

# General Information about the National MI Assembly and Council's Responsibilities

According to the MI General Statutes

It is within the **competence of the Assembly** to:

1. Elect, according to the norms of Canon Law, the National President —who may be a priest, a religious, or a layman or laywoman—The Vice President and four additional members of the National Council;
2. Elect the Board of Auditors, composed of three members (who are not part of the National Council, preferably with a financial background);
3. Discuss and approve the report of the outgoing National President;
4. Approve the balance sheet and budget of the MI National presented by the Treasurer;
5. Examine and evaluate the proposals of the outgoing National Council and of the members in view of the growth of the MI nationwide;
6. Discuss and approve plans for the MI mission in the next four years.

The Assembly may also discuss other matters deemed important for the life and mission of the MI in the country.

**Candidates for elected office** (President, Council Members, Board of Auditors):

All MI members who are in good standing, well formed in the MI spirituality, experienced in carrying out MI ministry, and possessing the necessary skills and qualifications, may be proposed for elected office. All candidates must have presented a resume to the National office declaring their intent and desire to hold a position as president, vice president or within the MI council. Candidates should be present at the National Assembly unless unusual circumstances prevent their attendance and they notify the National Office or a member of the council informing them that they will not be able to attend.

All elected MI council members must be willing to participate in standard screening measures such as a background check, commonly required for ministry in the Catholic Church, and to submit certifications already obtained. As per the General Statutes (art. 32), "Services rendered by members in the exercise of their duties in any office within the ambit of the Association, unless otherwise arranged by the National Councils, fall within the category of voluntary contributions and thus are treated as free in all respects, except for reimbursements for expenses upon presentation of supporting documentation to the Treasurer."

**All MI elected officials should seriously consider if they can donate their time and resources before accepting a position on the MI Council.**

In keeping with the MI General Statutes, the main responsibilities of the **National President**, in collaboration with the National Council, are:

1. The National President is the legal representative of the Association and has the responsibility of all financial affairs and legal contracts within the MI;
2. to preside over monthly Council meetings and if possible one in person retreat/meeting annually;

2. to call and preside over the National Assembly every four years;
3. to promote MI Villages in coordination with the National Council;
4. to preside and govern over satellite (regional) MI offices;
4. to coordinate the work of the National Center and to foster communion with the local Ordinaries;
5. to promote the MI movement by attending other Catholic religious events and conferences inspiring the charism of the MI;
6. to engage with the National Council, to accomplish all required objectives and proposals of the Association.

In the fulfillment of his/her responsibilities, the National President works in active collaboration with the National Assistant, whose tasks mirror those of the International Assistant (cf. General Statutes, art. 31).

\*Currently, the National Assistant appointed by the Minister General of the Franciscan Conventual Friars in 2017 for a four-year term, is Fr. Thomas Czeck, OFM Conv. Presently Fr. Thomas Czeck, OFM Conv. has continued to be the spiritual assistant for the U.S. National Center and has been appointed as the MI representative among the U.S. Franciscan Conventual Friars under the leadership of the Provincial Franciscan Friar for the MI.

For the next four-year term, according to the Statutes, the new MI President may present to the Minister General (MI International Assistant) a list of three names proposed by the National Council if a change of the Spiritual Assistant is desired.

The National President shall submit all major initiatives to the National Council for approval. The National President is also required to submit annually a detailed apostolic and administrative report, approved by the National Council, to the International Presidential Council (cf. General Statutes, n. 37).

The **National Council** is to assist the National President in carrying out his/her office. It is the responsibility of the Council to:

1. Propose, examine and approve projects and activities according to the purposes of the MI;
2. Discuss and examine the report of the National President and the budget and balance sheet presented by the Treasurer;
3. Approve by deliberative vote the erection of any Satellite (Regional) Centers (cf. General Statutes, art. 38);
4. On the instruction of the President, prepare the list of three nominees for the Board of Auditors to be presented for election by the General Assembly;
5. Approve the annual balance sheet and budget of the National Office and provide a copy to the MI elected auditors;
6. Oversee projects and initiatives delegated by the National President and approved by the National Council.
7. On the proposal of the President, appoint the editor of “The Knight of the Immaculata” newsletter;
7. Foster formation of MI members and leaders.

At the president's discretion, one of the Council members serves as national secretary, whose responsibilities include taking minutes of Council meetings, handling official correