seeks to exercise the apostolate from the close relationship that must be established between the charism and evangelizing mission.

## Nature

1. The CEAR are ministries of Evangelization of the Order of Augustinian Recollects, coordinated by teams of religious and lay people to share the Augustinian Recollect spirituality.

2. They are a new form of presence within the Church. They seek listening and dialogue with the men and women of today, the ecclesial

communion and the diffusion of the charism.

## **Objectives**

3. Evangelize from the Augustinian Recollect spirituality through courses, workshops and experiences of faith.

4. Accompany and help people grow humanly and spiritually according to God's plan for them.

5. Promote solidarity, participation in human and spiritual development projects and stay close to situations of marginalization and periphery. PV1 *PVM*, Presentation. 2 Cf. *PVM*, C.3.

6. Form leaders for evangelization.

## **Constitution**

7. The CEAR is established by the Prior Provincial in his respective Province.

8. All CEARs are governed by these statutes and by the manual of procedure, approved by the Prior General.

9. Each CEAR must draw up its own regulations according to the statutes and the general procedure manual.

## **Areas of Evangelization**

10. The evangelization projects that are developed in a CEAR are divided into five areas:

- a) *Human Growth*. Offers human development activities, based on the faith and the Augustinian Recollect charism.
- b) *Augustinian Experiences of God*. Organizes spiritual experiences that lead people to Christ the Master; experiences of interiority, and fraternity; experiences of service and humility; experiences of friendship and communion.
- c) *Formation*. Prepare leaders and coordinators for the CEAR, for the groups of the Augustinian Recollect family and the volunteers; and enriches the leadership of those already trained with the Augustinian Recollect spirituality.
- d) *Accompaniment*. Offers personal and community support, vocational, spiritual and therapeutic; and it also offers experiences of discernment.
- e) *Social Actions*. Proposes social pastoral initiatives in collaboration with ARCORES.

## **Organization**

11. The CEAR is formed by the Coordinating Team and the Collaborators Team.

12. The Coordinating Team is constituted, at least, by one religious, who will be the president, and four lay people.

13. The Team of Collaborators consists of lay people and religious who perform some permanent function in the CEAR in workshops, courses or experiences of faith.

14. *Functions of the Prior General*

- a) Approve the statutes of the CEAR.
- b) Approve the CEAR Manual of Procedures.

15. *Functions of the Prior Provincial*

- a) Authorize in writing the establishment of each of the CEAR of the Province.
- b) All the functions that, in sections b, c, d, e, f and g of number 16 are attributed to the Major Superior.

16. *Functions of the Major Superior*

- a) Establish the CEARs in their respective demarcation with the written consent of the Prior Provincial.
- b) Appoint the team of religious and lay people who will coordinate the CEAR.
- c) Determine the scope of work of the CEAR team.
- d) Ensure the proper application of the manual of procedures.
- e) Approve the regulation, the activities and the financial plan and budget of each CEAR in his demarcation.
- f) Ensure that the members of the coordinating teams and collaborators of the CEARs are formed in the Augustinian Recollect spirituality.
- g) Convene national or regional meetings of CEAR teams.

*17. Functions of the President of the General Secretariat of Spirituality and Formation*

- a) Organize meetings of the presidents of the CEAR coordinating teams.
- b) Organize training and updating workshops for CEAR teams.
- c) Foster communion and collaborative work of the CEARs of the Order through the RedCEAR.
- d) Review with the General Secretariat for Spirituality and Formation the statutes of the CEARs every three years, and submit, if necessary, suggestions for amendment to the Prior General.
- e) Inform the priors provincial and major superiors of the activities that will be carried out in their demarcations and of the invitation for meetings of the religious.
- f) Propose to the ERO subjects and materials for the Augustinian Recollect formation of the CEAR.

*18. Functions of the Provincial Presidents of the Secretariat of Spirituality and Formation*

- a) Encourage the CEAR coordinating teams.
- b) Promote, with the approval of the competent Major Superior, the establishment of the CEAR ministries in the demarcations of the Province where they do not exist yet.
- c) Ensure that the members of the coordinating teams and collaborators of the CEARs are formed in the Augustinian Recollect spirituality.

- d) Organize, with the approval of the competent major Superior, national meetings or demarcation of the CEAR teams.

#### 19. *Functions of the President of CEAR*

- a) Ensure that each activity evangelizes from the Augustinian Recollect spirituality.
- b) Send the rule to the Major Superior for approval.
- c) Convene, at least every three months, the coordinating team to organize, encourage and evaluate activities.
- d) Send to the Major Superior the semestral (trimester, quarterly) program of activities for approval.
- e) Send to the Major Superior and the president of the Provincial Secretariat for Spirituality and Formation the annual activity report and its evaluation.
- f) Update the record of minutes of the meetings of the coordinating teams and of the finance team.
- g) Meet with the people who teach some of the activities for the presentation and approval of the activity they want to develop.
- h) Designate the people who will conduct the activities.
- i) Encourage social projects in coordination with the ARCORES team.
- j) Represent the CEAR in the meetings organized by the Province or by the Order.

- k) Inform the Major Superior about the collaborators that have to move from one country to another and the conditions set.

#### *20. Functions of the Coordinating Team*

- a) Prepare an annual action plan with at least two activities of evangelization.
- b) Prepare the annual activity report.
- c) Evaluate the operation of the CEAR and its activities.
- d) Name the link and collaborator with RedCEAR.
- e) Prepare the regulations and review their compliance annually.
- f) Organize the semestral calendar.
- g) Approve the minutes of meetings and sign them.
- h) Comply with what was agreed in the RedCEAR.
- i) Prepare the annual budget and approve its execution.
- j) Propose to those who are going to impart the activities. areas
- k) Appoint a secretary from among its members, who will have to update the book of the minutes of meetings of the Coordinating Team.



# REDCEAR

## Preamble

The 55<sup>th</sup> General Chapter of the Order of Augustinian Recollects proposes as motto for the following six years to be Creators of Communion. Faithful to the Spirit and with the authority that belongs to it, it approves the union of provinces proclaiming “the beginning of a new stage, demanding and hopeful, in which we will have to establish priorities, readjust ministries and be open to new initiatives, to rekindle the charism and the mission of the Order” (PVM, Presentation).

The CEAR is one of the various initiatives of the Order in the process of revitalization and restructuring. Each CEAR develops its evangelizing ministerial function from the charism, at the service of the Kingdom and in a shared mission with the laity.

The RedCEAR is conceived to foster communion and avoid multiplying platforms, to help the birth and growth of the CEARs, to support media dissemination and networking, to facilitate the administrative and communication aspects of CEAR,.

The RedCEAR is, therefore, a group of lay people and religious, and a digital platform, all at the service of the Prior General and his Council in the work of support, advice, training and implementation of the CEAR in the provinces.

## Constitution

1. The Prior General, with the consent of his council, at a meeting of June 21, 2018, approved *ad experimentum* the constitution of the RedCEAR, whose seat is in the General Curia of the Order, Via

dell'Astronomia, 27. 00144 - Rome (Italy)

## **Nature**

2. The RedCEAR is as follows:
  - a) The RedCEAR is an international non-profit organization, dependent on the Prior General of the Order of Augustinian Recollects.
  - b) By its nature, it is an integrating body that seeks to strengthen the CEARs in the Order, which generates common actions with the same platform of communication and which seeks the interrelation of the CEAR, the diffusion of our spirituality and the communion with the Church.
  - c) RedCEAR is a digital platform that aims to integrate all CEARs by creating communion and seeking new recipients, especially people who are searching for God.

## **Objectives**

3. The following are the objectives of the RedCEAR:
  - a) Encourage the relationship and collaboration between the CEAR of the Augustinian Recollect family through a global communication on the digital web platform: [www.redcear.com](http://www.redcear.com)
  - b) Establish and safeguard the communication guidelines of the CEAR.
  - c) Support the proper functioning of the digital information and communication platforms of the CEARs.
  - d) Promote the evangelical and ecclesiastical dimension of the Augustinian Recollect charism. To create communion in the

OAR family through shared spirituality.

- e) Collaborate in the formation in and dissemination of our spirituality.
- f) Support the establishment and development of the CEAR of the Augustinian Recollect family.
- g) Communicate the charismatic dimensions and areas of apostolic development of the CEAR.
- h) Offer initiatives common to all CEARs of the Augustinian Recollect family.
- i) Collaborate with the Communication and Publications Commission of the Order.

## **Organization**

4. The structure of RedCEAR is distributed as follows:

- a) This network depends directly on the Prior General and his Council, who may appoint a president for that purpose.
- b) It is formed by a coordinating team and a technical team.
- c) The coordinating team of RedCEAR will be formed by a president, who will be a general councilor, appointed by the Prior General, and by the councilors, members of the Augustinian Recollect family, appointed by the Prior General.
- d) The coordinating team is governed by a regulation, approved by the Prior General.

e) *Functions of the coordinating team:*

- Support and encourage the establishment and growth of the CEAR.
- Establish the guidelines for the technical team, which carries the digital platform *www.redcear.com*
- Offer initiatives common to all CEARs of the Augustinian Recollect family.
- Collaborate with the communications commission of the Order.
- The technical team is constituted by the persons appointed by the Prior General to develop and carry out the digital platform *www.redcear.com*.

g) *Functions of the technical team:*

- Encourage the relationship and collaboration between the CEARs of the Augustinian Recollect family through a global communication on the digital web platform: *www.redcear.com*.
- Communicate the charismatic dimensions and areas of apostolic development of the CEAR.
- Create and safeguard the communication guidelines of the CEARs.
- Support the proper functioning of the digital information and communication platforms of the CEARs.
- Collaborate in the training and dissemination of our spirituality.
- Evangelize in the network as CEARonline.

- Supervise the audiovisuals that are intended to be uploaded to the platform *www.redcear.com*

#### 4) Areas and services:

- General Directorate.* Coordinates the guidelines in all areas of the project, ensuring compliance with these Statutes. Ordinarily he will be the president of the CEAR network.
- Coordination of Training and Spirituality.* Offers guidelines on how to speak to the world from the viewpoint of St. Augustine, determines what kind of articles should be published, instructs and guides the process of digital formation and the itinerary to communicate to the world from perspective of the charism.
- Coordination of Public Relations.* Coordinates teams and people in the different areas; its job is to mobilize people and intentions.
- Technical Coordination and Training.* Establishes guidelines for communication, training guidelines for communication managers of each CEAR; watches over the functioning of the digital platform, the management of digital assets and advises from a technical perspective on the communication of the CEAR network.
- Digital Coordination Team.* Responsible for publishing and coordinating the articles to be placed within the digital platform, in addition to filtering the information that is placed in it, based on previously established guidelines. Manage social networks.
- Editor.* Responsible for correcting texts, misspellings, linguistic errors or misprints before publishing content on the redCEAR platform. In addition, it ensures that the content is totally original, that there is no plagiarism, and

that it is correctly cited.

## **Membership to the CEAR**

5. The RedCEAR is open to all CEARs of the Augustinian Recollect family so that they can be integrated and become part of it. This implies fulfilling the following requirements:

- a) Integrate the Augustinian Recollect charismatic principles defined in the statutes of a CEAR in the programming of workshops, experiences and projects (see doc. Attached).
- b) Follow the procedure manual of a CEAR (see doc attached).
- c) Develop the five basic areas that make up the CEAR.
- d) Commitment to participate in the RedCear platform for communication and dissemination of the CEAR.
- e) Promote the social initiatives of the Order or the Augustinian Recollect family in the most disadvantaged areas, through ARCORES.
- f) Collaborate with the formative initiatives of the Order in the search for foundation and Augustinian experience and recollection of the apostolate.
- g) Visibly show membership of the RedCEAR and disseminate its objectives and activities.
- h) It is up to the coordinating team to determine if a CEAR meets these requirements and accept it within the network.

# GENERAL SECRETARIAT FOR THE APOSTOLATE

## Nature

The General Secretariat for the Apostolate:

1. Is an organ of administrative nature of the Order that carries out its mission within the limits and norms indicated by the Prior General with the consent of his Council (*Add. Code 365*).

2. Works with the faculties or powers contained in these statutes, approved by the Prior General with the consent of his Council, acting always under such authority upon whom responsibility for the decisions made rests (see *Add. Code 365*).

3. To carry out more efficiently and effectively its mandate, the Secretariat is divided into three sections (see *LAMP*, B.1., 2):

- Mission apostolate section.
- Ministerial apostolate section.
- Educational apostolate section.

## Functions

4. Its main function is to offer information, elicit and present initiatives and promote pertinent programs (see *Add. Code 365*). It also extends its collaboration and services to encourage and promote evangelizing action in the ministries of mission ad gentes, in parish ministries or in centers of pastoral action of a diverse nature (cf. *Const.*

300), entrusted and attended to by the Order, as well as as in its own educational centers.

It also has the following functions:

- a) Advise the Prior General and his Council, regarding the ministerial, missionary and educational apostolate.
- b) Ensure compliance of the decisions regarding the ministerial, missionary and educational apostolate contained in the *Life and Mission Project* of the Order, fostering collaboration with ecclesial structures.
- c) Ensure that the guidelines of the sexennium are included in the pastoral plans, and in the programming of the mission, ministerial and educational apostolates of the provinces.
- d) Suggest and support initiatives that strengthen our charismatic identity in parishes, missions and educational centers served by the Order.
- e) Promote the shared mission in the missionary, ministerial and educational apostolate of the Order among religious and laity.
- f) To promote the formation and pastoral updating of religious and laity to carry out their responsibilities in the mission, ministerial and educational fields.
- g) Encourage communication and collaboration with the other general secretariats and with the provincial secretariats of apostolate and their respective mission, ministerial and educational apostolate sections.
- h) To promote communion with the local Church.

The specific objectives of the sections of the General Secretariat of Apostolate will be indicated later, when dealing with each one of them.



## Members and Collaborators

5. The Secretariat is made up of the president and a stable working team made up of the members of each of the sections, appointed by the Prior General with the consent of his Council (see *Add. Code* 366 and *LAMP*, B. 3.). The president will be appointed, ordinarily, from among the general councilors (cf. *Const.* 364).

6. The educational apostolate section may have its own president, appointed by the Prior General with the consent of his Council; Its organization will be indicated when dealing with this section.

7. If the president deems it appropriate, both the Secretariat and its sections may also count on religious and some lay as collaborators (see *Add. Code* 366). In the case of religious collaborators, the prior authorization of their competent Major Superior is required. It corresponds to the Prior General with the consent of his Council “to regulate the participation of lay collaborators” (see *Add. Code* 366).

## Functions

8. It is incumbent upon the General Secretariat for the Apostolate to:

- a) Schedule the work plan for the sexennium and prepare by section an annual program of activities and meetings.
- b) Evaluate the activities carried out annually by section.
- c) Prepare the report of the annual expenses of the Secretariat and the budget to finance the activities scheduled for the following year.

9. It incumbent upon the president of the Secretariat to:

- a) Convene and preside over all meetings of the Secretariat.

- b) Prepare the agenda of the meetings and send it to the participants well in advance.
- c) Inform the Prior General and his Council of everything discussed in the meetings and of the conclusions reached.
- d) Present to the Prior General and his Council for approval: the work plan for the sexennium, the annual program by section of planned activities and meetings, the annual expense report and the budget to finance the activities scheduled for the following year.
- e) Maintain permanent contact with the priors provincial and the provincial apostolate secretariats and their respective sections (mission, ministerial and educational) to:
  - Transmit the agreements and decisions of the Prior General and his Council,
  - Receive and communicate to the Prior General and his Council the suggestions, initiatives and proposals that they may make.
- f) Maintain direct communication with the national and local heads of the sections of the Apostolate, informing the major superiors of all this, in order to achieve greater efficiency in communications.
- g) To exercise the office of president of each of the sections of the Secretariat, unless the Prior General, with the consent of his Council, after hearing the Secretariat, appoint a different president for some or each of the sections.
- h) To exercise, by delegation of the Prior General, the presidency of the EDUCAR Augustinian Recollect International Educational Network, whose bylaws are attached to those present in Appendix I, unless the Prior General with the consent of his Council, after hearing the Secretariat, names a different president.

- i) Request the Prior General and his Council to appoint the members of the Secretariat and of its sections.
  - j) Present annually to the Prior General and his Council a written report on the activities carried out by the Secretariat and its sections with consensus among the members.
10. It is incumbent upon each member of the Secretariat to:
- a) Attend the meetings of the Secretariat with voice and vote, as well as cooperate for its good functioning.
  - b) Propose on time to the president topics and initiatives for the agenda of the meetings.
  - c) Maintain frequent contact with the other members of the General Secretariat of the apostolate.
  - d) Represent the Secretariat or the section to which one belongs, when he is delegated by the Prior General.

## **Meetings**

11. When the president deems it convenient, prior authorization of the Prior General and his Council, the plenary meeting of the Secretariat will be held, to which all the members of the same must attend.

12. When deemed needed, partial meetings may be held, by geographic zones or by sections, in person or virtual (videoconference or other means).

13. To encourage the coordination and communication of the General Secretariat with the provinces, a meeting of the president of the General Secretariat with the presidents of the provincial secretariats of the Apostolate will be held at least every two years.

14. In the meetings, a secretary will be appointed to record the minutes of each session.

## **Other Provisions**

15. The seat of the Secretariat is in the General Curia (Rome, Italy). The Prior General, with the consent of his Council, having heard the opinion of the Secretariat, may designate another place.

16. Participation in meetings, which may be by section or more sections at the same time, may be in person or virtual (videoconference or other similar means), at the discretion of the president.

17. The Secretariat will prepare an annual budget for its operation and submit it to the Prior General for approval with the consent of its Council. Likewise, it will report annually to the Prior General and his Council on the management of said budget.

18. Any situation or matter arising that is not contemplated in these statutes, the Prior General and his Council are to be consulted (cf. *Const.* 349).

19. The present statutes, approved by the Prior General with the consent of his Council (see *Add. Code* 365), will be valid for the rest of the six years (2016-2022), reserving the right of the Prior General with the consent of his Council to make appropriate amendments based on their judgment, or at the request of the Secretariat.

## **SECTION FOR THE MISSION APOSTOLATE**

### **Mission**

20. The Mission Apostolate Section of the Secretariat is responsible for assuming the competences of the General Secretariat indicated in these statutes that are applicable in the field of action and apostolate of the mission ministries *ad gentes* entrusted by the Church to the Order.

## Functions

21. Their main function will be to provide collaboration and service in order to encourage and promote the evangelization efforts in the mission ministries ad gentes entrusted by the Church to the Order. It also has the following functions:

- a) Advise the Prior General and his Council, regarding the mission apostolate.
- b) Ensure compliance with the decisions regarding the mission apostolate contained in the Order's *Life and Mission Project*.
- c) Ensure that the guidelines of the sexennium are applied in the mission apostolate and are included in the plans or programs of the provinces.
- d) Suggest and support initiatives that strengthen our charismatic identity in the mission ministries ad gentes entrusted by the Church to the Order.
- e) Promote the missionary spirit of the Order among the religious and the laity.
- f) Promote shared mission between the religious and the laity.
- g) Ensure the formation and pastoral updating of religious missionaries and laity to better equip them in carrying out their responsibilities in the mission field.
- h) Encourage communication and collaboration with the Mission Apostolate Section of the provincial secretariats.

## **Councilors and Collaborators**

22. The Mission Apostolate Section is composed of a stable working team composed of the members appointed by the Prior General with the consent of his Council (see *Add. Code* 366 and *LAMP*, B.3.).

23. The President of the General Secretariat for the Apostolate will also be president of the Mission Apostolate Section. The Prior General, with the consent of his Council, after hearing the Secretariat, may also appoint a president other than the President of the Secretariat.

24. If the president deems it appropriate, the Section may also count on religious and lay collaborators (see *Add. Code* 366). In the case of religious collaborators, the prior authorization of their Major Superior is required. It corresponds to the Prior General with the consent of his Council “to regulate the participation of lay collaborators” (see *Add. Code* 366).

## **Functions**

25. It incumbent upon the President of the Section to:

- a) Convene and preside over meetings of the same.
- b) Prepare the agenda of the meetings and send it to the participants well in advance.
- c) Inform the Prior General and his Council—by himself, or through the president of the Secretariat, if both positions do not coincide in the same person—of all the matters treated and of the conclusions reached.
- d) Maintain permanent contact with the sections of the Mission Apostolate of the provincial secretariats to:
  - Transmit to them the agreements and decisions of the Section previously approved by the Prior General and his

Council;

- Receive and communicate to the Prior General and his Council—by himself, or through the president of the Secretariat if both positions do not coincide in the same person—the suggestions, initiatives and proposals that they make.

26. It is incumbent upon each member of the Section:

- a) Attend their meetings with voice and vote, as well as collaborate in the proper functioning of the same.
- b) Propose on time to the president topics and initiatives for the agenda of the meetings.
- c) Maintain frequent contact with the other members of the Section.
- d) Carry out the tasks indicated by the president.

### **Other Provisions**

27. The seat of the Section is the same as that of the General Secretariat for the Apostolate. The Prior General, with the consent of his Council, having heard the opinion of the Secretariat, may designate for the section another place for its seat.

28. The decisions agreed upon in the meetings of the section must be submitted for the approval of the Prior General with the consent of his Council.

## SECTION FOR THE MINISTERIAL APOSTOLATE

### Mission

29. The Ministerial Apostolate Section of the General Secretariat is responsible for assuming the competencies proper to the Secretariat, indicated in these statutes that apply in the area of action and apostolate of parish ministries or centers of pastoral action of a diverse nature (cf. *Const.* 300), entrusted by the Church to the Order.

### Functions

30. Their main function will be to lend their collaboration and service to encourage and promote evangelizing action in parish ministries or centers of pastoral action of a diverse nature, entrusted by the Church to the Order. It also has the following functions:

- a) Advise the Prior General and his Council, regarding the Ministerial Apostolate.
- b) Ensure compliance with the decisions regarding the Ministerial Apostolate contained in the Order's *Life and Mission Project*.
- c) Ensure that the guidelines of the sexennium in the area of the Ministerial Apostolate are included in the plans or in the programming of the Provincial Ministerial Apostolate.
- d) Suggest and support initiatives that strengthen our charismatic identity in parish ministries or in centers of pastoral action of a diverse nature, entrusted by the Church to the Order.
- e) Promote the shared mission in the Ministerial Apostolate of the Order between the religious and the laity.
- f) Encourage the formation and pastoral updating of religious and laity to carry out their responsibilities in parish ministries



or centers of pastoral action of a diverse nature, entrusted by the Church to the Order.

- g) Encourage communication and collaboration with the Ministerial Apostolate sections of the provincial secretariats.

## **Vocals and Collaborators**

31. The Ministerial Apostolate Section is formed by a stable work team, composed of the members appointed by the Prior General with the consent of his Council (see *Add. Code* 366 and PVM, B.3.).

32. The President of the General Secretariat of Apostolate will also be president of the Ministerial Apostolate Section. The Prior General, with the consent of his Council, after hearing the Secretariat, may also appoint a president for the section other than the President of the Secretariat.

33. If the president deems it appropriate, the Section may also count on religious and some lay as collaborators (see *Add. Code* 366). In the case of religious collaborators, the prior authorization of their competent Major Superior is required. It corresponds to the Prior General with the consent of his Council “to regulate the participation of lay collaborators” (see *Add. Code* 366).

## **Competencies**

34. It is incumbent to the president of the Section to:

- a) Convene and preside over meetings of the same.
- b) Prepare the agenda of the meetings and send it to the participants well in advance.
- c) Inform the Prior General and his Council—by himself, or through the president of the Secretariat if both positions do not coincide in the same person—of all the matters treated and of the conclusions reached.

- d) Maintain permanent contact with the Ministerial Apostolate sections of the provincial secretariats to:
- Transmit the agreements and decisions of the section previously approved by the Prior General and his Council;
  - Receive and communicate to the Prior General and his Council—by himself, or through the president of the Secretariat if both positions do not coincide in the same person—the suggestions, initiatives and proposals that they make.

35. It is incumbent upon each member of the Section:

- a) Attend their meetings with voice and vote, as well as collaborate in the proper functioning of the same.
- b) Propose on time to the president topics and initiatives for the agenda of the meetings.
- c) Maintain frequent contact with the other members of the Section.
- d) Carry out the tasks indicated by the president.

## **Other Provisions**

36. The seat of the Section is the same as that of the General Secretariat for the Apostolate. The Prior General, with the consent of his Council, having heard the opinion of the Secretariat, may designate for the section another place for its seat..

37. The decisions agreed upon in the meetings of the section must be submitted for the approval of the Prior General with the consent of his Council.

## SECTION FOR THE EDUCATIONAL APOSTOLATE

### Mission

38. The Educational Apostolate Section of the General Secretariat is responsible for assuming the competencies of the Secretariat indicated in these statutes that are applicable in the sphere of action and apostolate of the educational centers of the Order.

### Functions

39. Their main function will be to provide their collaboration and service to encourage and promote the evangelizing action in the educational centers of the Order or assisted by it. It also has the following functions:

- a) Advise the Prior General and his Council, regarding the Educational Apostolate.
- b) Ensure the fulfillment of the decisions concerning the Apostolate of Education contained in the *Life and Mission Project* of the Order.
- c) Ensure that the guidelines of the sexennium in the area of the Educational Apostolate are included in the educational plans of the provinces.
- d) Suggest and support initiatives that strengthen our charismatic identity in our own educational centers or assisted by the Order.
- e) Promote the shared mission between religious and laity.
- f) To promote the formation and pastoral updating of religious and laity to carry out their responsibilities in the educational field.

- g) Encourage communication and collaboration with the educational apostolate sections of the provincial secretariats.

## **Vocals and Collaborators**

40. The Educational Apostolate Section is formed by a stable work team composed of the members appointed by the Prior General with the consent of his Council (see *Add. Code* 366 and PVM, B.3.).

41. The President of the General Secretariat for Apostolate will also be president of the Educational Apostolate Section. The Prior General, with the consent of his Council, after hearing the Secretariat, may also appoint him a president other than the President of the Secretariat.

42. If the president deems it appropriate, the Section may also count on religious and lay as collaborators (see *Add. Code* 366). In the Case of religious collaborators, the prior authorization of their competent Major Superior is required. It corresponds to the Prior General with the consent of his Council “to regulate the participation of lay collaborators” (see *Add. Code* 366).

## **Competencies**

43. It corresponds to the president of the Section:

- a) Convene and preside over meetings of the same.
- b) Prepare the agenda of the meetings and send it to the participants well in advance.
- c) Inform the Prior General and his Council—by himself, or through the president of the Secretariat if both positions do not coincide in the same person—of all the matters treated and of the conclusions reached.
- d) Maintain permanent contact with the sections of the

Educational Apostolate of the provincial secretariats to:

- Transmit the agreements and decisions of the section previously approved by the Prior General and his Council;
- Receive and communicate to the Prior General and his Council—by himself, or through the president of the Secretariat if both positions do not coincide in the same person—the suggestions, initiatives and proposals that they make.

44. Corresponds to each member of the Section:

- a) Attend their meetings with voice and vote, as well as collaborate in the proper functioning of the same.
- b) Propose opportunely to the president topics and initiatives for the agenda of the meetings.
- c) Maintain frequent contact with the other members of the Section.
- d) Carry out the tasks indicated by the president.
- e) Be part of the board of directors of the Augustinian Recollect EDUCAR International Educational Network (see Appendix 1, no 4.2).

## **Other Provisions**

45. The seat of the section will coincide with that of the General Secretariat of the Apostolate. The Prior General, with the consent of his Council, having heard the opinion of the Secretariat, may designate for the section another place for its seat.

46. The decisions agreed upon at the meetings of the Section must be submitted to the Prior General for approval with the consent of his Council.

# **AUGUSTINIAN RECOLLECT INTERNATIONAL EDUCATIONAL NETWORK (EDUCAR)**

## **Preamble**

The 55<sup>th</sup> General Chapter urged the Augustinian Recollects to be creators of communion in the midst of the world. This communion must begin in the very bosom of the Order and of the Augustinian Recollect family. The Order is committed to the educational apostolate. It is one of the apostolates in which we are more present, making it one of the best evangelizing platforms.

Encouraging communion today in a globalized world requires networking, which is why EDUCAR was born, the international educational network of the Augustinian Recollects. Its name derives from the word EDUC, which evokes the word 'education' and which is common in the official languages of the Order (Spanish, English and Portuguese), and AR, referring to the Augustinian Recollect.

## **Constitution**

1. The Prior General with the consent of his Council, in a meeting held on October 3, 2017, approved the constitution of the EDUCAR Augustinian Recollect International Educational Network, whose seat is in the General Curia of the Order: Viale dell'Astronomia, 27. 00144 - Rome (Italy).

## **Nature**

2. The EDUCAR network is an international non-profit organization, dependent on the Prior General of the Order of Augustinian Recollects. By its nature, it is an integrating body that seeks to strengthen the educational apostolate in the Order and the Augustinian Recollect family, generating policies, strategies and common actions in favor of the educational and social transformation of the countries where the Order is present.

## **Objectives**

3. The objectives of the EDUCAR network are:
- a) To promote the relationship and collaboration among the educational centers of the Augustinian Recollect family.
  - b) Disseminate the principles of the Augustinian pedagogy in the educational centers of the Augustinian Recollect family and collaborate with the educational centers in teacher training.
  - c) Offer initiatives among students and teachers in the network.
  - d) Collaborate with ARCORES in the design of social initiatives, justice, peace and defense of creation in the educational field.

## **Organization**

4. The organization of the EDUCAR network is structured as follows:

- a) The EDUCAR network depends directly on the Prior General of the Order of Augustinian Recollects, who may appoint a president for this purpose.

- b) The board of directors of EDUCAR will be composed of the general councilor delegate of the Prior General (president), the members of the Section of the educational apostolate of the General Secretariat for the Apostolate and those responsible for education in each of the provinces of the Order.
- c) They can also be part of this board of directors, with the authorization of their competent major superiors, those responsible for the educational apostolate of the other branches of the Augustinian Recollect family.
- d) Other members of the educational environment of the Augustinian Recollect family or external advisors may participate in the board of directors, as guests, with voice but without the right to vote.

### **Educational Centers of the EDUCAR network**

5. The EDUCAR network is open to all educational centers of the Recollect Order so that they can be integrated into it. Likewise, all the educational centers of the rest of the Augustinian Recollect family or other parties with manifest interest submitted to the president of EDUCAR may be incorporated into the network. This implies fulfilling the following requirements:

- a) Integrate in the educational project of the center, the essential elements of the Institutional Educational Project of the Order (with the exception of the educational centers of other Augustinian Recollect families or other entities that want to be part of the EDUCAR network and have their own educational projects ).
- b) Develop the Augustinian Pedagogical Bases in the center's teacher training program.
- c) Participate in the initiatives proposed by the EDUCAR network aimed at students and teachers.



- d) Collaborate with social initiatives to support the educational work of the Order or the Augustinian Recollect family in the most disadvantaged areas.
- e) Visibly show belonging to the EDUCAR network and disseminate its objectives and activities.
- f) Collaborate economically with the EDUCAR network to carry out its objectives and activities.

## **ADDENDA**

### **Projects planned by the EDUCAR network**

In order to carry out its objectives, the EDUCAR network offers the following projects:

#### ***Permanent teacher training project***

- The EDUCAR network will offer training materials for teachers in coordination with the Institute of Augustinology of the Order and the Revitalization Team of the Order.
- Likewise, the EDUCAR network will promote the holding of local, national and international training workshops among teachers.

#### ***Student exchange project***

- The EDUCAR network will offer exchange initiatives among students from the different countries where the educational centers of the Augustinian Recollect family are present.
- The objectives of these exchanges may have an academic, sports or pastoral nature.

### ***Teacher exchange project***

- The EDUCAR network will offer exchange initiatives among teachers from Augustinian Recollect family centers in the same country and / or from different countries with the aim of sharing pedagogical experiences.

### ***Project of partners and sponsors of EDUCAR***

- Its objective is the economic collaboration with educational works of the Augustinian Recollect family.
- It consists of twinning between two schools with the objective of knowing another educational experience of the OAR family, collaborating with the economic support of their personal and material needs.
- National and international awards and competitions for students and professors of a scientific, cultural, sports and pastoral nature.

# GENERAL SECRETARIAT FOR VOCATIONS AND THE YOUTH

## Nature

1. The General Secretariat for Vocations and Youth is one of the organs of an administrative nature, through which the General Government carries out its function of service to the Order (cf. *Const.* 364, *Add. Code* 65).

2. The Secretariat carries out its tasks within the limits and norms indicated by the Prior General with the consent of his Council, which is also responsible for the decisions (see *Const.* 365).

## Purpose

3. It is incumbent upon the Secretariat to:
- a) Closely monitor and guide the vocation and pastoral work for the youth of the Order in the various provinces (*PPV* 32), according to the Augustinian Recollect charism (see *PF* 86);
  - b) Ensure compliance of the guidelines governing pastoral care of vocations and the youth drawn from our laws;
  - c) Promote and coordinate, with the authorization of the Prior General and his Council, the initiatives he deems appropriate for the achievement of the mission of promotion of vocation and youth ministry of the Order.

## **Constitution**

4. The Secretariat is composed of the president, and a stable work team as members (see *Add. Code* 417, *PVM*, B.3.).

## **Duties and Responsibilities of the Secretariat**

5. It is incumbent upon the General Secretariat for Vocations and the Youth to:

- a) Schedule a work plan for the six-year period and prepare an annual program that includes the activities and meetings planned for the year.
- b) Prepare the list of the annual expenses of the Secretariat and the budget to finance the activities scheduled for the following year.
- c) Evaluate annually the activities carried out.

## **Organization**

6. To better fulfill its objectives, this Secretariat is divided into two sections: vocations and youth (RAY).

## **Secretariat Meetings**

7. The General Secretariat for Vocations and Youth will meet:

- a) When the president deems it convenient, prior authorization of the Prior General with his Council, he may convene a plenary meeting of the Secretariat to which all the members of the same must attend.
- b) When deemed appropriate, partial meetings will be held, by

geographical areas or by sections.

- c) In order to promote the coordination and communication of the General Secretariat with the provinces, a meeting of the President of the General Secretariat with the presidents of the Provincial Secretariat for Vocations and Youth will be held at least every two years.
- d) In the meetings, a secretary will be appointed to record the minutes of each session.

## **Headquarters**

8. The General Curia (Rome, Italy) is the headquarters of the General Secretariat for Vocations and Youth.

## **SECTION FOR VOCATION MINISTRY**

### **Objectives**

9. The following are the objectives of the Section for Vocation Ministry:

- a) Orient and promote the vocation ministry of the Order, giving the appropriate guidelines so that it may contribute to the renewal of the Augustinian Recollect life, in such a way that religious become agents of vocation promotion (see *IVAR*, Introduction C and D).
- b) Ensure that in all the ministries and communities of the Order an authentic vocation culture is created and promoted, in accordance with the guidelines of the ecclesial magisterium (see *IVAR*, Introduction C).

- c) Initiate projects and inform and encourage the provincial secretariats in the knowledge and fulfillment of everything related to their mission, and encourage mutual dialogue and support (see *PPV* 32, i).
- d) Convene and organize interprovincial workshops for vocation animation agents, in order to:
  - Deepen the knowledge on the Magisterium about vocation animation;
  - Study the IVAR as a pedagogical instrument of vocation animation of the Order (*PVM*, E.1.);
  - Present our charism as a peculiar way of following Jesus (*PPV* 32 h).
- e) Undertake the appropriate actions, in connection with the provincial secretariats, to disseminate the principles and contents of the OAR Pastoral Plan for Vocations and the IVAR.
- f) Coordinate with the provinces, the development and dissemination of common materials for the formation of religious and the members of the Vocation animation teams.

## Functions

- 10. It is incumbent upon the president to:
  - a) Convene and preside over the meetings of the Section, communicating to the members the date, place and agenda of the same.
  - b) Ensure compliance with these statutes.
  - c) Inform the Prior General and his Council about the meetings,

activities and projects of the secretariat and present to him the agreements taken.

- d) Present to the Prior General and his Council for approval: the work plan for the sexennium, the annual program by section of planned activities and meetings, the annual list of expenses and the budget to finance the activities scheduled for the following year.
- e) Encourage the provincial secretariats and those in charge of vocations ministry in the provinces to comply with the provisions of our laws regarding the vocation promotion efforts of the Order.
- f) Maintain a direct contact with the president of the Secretariat of Vocations and Youth of the provinces and with all the vocational animators, informing the respective major superiors of all this.
- g) To ensure that the Augustinian Recollect Vocational Itinerary (IVAR) is implemented throughout the Order and to plan its community study (see *PVM*, E.1.).
- h) Appoint, in meetings, a secretary to record minutes of what was discussed in each session.
- i) Send the minutes to whom it may concern and keep records of the documents of the section.

11. It is incumbent upon each Councilor to:

- a) Attend the ordinary meetings of the Secretariat with voice and vote, and collaborate in the proper functioning of the same.
- b) Maintain frequent contact with the other members of the Secretariat.

- c) Assist the president of the Secretariat in the execution of the responsibilities entrusted to him and the Secretariat, in the *Life and Mission Project* of the Order.
- d) Represent the Secretariat or the Vocations Section, when delegated by the Prior General.

## **Activities**

12. Carry out meetings of vocational promoters of the Order for their personal formation.

13. Schedule activities and evaluate the fulfillment of the decisions regarding the Vocation Ministry of the *Life and Mission Project* of the Order.

14. Collaborate with the other general secretariats in the activities that concern vocation ministry.

15. Encourage the creation and formation of Vocation Animation teams.

16. Ensure the elaboration and translation of the vocational material of the Order.

## **SECTION FOR THE RECOLLECT AUGUSTINIAN YOUTH (JAR OR RAY)**

### **Objectives**

17. It corresponds to the Youth Section the achievement of the following objectives:

- a) To ensure that in all the ministries and communities of the Order RAYs are created and promoted, as a way to share the



charism with the young people, to help them in this way in their response to the call that God makes to every human being (*RAY Manual*, 2).

- b) To form teams of religious and lay people dedicated to formation and accompaniment in youth ministry, throughout the Order (see PVM, E.10.).

18. Convene and organize interprovincial meetings of RAY members to:

- a) Deepen the knowledge of the Magisterium on youth ministry;
- b) Study the RAY Manual and Itinerary as a pedagogical instrument of human and spiritual formation, illuminated by the Augustinian Recollect charism (see *RAY Manual*, 4);
- c) Present our charism as a peculiar way of following Jesus (*PPV* 32 h);
- d) Share experiences of community, interiority and mission (*PVM*, E.11.).

19. Coordinate with the provinces, the preparation, translation and dissemination of common materials for the formation of religious and members of the RAY: Statutes, Manual and Formative Itinerary.

## **Functions**

20. It is incumbent upon the president to:

- a) Convene and preside over the meetings of the Section, communicating to the members the date, place and agenda of the same.
- b) Ensure compliance of these statutes.

- c) Inform the Prior General and his Council about the meetings, activities and projects of this Section of the Secretariat and present the agreements taken.
- d) Present to the Prior General and his Council for approval: the work plan for the sexennium, the annual program by sections of planned activities and meetings, the annual list of expenses and the budget to finance the activities scheduled for the following year.
- e) Encourage the provincial secretariats and those responsible for youth animation (RAY) in the provinces to comply with the provisions of our laws on Youth Ministry Pastoral Care.
- f) Keep a direct contact with the president of the Secretariat of Vocations and Youth of the provinces and with all the Advisors, informing the respective major superiors of all this.
- g) Implement and consolidate the RAY throughout the Order, and launch its Formative Itinerary (see PVM, E.9.).
- h) Create teams of religious and lay people dedicated to formation and accompaniment in youth ministry (see PVM, E.10.).
- i) Convene and organize, with the help of the Youth Section, international meetings of RAY members of the Order.
- j) Appoint a secretary to record the minutes of each meeting.
- k) Send the minutes to the appropriate person and keep records of the documents of the Section.

21. It is incumbent upon each member to:

- a) Attend the ordinary meetings of the Secretariat with voice and vote, and collaborate in the proper functioning of the same.

- b) Maintain frequent contact with the other members of the Secretariat.
- c) Assist the president of the Secretariat in the execution of the responsibilities entrusted to him and the Secretariat in the *Life and Mission Project* of the Order, concerning youth ministry.
- d) Represent the Secretariat or the Youth Section, when it is entrusted to it by the Prior General.

## Activities

22. Schedule activities and evaluate the decisions of the *Life and Mission Project* of the Order, referring to youth ministry.

23. Collaborate with the other general secretariats in activities related to youth ministry.

24. Encourage the creation and strengthening of RAYs in all ministries and launch the Formative Itinerary (see *PVM*, E.9.).

25. Ensure the preparation and translation of the RAY material (*PVM*, E.9.).

26. Organize RAY international meetings to share experiences of community, interiority and mission (see *PVM*, E.11.).

# COMMISSION ON SOCIAL APOSTOLATE

## Preamble

1. Solidarity, and all that it implies, is a dimension of the Augustinian Recollect, which is part of our life and mission, and we want it to be present in our communities and ministries. The signs of the times demand from the Order a conscience committed to the real problems of society in every historical moment, urging us to take the preferential option for the poor, for the family and for life, arbitrating, from a shared discernment, the appropriate responses in Evangelization and in the pastoral. We wish to commit ourselves to initiatives that promote social justice, solidarity, peace and the integrity of creation (cfr. *Const.* 317).

2. The 55<sup>th</sup> General Chapter reminds us that we are missionary disciples, that we contribute our charism to communion and that we are willing to remain and go where the Church needs us, and to serve it, especially among the most impoverished. Our desire is to follow the poor Christ, needing little and having the goods in common, living with austerity, caring more for the common than for what is proper, and always thanking the Lord for his gifts, which we share with the poor and the needy. The *LAMP* invites us to continue being Prophets of the Kingdom proclaiming with joy and hope the Gospel that gives life and witnessing with our lives the realization, not yet full, of the creational project of the Father; denouncing injustices and positioning ourselves in places of poverty among the poor and the needy (cfr. *LAMP* Vision 3, 5, 10).

3. To help revitalize this dimension, which has always been present in the Order, the 55<sup>th</sup> General Chapter has decided to create a new administrative body: the Social Apostolate Commission (cfr. *Life and Mission Project*, B.1).

## **The Social Apostolate Commission**

4. The Prior General, after hearing his Council, forms the Social Apostolate Commission (SAC) (Prot. CG. 44/2017) with the aim of awakening, nurturing, encouraging and accompanying the missionary spirit of justice and universal solidarity proper of the Church and the Augustinian Recollect charism, making this dimension become a transversal axis of life and of the pastoral and missionary activity of the Order of Augustinian Recollects (cfr. Prot. CG. 44/2017).

5. The SAC was born as an organ of animation, reflection, coordination, dialogue and communion to help put into practice the options and priorities of the Chapter in the field of the social apostolate; an institutionalized channel to foster co-responsibility and coordination among ministries and local, religious and lay agents, of the Order and of the Augustinian Recollect family.

6. The commission deals, at least, with these general objectives, which reflect their socio-evangelizing priorities:

- a) Missionary solidarity spirit that sustains and expresses our commitment to life, social justice, solidarity, peace and the integrity of creation.
- b) Awareness and education in solidarity and development, which promote a faith-based reading of reality, form critical consciences, promote austere, supportive and actively engaged lifestyles.
- c) To facilitate channels of solidarity for people, ministries and groups through actions committed to Justice and Peace and Integrity of Creation, in social action, migrations and refugees, cooperation for development, political-social advocacy, sharing of goods and promotion of volunteerism.
- d) Caring for the missions in which we are. To make known, encourage and accompany—materially and humanely—the missionary work being undertaken.

- e) Promote involvement by enhancing coordination and networking. To promote, care for or create local, provincial and Order-wide structures that unite solidarity actions that facilitate coordination and promote the growing involvement of religious and lay people in these. Constitute and support an international solidarity network, in which the social organizations of the Augustinian Recollect family participate. Strengthen inter-congregational, inter-religious network and even with civil society organizations for the purpose.

7. To work on these priorities, the commission proposes these specific objectives, which will be made explicit in the different strategic plans of the same:

- a) Awaken, encourage and strengthen the missionary and solidarity spirit of our charism, as well as the commitment to Justice, Peace and the Integrity of Creation among the Augustinian Recollect communities, ministries, evangelizing agents—Augustinian Recollects and laity—and partners in pastoral undertakings.
- b) Ensure that the Augustinian Recollect communities advance towards the observance of a poorer and more austere lifestyle, taking special care of community hospitality, in prophetic solidarity with the impoverished and the excluded.
- c) Voice out inequalities, help make a faith-based reading of reality, form a critical conscience, promote social political advocacy, give witness of an austere, supportive and actively engaged lifestyle with the poorest of the world, with the marginalized and work in defense of creation.
- d) Promote social action in our ministries. Enable a better knowledge of the social environment—through a serious and critical analysis of the social reality of each ministry—and a greater commitment to promote the implementation of projects, proposals and initiatives of social action in each place.

- e) Support the Mission Apostolate Section of the Secretariat for the Apostolate in promoting, encouraging and accompanying –materially and humanely–the projects in the mission áreas entrusted to the Order.
- f) Coordinate with the Secretariats of Spirituality and Formation, and Apostolate and Vocations and Youth, so that these lines of action be present in their projects, programs and activities.
- g) Constitute and support the ARCORES international solidarity network, promote its knowledge and the growing involvement of religious and lay people in it.
- h) Facilitate channels of solidarity with impoverished peoples through ARCORES and its organizations.
- i) Promote work with other agents, seeking synergies, networking and collaboration in initiatives and projects.
- j) Awaken, nourish and accompany missionary vocations that are announcing and building the Kingdom, and at the same time, multiplying new evangelizing vocations.

## **Structure and Organization**

8. The SAC depends directly on the Prior General. This may delegate, in one of its directors, the coordination of the Commission.

9. The scope of this Commission covers all the Augustinian Recollect communities and ministries.

10. The Prior General, after hearing his Council and the respective priors provincial, shall appoint the members of the Commission. Their appointment is for a six-year term, unless for a just cause a replacement is needed.

11. This Commission will be a team composed of no more than 6 people, which will facilitate the implementation of the action plan, and a more agile daily management of the issues.

12. The dismissal of a member of the Commission is either by resignation, or by the end of the term for which he was appointed, or by decision of the Prior General.

13. It is the responsibility of the Prior General, after hearing the proposal of the Commission, to determine the form of substitution of the members who leave before the end of the period for which they were appointed.

14. The operation of the SAC will be governed by the following criteria:

- a) The coordination of this commission falls on the Prior General or on a counselor he has delegated.
- b) The Commission, called in due time and form, meets at least twice a year, optimizing the presence at meetings with the help of communication technologies. The order of the day will be sent, at least, 15 days before so that the topics to be discussed can be conveniently studied.
- c) It will meet as many times as is deemed necessary by the coordinator, upon consultation with the members of the SAC. These meetings may be in person or online.
- d) At each meeting, the corresponding minutes are recorded in writing by whoever performs the task of secretary. The minutes are approved at the following meeting and are signed by the coordinator and the secretary of minutes.
- e) The Commission may set up sectoral work teams to assist in the fulfillment of its purposes.
- f) The decisions of the Commission will seek to be taken by



consensus and with the majority support of the same. When this is not possible, they will be put to the vote and approved by a simple majority. In case of a tie, it will be settled with the quality vote of the commission coordinator.

15. The functions of this Commission, together with its Expanded Council, are:

- a) Carry out the functions and objectives indicated in these statutes.
- b) Prepare the action plan for the sexennium and an annual program that includes the activities and meetings of the year.
- c) Securing financing sources and preparing a budget that guarantees the economic viability of the Commission and its action plan.
- d) Prepare the corresponding annual schedules.
- e) Be a channel for the necessary dialogue and coordination between the various secretariats and general commissions, the provincial social apostolate commissions and the social organizations involved in the socio-missionary dimension.
- f) Maintain a close and fluid relationship with the SAC—or coordination bodies of the corresponding social dimension—of the other organisms of the Augustinian Recollect family.
- g) Promote the constitution and strengthening of ARCORES, as an international solidarity network of the Augustinian Recollect family.
- h) Maintain a close and fluid relationship with the Board of Directors and the Executive Directorate of the ARCORES International Federation.
- i) Actively and adequately transmit the decisions and orientations of the commission.

16. It is incumbent upon the Commission Coordinator to:

- a) Enliven the SAC-related undertakings in his area.
- b) Convene and preside over the meetings of the commission.
- c) Promote the elaboration and fulfillment of the action plan and the annual schedules.
- d) Ensure that the decisions adopted within the scope of the Commission are executed.
- e) Represent the Commission before the General Council and other instances of the Order, social and / or ecclesial.
- f) To be a permanent channel of communication between the various secretariats and general commissions, the provincial Social Apostolate commissions and the social organizations involved in the socio-missionary dimension.
- g) Present to the Prior General and his Council for approval, the action plan for the sexennium, the annual program of activities and meetings, the annual financial report and the budget to finance the activities of the following year.
- h) Maintain direct communication with the provincial coordinators and with the national and local in charge of the Commission, informing the respective major superiors of all this.

### **SAC Expanded Council**

17. The SAC will create an Expanded Council. This Council attends to the participation and coordination of the general SAC with the provincial SAC, with the different secretariats of the Order, with ARCORES International and with the Augustinian Recollect family.

18. The Commission will be composed of the people representing these areas:

- The members of the general SAC.
- One representative from each of the 4 provincial OAR SAC.
- A representative of the Board of Directors of ARCORES International.
- A representative of the General Secretariat of Spirituality and Formation (CEAR - FSAR).
- A representative of the Apostolate Secretariat.
- A representative of the Secretariat for Vocations and Youth (RAY).

When inevitable a member of the commission may become part of one or two groups; but never in more than two.

19. Each provincial SAC, as well as the ARCORES Board of Directors and the three general secretaries, will propose to the SAC, for their appointment, the name of the person who will represent them in the Expanded Council. The Prior General will ratify the appointment.

20. The Prior General will invite other members of the Augustinian Recollect family, if they wish, to be part of this Expanded Council. In that case, each member will have a representative in the Expanded Council of the SAC. The appointment of these people will ultimately be done by those in charge of each of these organizations.

21. The functioning of the Expanded Council of the SAC will be governed by the following criteria:

- a) The coordination of this Commission rests with the Prior General or the director in which he has delegated.

- b) The commission, duly called in time and form, meets once a year. The order of the day will be sent, at least, 15 days before so that the topics to be discussed can be conveniently studied.
- c) If circumstances demand it—in the opinion of the coordinator, and with the agreement of at least 40% of the members—it will meet as many times as deemed necessary. These meetings may be in person or online.
- d) At each meeting, the corresponding minutes are drawn up by whoever performs the task of secretary. The minutes are approved at the following meeting and are signed by the coordinator and the secretary.
- e) The Commission may set up sectoral work teams to assist in the fulfillment of its purposes (eg, Intercongregational project team, Border projects, Education for Development, Proposals for solidarity channels, Political advocacy). Social...).
- f) The decisions of the Commission will try to obtain the consensus or the support of the majority. When this is not possible, these decisions may be put into vote and get approved when they obtain a simple majority. In case of a tie, it will be settled with the quality vote of the coordinator of the Commission.

22. The Enlarged Commission will collaborate and support the SAC in the fulfillment of the functions indicated in number 15 of these statutes.

### **Social Apostolate Commissions of OAR Provinces**

23. The SAC of the Order, in accordance with decision B.2. of the *Life and Mission Project* which contains the decision to “structure the administrative bodies of the provinces in accord with those of the Order”, is offered to encourage and aid the provinces in putting up their

provincial social apostolate commissions.

24. The SAC and the corresponding provincial governments will ensure that the general and specific objectives of each provincial SAC are in line with those of the general SAC.

25. The SAC will agree with the provincial SAC on permanent and effective channels to promote the necessary dialogue and coordination among all SAC.

26. The SAC will generally agree with the provincial SAC on the way of participation in the governing bodies and participation of ARCORES International.

27. Each provincial SAC will elaborate its own statutes in harmony with the objectives and structure of these statutes.

### **SAC and the Augustinian Recollect Family**

28. The SAC, responding to the wish expressed by some members of the Augustinian Recollect family, and in dialogue with them, will promote the relationship between the different SAC—or other social outreach related-bodies of the members of the Augustinian Recollect family.

29. The natural area of participation and collaboration of the SAC of the AR family, in the field of solidarity actions, will be ARCORES.

### **About the Augustinian Recollect International Solidarity Network, ARCORES**

30. With the aim of promoting social justice, solidarity, peace and the integrity of creation, the SAC, with the approval of the Prior General and his Council, promotes the establishment of an international network of Augustinian Recollect organizations, diverse nationalities, dedicated to social action and cooperation. The network is called ARCORES.

31. ARCORES was born as a family vocation; its conception, birth and nurturing are the fruit of the dialogue and coordination of the SAC or with the social services related bodies of the Augustinian Recollect family.

32. ARCORES, from its uniqueness and autonomy, collaborates with the social apostolate commissions of the Augustinian Recollect family in awakening, nurturing and accompanying the missionary spirit of justice and universal solidarity proper of the Church and the Augustinian Recollect charism, creating channels of commitment in initiatives that promote social justice, solidarity, peace and the integrity of creation.

33. The functioning of ARCORES is governed by its own statutes and complementary regulations, its face value, its transparency and good governance documents and its own action plan, with its operational schedules. The statutes will indicate the minimum criteria that all organizations must meet to be an integral part of the network: commitments to economic transparency and management, certain common objectives, commitments to active participation in the network, criteria for organization, decision and consensus, etc.

34. The functions attributed in these Statutes for the SAC recommend that the members of the SAC OAR attend as full members of the General Assembly, the highest authority of the international network.

35. The SAC OAR, as a committed member of the international ARCORES network, will collaborate in the task of securing the necessary sources of financing that guarantee the economic viability of the network.

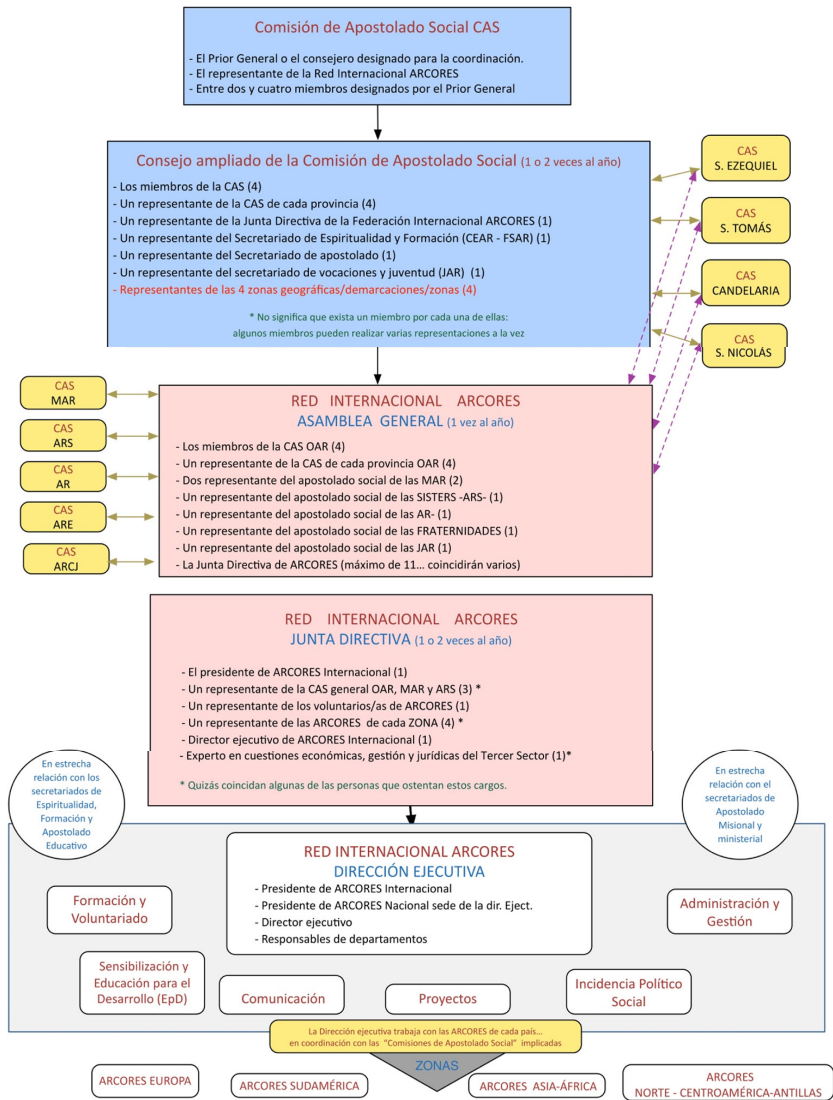
### **Modification and Validity of the Statutes**

36. Any amendment of the statutes may be formulated at the request of the Prior General, or of at least 2 members of the SAC.

37. The approval of the amendments done to these statutes corresponds to the Prior General and his Council.

On the Dissolution

38. The decision on the dissolution of this commission corresponds to the Prior General after hearing his Council. These statutes were approved at the session of the General Council on October 6, 2017.



Organizational Chart of the Commission for the Social Apostolate

# COMMISSION ON COMMUNICATIONS AND PUBLICATIONS

## **Establishment of the Commission on Communications and Publications**

1. In accordance with the provisions of the *LAMP* of the Order, B.1.5. and with the approval of the Prior General and his Council, the Communications and Publications Commission (hereinafter CCP) is established.

2. The headquarters of the CCP is the General Curia: Via dell'Astronomia, 27, Rome.

## **Nature and Purposes**

3. The CCP is an organ of consultation and at the service of the Order, dependent on the Prior General and his Council, responsible in approving its plans and proposals and take the appropriate decisions.

4. The first purpose of the CCP is to present and spread the charism of the Order, and safeguard its institutional image.

5. The specific purpose of the CCP is to animate the life of communion in the Order with the ultimate goal of Evangelization.

6. Other objectives of the Commission are:

- a) Establish the general policy of the Order with regard to communications and publications;



- b) Promote communion through communications and publications among the religious, and facilitate the relationship with the rest of the Augustinian Recollect family;
- c) Offer the adequate information of the Order in the media;
- d) Foster relations between the religious and other members of the Augustinian Recollect family;
- e) Report on important events in the life of the Order and, if applicable, of the Church or society;
- f) Spread our spirituality, cultural legacy, history and way of life, both among the closest and among those who do not know us;
- g) Collaborate with the secretariats and agencies of the Order, and promote and disseminate their initiatives and actions;
- h) Cooperate in the ongoing formation of the men and women religious of the Augustinian Recollect family, and of the laity related to it;
- i) Take care that the CCP be established in all the provinces and ensure its proper functioning.
- j) Establish channels for religious to be adequately trained in the use of social communication media (cf. *Const.* 103).

## Structure

7. The CCP is made up of:

- a) The Board of Directors (BD), formed by a president and team members who are stable, appointed by the Prior General and his Council (cf. *PVM*, B.3.);

- b) Four communication coordinators who, ordinarily, will be the presidents of the respective provincial CCPs;
- c) The communication anchors, appointed by the Major Superior as proposed by the president of the CCP of the Order and in dialogue with the communication coordinator of the Province;
- d) Other technical / professional collaborators that make up the technical team.

### **Functions of the Board of Directors**

8. The Board of Directors of the CCP, which will act in a collegiate manner, has the following functions:

- a) Prepare the bylaws of the CCP itself (see *PVM*, B.4.) and the action plan of the sexennium, and submit them for approval to the Prior General and his Council, and enforce them.
- b) To specify, on the proposal of the president, the actions that the CCP will undertake each year of the sexennium.
- c) Evaluate each year the progress of communications and publications of the Order.
- d) Manage by themselves or by others the web and the social networks dependent on the General Curia of the Order, taking care of both the content and the form (spelling, syntax, journalistic genres, etc.).
- e) Have the advice of professionals and appropriate personnel when it is considered necessary.
- f) Keep the Order's website updated in all its aspects: data, languages, graphic materials, etc.

- g) Coordinate publications dependent on the General Curia, both electronic and printed.
- h) Establish a fluid and collaborative relationship with the presidents of the provincial CCPs.
- i) Send in advance to the president of each provincial CCP the electronic publications that, due to their special relevance, should be published in all the web pages and Augustinian Recollect RRSS.
- j) Create by themselves or by others a file of printed, graphic and audiovisual materials that are at the service of the whole Order.
- k) Ensure that the Order's publications (electronic and printed), bearing the Agustinos Recoletos brand, respect the Identity Manual and include in them the link to the official website of the Order.
- l) Advise and collaborate in the preparation of materials for all "pastoral" purposes and activities that are required and organized in the Order.
- m) Promote specific training activities on communication media for those involved in the tasks of the CCP of the Order and the provinces.
- n) Organize for the Augustinian Recollect family days of information and good use of the media, as appropriate means both for their own formation and for pastoral activities.
- o) Ensure that the media adapt to new technologies in order to fulfill their mission more effectively.
- p) Encourage contacts with communication coordinators.
- q) To elaborate the regulation of operation of the communication

coordinators.

- r) Prepare annually the calendar of activities that affect the Board of Directors and the communication coordinators.
- s) Propose to the Prior General for his appointment, the person who will come into contact with the media in crisis management and special events, and who will be responsible for writing press releases and other documents, as appropriate.
- t) Organize at least two meetings in the sexennium (one in the third year of the mandate and another in the sixth) in which the president and the working team of the Order's PCC and the communication coordinators are to attend in person to evaluate the "communication" action and compliance of the provisions of these same statutes.
- u) Prepare the annual budget of the CCP and present it to the Prior General and his Council for approval.

### **Functions of the Communication Coordinator**

9. Prepare the Statutes and the triennial or four-year plan of action of the Province with its stable working team and ensure compliance (see *PVM*, B.2).

10. Maintain a fluid dialogue with the president of the general CCP.

11. Collaborate diligently with the Board of Directors of the CCP of the Order.

12. Share materials of all kinds with the CCP of the Order and the provinces.

13. Coordinate in the work of translation of the publications of the Order.

14. Attend meetings and workshops organized by the BD of the CCP of the Order.

15. Make proposals to the president or to the stable working team of the CCP of the Order in view of improving communication and publications.

16. Prepare a guidelines for the anchors in one's own province.

## FINANCE AND ASSETS COUNCIL

### Nature and Purpose

1. The Finance and Assets Council of the Order of Augustinian Recollects is an administrative body, created by the Prior General and his Council according to number 475 of the *Constitutions*. It is formed by the General Econome and by at least two members, appointed by the Prior General and his Council. Act under the guidelines of the Prior General.

2. Its mission is to advise the Prior General and his Council on economic matters, and to assist the General Econome in the administration of the temporal goods of the Order. It must ensure that, in the economic management of the Order, the evangelical spirit always shines and that the dispositions of the Church, of Law and of our *Constitutions* are followed, and that management is perfectly combined with the vow of poverty and the common law of work (cf. *Const.* 473).

### Functions

3. The Finance and Assets Council of the Order has the following tasks:

- a) Manage the assets of the Order as indicated by the *Constitutions* and the *Additional Code* (473-495) and the *Life and Mission Project*.
- b) Guide the Prior General and his Council in everything related to the fixed assets of the Order, to the communion of

goods and to the rendering of accounts.

- c) Guide the General Council to guarantee the transparency of the economy in the whole Order (see *Life and Mission Project*, G.10.).
- d) To elaborate an administrative or economic regulation that orders and helps in the management of the goods of the Order, of the provinces and of the local communities (see *Economy at the service of the charism and of the mission* 62). The regulation will be subject to the approval of the Prior General and his Council.
- e) Guide and advise the General Econome in financial investments and when acquiring or disposing of temporary assets that significantly affect the assets of the Order.
- f) Review annually the accounts of the General Curia and those of the provinces, and point out what is not working well or require supervision and propose corrections and improvements that would help in good management of the goods.
- g) Issue its technical opinion, with the help of professionals if appropriate, on how many important economic matters are presented for the approval of the General Council.
- h) Ensure the conservation of the artistic and cultural heritage of the Order.
- i) Advise the General Council on the legal and economic situation of the properties of the provinces and their ministries, foundations and other legal entities related to them.
- j) To coordinate the audits to be done as deemed necessary by the Prior General and Council at the level of Order, or province or local community.

## **Internal Organization**

4. The appointment of the Finance and Assets Council shall take place at the beginning of each six-year term. Its members will cease in their office at the end of the sexennium, although they could be reappointed.

5. The General Econome presides over the Council and one of the members will assume the task of secretary.

6. It is incumbent upon the president to:

- a) Convene and preside over the meetings of the Council, indicating dates and agenda from the same.
- b) Be the qualified spokesperson of the Finance and Assets Council, and communicate the proposals to the Prior General and his Council.

7. It is incumbent upon the secretary to:

- a) Record all the matters dealt with at the meetings of the Finance and Assets Council, and to keep records of its activities.
- b) Archive and keep all documentation related to the Board.

8. It is incumbent upon the members of the Finance and Assets Council to:

- a) Fulfill the purposes and tasks of the Council.
- b) Go to meetings, either face-to-face or through videoconference.

9. The Finance and Assets Council will resort to the collaboration or advice of experts, religious or lay, in matters that, due to their importance, require their services.



10. The proposals, before being sent to the Prior General and his Council, will be approved by consensus of the members.

## **Meetings**

11. The Finance and Assets Council will meet, at least twice a year, in person or by videoconference, in order to review the accounts of the General Curia and those of the provinces and the budget of the General Curia; also to evaluate financial investments and deal with other timely economic matters.

12. The chairman may also call meetings, which are attended by experts that the Council has deemed convenient to advise on certain matters.

13. The Finance and Assets Council will meet with the provincial treasurers, at least twice during the sexennium.

# ARCORES

## Preamble

With the aim of promoting social justice, solidarity, peace and the integrity of creation, the Order of Augustinian Recollects moves for the establishment of the international solidarity network of the Augustinian Recollect “ARCORES”, an international network of organizations of different nationalities of social action and cooperation. It aims to facilitate—among peoples and institutions—channels of solidarity with the impoverished and the marginalized.

The ARCORES network is constituted as a group of organizations whose mission is:

- a) To help maintain adherence to the identity and mission of the network, in line with the solidarity dimension of the Gospel and the Augustinian Recollect spirituality and the orientations of the social apostolate commissions—or coordinating bodies of the corresponding social dimension—of the members of the Augustinian Recollect family.
- b) Build and strengthen a structure and organization that helps to institutionalize the co-responsibility and coordination of social action in the Augustinian Recollect family.
- c) To animate and promote the communion of action, of objectives, the common work of the network, the co-responsibility, the solidarity and the capacity of collective

management and communication of the network, for the good of the universal Augustinian Recollect mission; At the same time, from that common, global and universal mission, it encourages and promotes the level of autonomy necessary for the proper functioning of the various Augustinian Recollect social organizations in each country.

The constitution of ARCORES will make it possible to take progressive steps towards:

- a) Increasing coordination of projects, even executing projects and common cooperation in development programs; a common “portfolio” of projects will be created, with agreed criteria on project prioritization, and collective financing by the network.
- b) A coordination in terms of undertakings, engagements and social action projects in the various countries where the network is present, with common basic intervention criteria, shared training processes, and support in personnel and economic resources by the network.
- c) A coordination of the central elements in awareness and education for development. One of the common themes in this awareness and Education for Development (DP) will be the 2030 Agenda for Sustainable Development agreed by the UN in 2015.
- d) A coordination from the network of emergency campaigns launched by members of the Augustinian Recollect family.
- e) A coordination of volunteer programs—national and international—executed by the national ARCORES or one of its members.

- f) A shared economic responsibility to carry out the common proposals of the Network, linked with sufficient economic autonomy to be able to carry out the projects, programs and actions of each organization or entity that is part of the network.
- g) Efficient governing bodies, with sufficient capacity to define common lines of work of the Network and to support, encourage, evaluate, challenge and redirect the processes and implementation of the agreed plans.
- h) A coordination of the social political incidence and work in human rights carried out by the national ARCORES or one of its members.
- i) An improvement in transparency indicators (promote that the ARCORES and its members, in addition to doing things well, are accountable and give information—to their social base and to the public in general—of the relevant aspects of their being and its work: its mission and vision, its governing bodies, its social base and support, planning and accountability, etc.) and good governance (promoting certain positive behaviors in the government of NGDOs and being able to verify them: its constitution and functioning, social participation bodies, planning and evaluation processes, economic management, people and human resources, local partners, etc.).

ARCORES International dreams—is its vision—with a world free of poverty in which the promotion of human rights—economic, social and cultural-, social justice, solidarity, peace and the integrity of creation reign over economic and / or political interests; in which all people and peoples can develop, without any discrimination, and can exercise their right to participate in an equitable way to improve their welfare.

For this reason we work to be recognized as an international network of reference, consistent with its mission, characterized by its

honesty and responsibility, an intercultural network, open and with national and international projection. We work to be effective and efficient from the organizational point of view, properly managing our resources—human and economic—and to be transparent with those who trust in us and with society in general.

## **Title 1: The ARCORES International in General**

### **Chapter I: Name, Address, Duration, and Scope**

Article 1. With the denomination “ARCORES. Augustinian Recollect International Solidarity Network”, (ARCORES henceforth) dedicated to international cooperation and / or social action, associated with each other. This entity will be governed by its bylaws, its rules of internal procedures, by the agreements validly adopted by its General Assembly and governing bodies in accordance with said Statutes.

Article 2. The governing bodies of ARCORES will study and evaluate the opportunity and the time to propose to the Assembly the legal formalization of the grouping. They will seek for this the most adequate and efficient legal figure to achieve the network’s objectives.

Article 3. ARCORES establishes its registered office in Via dell’Astronomia, 27, CP 00144, ROMA. The address can be transferred to another place and country by agreement of the Board of Directors, ratified in the General Assembly immediately afterwards.

Article 4. This entity is constituted for an indefinite period.

Article 5. The territorial scope in which ARCORES carries out its activities is the entire territory of the countries in which its associated organizations are present. This is without prejudice to the fact that its actions have effect in other countries of the international sphere.

Article 6. All the national organizations that are part of the network will be identified with the name of ARCORES, name that will facilitate a common identification; they will add to ARCORES the

name of the country in which they are established. Some organizations may add to it, as a sub-brand, the name that has been identified before joining ARCORES International.

## **Chapter II: Purposes**

Article 7. The purposes of ARCORES International are:

- a) Promote human rights, social justice, solidarity, peace and integrity of creation.
- b) Cooperate in the development of persons and people on the planet, especially the most disadvantaged.
- c) Promote awareness and education in solidarity and development that promote a deep reading of reality, form critical consciences, stimulate austere, supportive and actively engaged lifestyles.
- d) To facilitate channels of solidarity for individuals and groups: actions committed to justice and peace, care for Creation, social action, migrations and refugees, cooperation for development, social-political advocacy, communication of goods and promotion of volunteerism.
- e) Constitute local, national and international structures in which the social service organizations of the Augustinian Recollect family participate, uniting the actions of solidarity, facilitating coordination, and promoting the growing involvement of religious and lay people in these undertakings. Promote networking: intercongregational, interreligious and with civil society organizations.
- f) Promote the spirit of social service volunteerism for development and raise awareness among citizens about the situation of the most vulnerable people and groups, especially in contexts of marginalization, exclusion and serious assaults on human rights and the planet, seeking

greater civic awareness for international solidarity in favor of the development of peoples and communities.

g) Respond to emergencies and humanitarian crisis.

## **Title 2: The Members of the Network**

### **Chapter I: The Partners**

Article 8. ARCORES International is a group of non-profit entities of diverse legal nature, dedicated to international cooperation and social action, and whose specific objectives and activities are related to those established by these statutes.

Article 9. ARCORES International will be constituted by two types of partners: the founding partners and the ordinary partners.

Article 10. The founders of ARCORES International are the bodies set up to animate and coordinate the work in justice, solidarity and development of each member of the Augustinian Recollect family. Some are called SAC.

Article 11. The ordinary partners of ARCORES International are entities of national scope. Each national ARCORES may be formed by several organizations dedicated to international cooperation and social action, whose scope of action is that same country.

Article 12. Each national ARCORES will be established with the legal form that best adapts to the reality of each country. In their establishment process, they will use, whenever possible and beneficial for the network, the member organizations that are already legally constituted in each country.

Article 13. Those national ARCORES that, due to the delay in the processing or due to legal difficulties, can not initially be constituted with a legal form, may be attached to a group of non-profit entities, dedicated to international cooperation and / or social action , associated

with each other through a collaboration agreement.

## **Chapter II: The Incorporation Process**

Article 14. The founding partners are part of ARCORES from the moment of its constitution.

Article 15. To carry out the incorporation to the network as an ordinary partner, each national organization will express it in writing, through its legal representatives, to the Board of Directors of ARCORES International.

Article 16. In order to apply for incorporation, you must duly prove that you meet or are in a position to comply immediately with the following principles:

- a) Possess legal personality and legal capacity, in accordance with current regulations regarding the right of association and the foundations of each country. Those national ARCORES that take article 13 of these statutes must submit a copy of the constitution minutes signed by the member entities.
- b) Being a non-profit entity.
- c) Reflect in its statutes, as goals of the entity, the realization of activities in the field of cooperation for development and international solidarity, humanitarian aid or emergency, education for development, or social action consistent with and related to the purposes set forth in article 7 of these statutes.
- d) Enjoy a sufficient social base. This support manifests itself in different ways: economic support, the ability to mobilize volunteers, the active participation in networks with social presence, contact and collaboration with other organizations.
- e) Have a minimum degree of structure that implies having resources, both human and economic, arising from individual



or collective solidarity, private or public subsidies, voluntary work and other legal sources that do not come from activities contrary to the vision and the mission of ARCORES.

- f) Promote certain positive and verifiable behaviors in the good governance of the organization:
- Government bodies in which, on the one hand, the representativeness and participation of all the members that make up the national organization are facilitated, and on the other, the efficiency of the work and the coordination of the network;
  - Clear mechanisms of election or appointment of positions;
  - Establishment of social participation bodies;
  - Collective planning and evaluation procedures;
  - Clear criteria of economic management and human resources, promoting the objective of equal opportunities and family-work balance;
  - Not receive—those who hold a position on the board of directors or equivalent—remuneration for the exercise of their functions, without prejudice to the appropriate compensations for the expenses derived from the exercise of their functions.
- g) Be transparent by promoting that the national ARCORES and their members are accountable and give information—to the network, to its social base and to the public in general—of the relevant aspects of its being and of its doing: its mission and vision, its governing bodies, their social base and supports, planning and accountability. Comply with the country's legislation regarding the external control of its activities and resources, and of audits to which it is subject.

Article 17. The Board will approve by simple majority the provisional incorporation of the national ARCORES, which will be endorsed at the next General Assembly.

#### Article 18. Rights of partners

- a) Attend with voice and vote—directly or through representation—the celebration of the General Assembly. Participate in government bodies.
- b) Be able to participate in the training processes carried out by ARCORES International (both in person and through the virtual classroom).
- c) Be able to participate in the activities organized by the Network in compliance with its purposes.
- d) Participate in the working groups that are constituted.
- e) Receive support and advice in the planning, formulation, search for financing, execution and evaluation of projects, programs and campaigns of emergency of the organizations belonging to the network, especially those that the international network determines jointly.
- f) Be able to use the elements of the corporate image of ARCORES (name, image, logo, etc.).
- g) Be informed about the operation of ARCORES International, about the agreements adopted by the governing and operating bodies, and about their activities. Make suggestions and proposals in any area of ARCORES: organizational, purposes and activities, resources, etc. that are appropriately considered.

## Article 19. Duties of the partners

- a) Comply with the principles set forth in article 16 of these statutes.
- b) Actively participate in those governing and participation bodies of the network in which it is present.
- c) Use appropriately the elements of the corporate image of ARCORES (name, image, logo, etc.).
- d) Collaborate with human and economic resources to support ARCORES International in the terms determined by the General Assembly.
- e) Maintain active dialogue, communication and collaboration with the Executive Directorate of ARCORES International.
- f) Carry forward the strategic and action plans and other agreements adopted by the governing bodies of the network.

## Article 20. Loss of membership status

The member organizations of ARCORES may terminate their membership in the following reasons:

- a) By voluntary resignation, communicated in writing to the Board of Directors.
- b) Through disciplinary measure, submitted by the Board and approved by the Assembly, by:
  - Repeated failure to comply with any of the duties set forth in article 19 of these statutes.
  - Not to attend three consecutive assemblies—general or zonal- in a period of three years.
  - Repeated failure to comply with the agreements of

the General Assembly. Having been sanctioned by the official organs of the country for serious or very serious or convicted of a criminal offense.

### **Title 3: The Organs of Government and Participation**

#### **Chapter I: International ARCORES Structure**

##### Article 21. Internal structure of ARCORES International

1. ARCORES International has two governing bodies: the General Assembly and the Board of Directors.

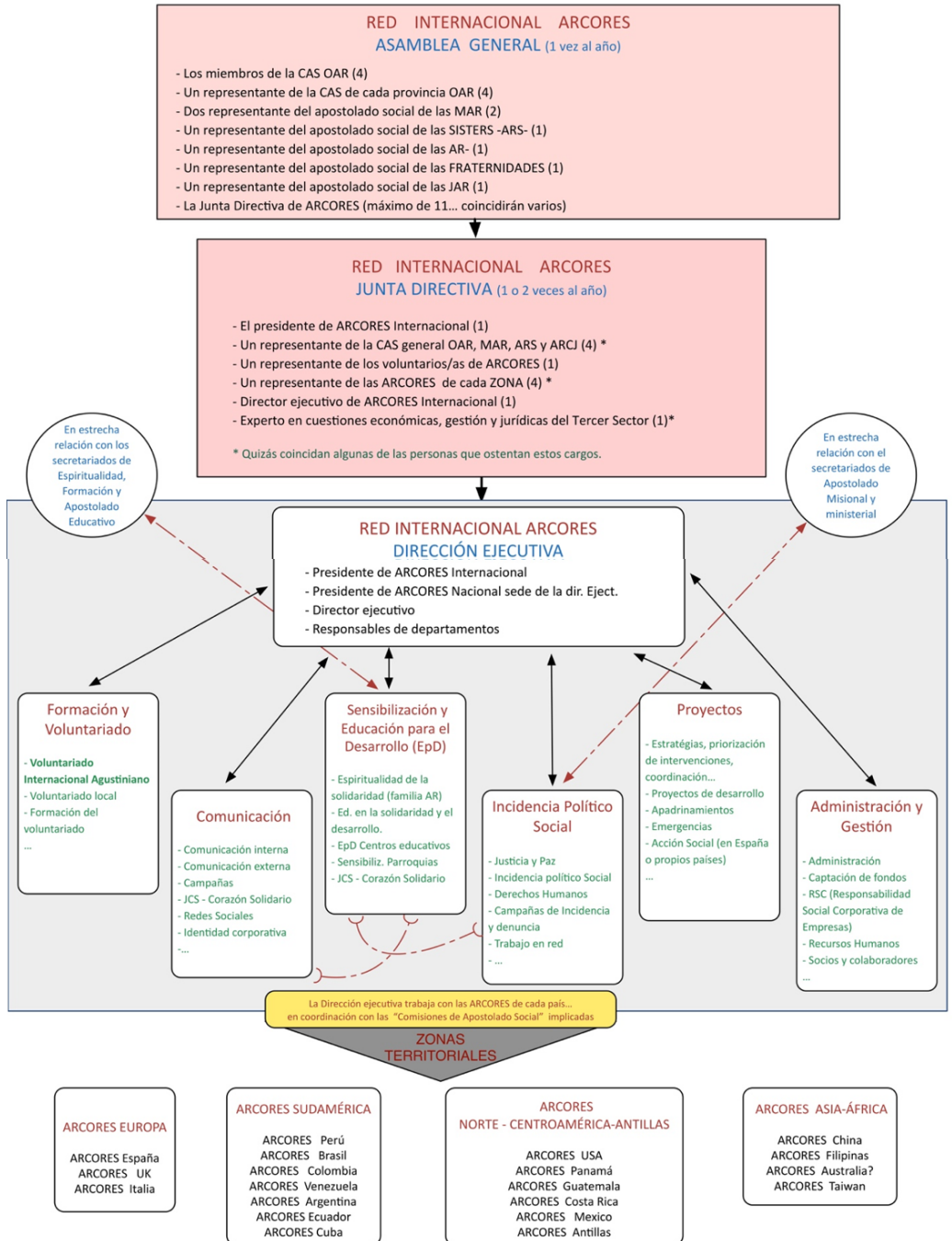
2. In addition to the governing bodies, ARCORES has other management bodies

- a) the executive management and the departments;
- b) and participation.

3. The Assembly, when it is necessary to achieve the fulfillment of the objectives, may set up other management bodies—vgr. coordinating bodies of the territorial areas, council of national directors, etc. Likewise, the Board of Directors may suggest to the Assembly the constitution of new management bodies.

4. The Board of Directors, when so required to favor the fulfillment of the purposes, may establish other participation bodies. It will inform in the following assembly of the constituted organs.

5. The organizational chart of ARCORES International is as follows:



## Article 22. Gratuity of the representation bodies

1. The performance of duties in the representative bodies of the entity shall be governed by the principle of gratuity, without prejudice to the right to be reimbursed for the expenses incurred in the exercise of their functions.

2. Some posts may receive remuneration by their own nature, provided it is not an organic position and not charged to public subsidies.

3. They may also be hired to carry out functions other than those performed in the performance of their positions, so they may receive an adequate remuneration.

## Chapter II: The General Assembly

### Article 23. Of the members of the General Assembly

The General Assembly is the highest authority of the network. It meets annually. It is made up of the founding members, represented by:

- a) The members of the general SAC.
- b) A representative of the SAC of each OAR province.
- c) A representative of the social apostolate of the MAR.
- d) A representative of the social apostolate of the ARS.
- e) A representative of the social apostolate of the Augustinian Recollect nuns.
- f) A representative of the ARCJ.
- g) A representative of the ARE (Augustinian Recollects of the Sick).

h) A representative of the social apostolate of the FRATERNITIES.

i) A representative of the social apostolate of the RAY.

And by the ordinary partners, represented by the Board of Directors of ARCORES.

#### Article 24. Of the General Assemblies

1. The General Assemblies can be:

a) Ordinary: an Ordinary Assembly will be held once a year.

b) Extraordinary: whenever necessary, at the proposal of the Board of Directors or 60% of the members.

2. The Assembly will be convened by the president of ARCORES International and will include the agenda, agreed by the Board of Directors and must be convened 15 days before the celebration of the same. This call will be made written.

3. The General Assembly, both ordinary and extraordinary, will be validly constituted on the first call when 60% of the members are present or represented. In second call, whatever the number of partners attending, between the first and second call must mediate, at least half an hour.

4. The agreements, in the Ordinary General Assembly, will try to be taken by consensus and with the majority support of the same. When this is not possible, they will be submitted to a vote and approved by a simple majority, issued by the members present at the Assembly, or duly represented. In the event of a tie, it will be settled with the president's vote. The agreements, in the Extraordinary General Assembly, will be taken by a qualified majority of two thirds of the votes cast by the members present in each Assembly, or duly represented.

5. The members may personally attend the Assemblies or

delegate to other members or a member of the Board of Directors. Said delegation must be in writing and must be in the hands of the president of ARCORES International at the beginning of the Assembly.

6. Votes may be by show of hands or secret. They will be secret when requested by two thirds of the members present at the Assembly.

7. Those who, according to the points of the agenda, have relevant information to contribute to the debates of the Assembly, will be able to attend the Assembly, with voice but without vote. In this case, in the call to the Assembly, for the information of the members, it must state which persons and for what purpose they attend.

8. Those persons that the Board of Directors considers pertinent may attend the Assembly, as guests, without voice and without vote. In this case, in the call to the Assembly, for the information of the members, it must state which persons and for what purpose they attend.

#### Article 25. The functions of the General Assembly

1. The functions of the General Assembly will be the following:

- a) Ensure compliance of the objectives of ARCORES International.
- b) Prepare the general proposals of the policies and lines of action to be followed by the ARCORES network, approve their strategic priorities and their action plans.
- c) Adopt and promote common work programs and actions of the network, enhancing the level of autonomy necessary for the proper functioning of the various social organizations that are members of the network in each country.
- d) To ratify, at the request of the Board of Directors, the incorporation of the new ordinary members—the new national ARCORES—, and on the eventual exclusion of those who do not act in accordance with the spirit of ARCORES, collected in these statutes.



- e) Approve, interpret and reform the bylaws, internal regulations and the code of conduct of ARCORES International.
- f) Determine the governing and participating bodies necessary for the operation of the international network.
- g) Elect the president and the members of the Board of Directors.
- h) Approve the contributions that will be made by network partners for the operation of ARCORES International. It may be in the form of quotas, material, human and / or economic resources.
- i) Approve the activity report, the management report, the profit and loss account and the balance sheet of the previous year, as well as the Budget for the current year presented by the Board of Directors. Decide on the application of the financial results of the exercise and of the funds of the network.
- j) Approve membership in other networks or international federations.
- k) Delegate specific tasks to the Board of Directors or the Executive Directorate.
- l) Resolve any matter related to ARCORES that is not specified in these bylaws.
- m) Decide on the eventual dissolution of the network.

2. The General Assembly decides in extraordinary capacity when treating on matters contained in the previous point, and in e), g) and m).

### **Chapter III: The Board of Directors**

#### **Article 26. The members of the Board of Directors**

1. The Board of Directors is the representative and management body of ARCORES. It's composed by:

- a) The president of ARCORES International.
- b) One representative of each of the founding partners (SAC). These representatives will be knowledgeable of the world of cooperation, social economy and / or social action.
- c) A representative of the ARCORES volunteers.
- d) A representative of each of the territorial zones in which ARCORES will be distributed.
- e) The executive director of ARCORES International.
- f) An expert in economic, management and legal issues of the Third Sector, and knowledgeable in the field of ARCORES.

2. Among the previously mentioned members, except for the president, the treasurer and secretary of the Board will be appointed.

3. If it is necessary to enrich the Board of Directors with people who could add value with a view to achieving the purposes of the network, other candidates may be presented to the Extraordinary Assembly for that purpose.

#### **Article 27. Candidacies to the Board of Directors**

1. The Prior General of the OAR, with the consent of his Council, will propose to the Assembly the person he deems most appropriate for the candidacy of president. They will be sensitive people and directly involved in the missionary and social service work. In case this candidacy is not approved by the Extraordinary Assembly, he must propose another candidate.

2. In the same way, each of the official representatives of the founding members, with the consent of their corresponding bodies, will propose to the Assembly the person they deem most appropriate as candidate representing their organization in the Board of Directors. They will be sensitive people and directly involved in the missionary and social service world. In case any of the candidatures is not approved by the Extraordinary Assembly, they must propose another candidate.

3. Each one of the territorial zones of ARCORES International will choose the candidate, religious or lay person, to represent them as a member of the Board of Directors. The candidates must be members of the Board of Directors of any of the national ARCORES of the corresponding territorial zone. From among them the representative for the Board of Directors will be elected. All national ARCORES of the corresponding zone will participate in the decision. The election of the candidate will be made by consensus. If the candidate has not been able to be designated by consensus, a vote will be held in which each zone ARCORES National will have one vote; In Case of 3 successive draws in the voting, the president will decide on this.

4. The candidacy of the expert in economic, management and legal issues of the Third Sector, and knowledge of the ARCORES area, will be made by the Board of Directors.

5. The composition of the Board of Directors will be approved by the General Assembly. The positions will last for 6 years, unless the Assembly determines another term.

6. The dismissal of a member of the Board of Directors may occur:

- a) By voluntary resignation and in writing of the interested party. When the position is representative, it must be accepted by the representative of the partner who proposed it in his day;
- b) Upon request, duly justified before the president, by the representative of the partner which proposed him in his day.

- c) By agreement of the Board of Directors, by qualified majority of two thirds.

#### Article 28. Of the Board of Directors

1. The Board of Directors meets at least twice a year, on an ordinary basis. They meet in an extraordinary character when requested by the president or half of its members.

2. It will be convened by the president of ARCORES International, or who he delegates, with 15 days before the celebration of it, and it will contain the Agenda. Said call shall be in writing. In the case of extraordinary calls, notices should be sent a week in advance or, if this is not possible, in the time that is considered sufficient so that it can reach to the knowledge of all the interested parties.

3. The composition of the Agenda corresponds to the President, including the requests of the rest of the members of the Board of Directors.

4. The Board of Directors will be validly constituted when at least half of its members attend, including the president, or whoever replaces him.

5. The agreements, in the Board of Directors, will try to be taken by consensus and with the majority support of the same. When this is not possible, they will be put to the vote and approved by a simple majority. In the event of a tie, it will be settled with the president's vote.

6. Votes may be by show of hands or secret. They will be secret when requested by two thirds of those present at the Meeting.

#### Article 29. Functions of the Board of Directors

1. The Board will focus all its efforts on the following:

- a) Help maintain adherence to the identity and mission of the network.

- b) Build and strengthen a structure and organization that helps to institutionalize the co-responsibility and coordination of social action in ARCORES.
- c) Encourage and promote in ARCORES the communion of action, objectives, common work of the network, co-responsibility, solidarity and collective management capacity, and communication.
- d) Encourage and promote the level of autonomy necessary for the proper functioning of the national ARCORES in each country.

2. In order to carry out the mission of ARCORES, the functions of the Board of Directors will be the following:

- a) Fulfill and enforce the purposes of the Association.
- b) Execute the agreements of the General Assembly.
- c) Maintain active and efficient communication channels with the SAC of the founding partners.
- d) Maintain active and efficient communication channels with the Executive Management of ARCORES International.
- e) Interpret—provisionally, until the next meeting is held—and propose amendments to the bylaws, internal regulations and the code of conduct of ARCORES International, to the Assembly.
- f) Schedule and promote the development of the activities of the Association by preparing the appropriate strategic plans and action plans, which will be presented to the Assembly for approval.
- g) Prepare the corresponding annual reports, which will be presented to the Assembly for approval.

- h) Promote the obtaining of the necessary funds to develop the aims of ARCORES International, as well as to cover the needs of the Entity.
- i) Prepare budgets and balance sheets, which will be presented to the Assembly for approval. Set the ordinary and extraordinary fees that will be presented to the Assembly for approval.
- j) Administer the funds of the Association.
- k) To assume credit obligations, to establish and withdraw sureties and deposits and to receive warrants as long as they do not exceed the regular budget set by the General Assembly.
- l) Designate work commissions or sections deemed appropriate for the proper functioning of the association.
- m) Propose the call and date of the General Assembly to the president. Agree the Agenda of the same.
- n) Propose to the Assembly the incorporation of the new ordinary members—the new national ARCORES—, and the eventual exclusion of those who do not act according to the essence of the spirit of ARCORES, included in its statutes.
- o) Propose to the Assembly, where appropriate, the hiring of personnel.
- p) Promote and support coordination with other analogous entities at the national and international levels.
- q) The functions of the Board of Directors will be extended to all those acts of the organization proper to its purposes, provided that they do not require the express authorization of the Assembly.

#### Article 30. The President

1. The president will be elected by the Assembly, at the proposal

of the Prior General of the OAR. The duration of his position will be 6 years.

2. It is incumbent upon him to:

- a) Hold the legal representation of ARCORES International before all kinds of people, authorities and public or private entities.
- b) Convene and set the agenda, at the proposal of the Board of Directors, and preside over the meetings of the General Assembly and the Board of Directors.
- c) Authorize with his signature, together with the secretary, the Minutes of the Board of Directors and of the Ordinary and Extraordinary General Assembly.
- d) Authorize with his signature, together with the Treasurer, the provisions of funds of the Association. Authorize proxies in the accounts of the organization.
- e) Ensure the execution of the agreements adopted in the General Assembly.
- f) Keep the Board of Directors informed of their actions.
- g) Subscribe contracts and agreements on behalf of the network.
- h) Grant or revoke powers to third parties, with the authorization of the Board of Directors.
- i) Accept donations, bequests and inheritances, as well as receive subsidies or other economic resources that are economic, material or services in the name of ARCORES.
- j) Any other function, not contemplated in these Bylaws, that is entrusted to it by the General Assembly and / or that is of interest and for the benefit of ARCORES.

### Article 31. Functions of the Vice-President

It is incumbent upon the vice president to:

- a) Replace the president performing his duties in case of absence, vacancy, illness, impossibility, incompatibility or delegation of the latter.
- b) Act on behalf of the network, in those Cases that are determined by agreement of the Board of Directors.
- c) Carry out those other functions that are entrusted to him by the president, after consulting the Board of Directors.

### Article 32. Functions of the Secretary

It is incumbent upon the Secretary of the Association to:

- a) Record in writing the Minutes of the sessions of the General Assembly and the Board of Directors, which will be signed by the President.
- b) Carry and keep the Book of Records.
- c) Issue certificates of the aforementioned Acts, as well as any other that may be necessary, with the President's approval.
- d) Keep the Membership Registration Book permanently updated.
- e) Save the books, stamps and any material that is the information support of the Association.
- f) Attend to the correspondence and communication with partners and other entities.
- g) Prepare the Annual Report of the Association.
- h) Perform those functions entrusted by the President.



### Article 33. Functions of the Treasurer

It is incumbent upon the Treasurer to:

- a) Safeguard the funds of the Association.
- b) Authorize, together with the President, and the co-signatories of the organization's accounts, the disbursement of funds.
- c) Procure and accept the collections ordered by the President.
- d) Assume responsibility for the Accounting of the Association.
- e) Prepare the accounts of liquidation of budgets and balance sheets of the Association
- f) Prepare annual budgets, income and expenses.
- g) Issue reports on the economic and financial affairs of the Association.

## **Chapter IV: The Executive Directorate**

### Article 34. The Executive Directorate

1. In order to optimize human and financial resources, and not duplicate structures, ARCORES International may delegate the management of the Executive Directorate to one or several national ARCORES.

2. The Executive Directorate will consist of:

- a) The president of ARCORES International.
- b) The president of the ARCORES National headquarters of the Executive Direction.
- c) The executive director.

- d) Those responsible for the different departments of the organization.

#### Article 35. Functions of the Executive Directorate

The Executive Directorate will have the following functions, relegated by the Board of Directors:

- a) Promote and develop the activities of ARCORES, in accordance with the guidelines agreed by the Board of Directors and maintaining a close relationship with the National ARCORES with a view to:
- Increasing project coordination, leading to the execution of common projects and cooperation programs for development, creating a common “portfolio” of projects, with agreed prioritization criteria, and collective financing by the network.
  - Coordination in undertakings, engagements and social action projects in the different countries in which the network is present, with common basic criteria of intervention, with shared training processes, and with support in personal and economic resources on the part of network.
  - A coordination of the central elements in awareness and education for development. One of the common themes in this awareness and SD will be the 2030 Agenda for Sustainable Development agreed by the UN in 2015.
  - A coordination from the network of emergency campaigns launched by its members.
  - A coordination of volunteer programs—national and international—executed by the national ARCORES or one of its members.
  - A common economic responsibility to be able to carry

out the common proposals of the Network, linked with sufficient economic autonomy to be able to carry out the projects, programs and actions of the “national” organization itself.

- A coordination of the social political incidence and work in human rights carried out by ARCORES International, the national ARCORES or any of its members.
  - An improvement in transparency indicators (promote that the ARCORES and its members, in addition to doing things well, give accounts and give information—to their social base and to the public in general—of the relevant aspects of their being and of their make: its mission and vision, its governing bodies, its social base and support, planning and accountability ...) and good governance (promote certain positive behaviors in the government of NGDOs and be able to verify them: its constitution and functioning , social participation bodies, planning and evaluation processes, economic management, people and human resources, local partners).
- b) Present the action plans and the pertinent reports to the Board of Directors on the progress of the agreed plans and actions.
- c) Prepare, with the Treasurer of the Association, the annual operating budget, the results account and the balance sheet of ARCORES for submission to the Board of Directors for analysis and approval of the General Assembly.
- d) Coordinate, guide and monitor the different departments of the entity.
- e) Enhance and coordinate the relationships of ARCORES with public and private organizations with which it could collaborate to carry out its purposes, in the countries in which we are present, or in the international arena.

- f) Promote collaboration with other NGOs and social organizations.
- g) Propose lines of action for the preparation of future strategic plans.

#### Article 36. Operation of the Executive Directorate

1. The meetings of the Executive Board are chaired, by delegation of the president of ARCORES International, by the executive director. In his absence, he will delegate the coordination to one of the members of the management. The advisors that may be of interest may be invited to their meetings, with voice but without vote.

2. The Executive Board will adopt and carry out the necessary actions for the administration and management of ARCORES in permanent contact among its members, submitting to the Board of Directors those matters on which it can not express its opinion.

3. The Executive Direction will perform its function through the departments established by these Statutes. The main decisions of each Department will be taken by consensus. In those Cases in which there was no consensus, and were relevant, the opinion of the Executive Directorate will be consulted.

#### Article 37. The Executive Director

1. The director is appointed by the Board of Directors, after a selection process.

2. It is incumbent upon the Executive Director to:

- a) Preside, direct and coordinate the activities of the Executive Direction indicated in article 35 of these statutes.
- b) Coordinate the preparation of the Strategic Plan, the corresponding Action Plans.
- c) Organize and carry out the management of the Association.

- d) Coordinate closely and periodically with those responsible for each and every one of the departments. Especially relevant will be:
  - Study, review and present, for approval by the Board of Directors, the development projects and requests for help that have been received and valued by the Projects Department.
  - Study, review and present, for approval in the Board of Directors, the actions and strategies that the Department of Economy proposes to achieve an optimization of resources and the viability of the organization.
- e) Report periodically to the Board of Directors about the activities carried out.
- f) Present annually to the Board of Directors the report of the year for its evaluation and the plans for the following year, to subsequently submit to the General Assembly for approval.
- g) Attend, when requested by the president, public relations with relevant public or private organizations.
- h) To exercise all the other functions that the General Assembly or the Board of Directors assign or delegate to it.

### Article 38. Areas of work and Departments

1. Some work areas are established that may be considered necessary by ARCORES to carry out efficiently the activities of the network:

- *Department of Administration and Management*
  - a) Administration of the economic resources of the network.
  - b) Proposal for convergence in economic management

procedures

- c) Attention to Partners and donors.
- d) Fund accounting.
- e) CSR (Corporate Social Responsibility of Companies).
- f) Human Resources.

- *Communication Department*

- a) Joint processes of internal and external communication.
- b) Elaboration of the corporate identity and the style manual.
- c) In coordination with the areas of Social Policy and Education Incidence for development, carry out Campaigns (which will not always be fundraising).
- d) Day of Solidarity Heart.
- e) Social networks.

- *Department of Training and volunteering*

- a) Proposal for an “ARCORES International Volunteering” coordinated.
- b) Promotion and loyalty of the local V oluntariado.
- c) Volunteer training.

- *Department of Social Policy Advocacy*

- a) Create a Social Incidence-Justice and Peace team that works, in coordination with the “frontier” ministries of the Augustinian family, the causes in which we are most involved.

- b) Social political incidence.
- c) Human rights.
- d) Advocacy and denunciation campaigns.
- e) Work in RED.

• *Department of Projects and Programs*

- a) Prepare a strategy proposal for the project department that is common to the entire network.
- b) In coordination with the governing bodies of the founding partners, make a “map” of prioritization of socio-missionary interventions.
- c) Coordination of social work that is currently being carried out.
- d) Protocol of joint intervention in emergencies.
- e) Development projects and solidarity actions.
- f) Sponsorship programs.
- g) Reflection and proposal about our presence in the “Social Action” (in each of the countries themselves).

• *Department of Awareness and Education for Development*

- a) Encourage and support the work in the Spirituality of Solidarity in the Augustinian Recollect family (carried out in close relationship with the respective Secretariats of Spirituality and Formation).
- b) Education in Solidarity and Development (especially trainers and educators).

- c) Joint proposal of work in Education for Development in Educational Centers of the Augustinian Recollect family (carried out in close relationship with the Secretariat of Educational Apostolate, with the OAR Education Council, with the RAYs).
- d) Proposal for sensitization in parishes.
- e) Day of Solidarity Heart.

2. These areas of work will be coordinated by departments. The number of departments will depend on the management capacity of the organization and the volume of activity in each of the areas, both in ARCORES International and in the national ARCORES. The departments will be constituted by the Board of Directors at the proposal of the Executive Direction.

3. At the head of each one there will be a coordinator of the same, who will depend directly on the Executive Headquarters. In addition to the coordinator, in each department there will be a work team. This team can be international, coordinating people from different national ARCORES.

#### **Title 4: The Economic and Financial Guidelines**

##### **Article 39. Assets of ARCORES International**

ARCORES International is constituted without an initial asset.

The assets of ARCORES International can be constituted by all kinds of property rights and obligations susceptible to economic valuation. Both must be in the name of ARCORES International and must be included in their Inventory and in the official Registers to which they correspond.

##### **Article 40. Economic resources**

For the achievement of its purposes, ARCORES will have the following economic resources:



- a) Share of the founding partners (SAC AR).
- b) Quota of the ordinary partners, the national ARCORES, and their member organizations, as indicated in article 25h.
- c) Subsidies, donations, legal donations and inheritances.
- d) Collaboration of public and private entities for the proposed purposes.
- e) Any other legal contribution obtained to be used for the fulfillment of its purposes.

#### Article 41. Financial Guidelines

1. The annual budgets of income and expenses, together with the annual accounts, will be presented for approval in the General Assembly with a minimum of 15 days in advance.

2. The closing date of the financial year of ARCORES International coincides with the calendar year.

3. Within the six months following the end of the previous fiscal year, the annual accounts and the activity report shall be formulated and submitted for approval by the General Assembly. Likewise, they must be submitted within this period to the corresponding Registry for registration and deposit.

4. The annual accounts must express the true state of the assets, the results and the financial situation, as well as the origin, amount, destination and application of the public revenues received.

### **Title 5: Amendment of By-Laws**

#### Article 42. Modification of statutes

1. The Extraordinary General Assembly may modify or substitute these bylaws by means of an agreement by qualified majority, by two

thirds of the members present in the Assembly:

a) At the proposal of a qualified two-thirds majority of the Board of Directors;

b) At the request of the qualified majority of the partners, two thirds, in writing addressed to Extraordinary General Assembly with accompanying valid reasons.

2. The modification or new wording of the Statutes agreed by the General Assembly will be communicated to the corresponding official Registry.

## **Title 6: Fusion, Dissolution, and Liquidation of ARCORES International**

### Article 43. Fusion with another organization

ARCORES International may merge with another organization, with mission, vision and similar purposes. The merger agreement must be approved by the General Assembly by a qualified two-thirds majority. The merger will be communicated to the corresponding official Registry.

### Article 44. Dissolution of ARCORES International

1. ARCORES International may be dissolved:

- a) By the will of the partners expressed in an agreement during the Extraordinary General Assembly.
- b) For the causes, and in accordance with the procedures established in the current legislation.
- c) By judicial decision.

2. When the decision corresponds to the General Assembly convened for such purpose with Extraordinary character, the agreement of this must be adopted by two thirds of the members present or represented.

3. Once the dissolution is agreed upon in the Extraordinary General Assembly or decided, as the case may be, by the judicial authority, a Liquidation Commission for the liquidation of the assets of the Association shall be appointed, consisting of a total of not less than three members nor more than six.

4. Once the corresponding social obligations have been fulfilled and the liquidation is concluded, the assets will be applied to the realization of activities of general interest of a non-profit nature through entities belonging to the founding partners and with purposes analogous to those of ARCORES. It is the responsibility of the Liquidating Commission to designate the receiving entities of these assets, in accordance with the provisions of the current Legislation.

These statutes were approved at the session of the General Council, on October 2, 2017.









# AUGUSTINIAN RECOLLECTS

GOING TO WHERE THE CHURCH SENDS US



CREATORS OF COMMUNION  
WITNESSES OF GOSPEL VALUES  
MEN OF HOPE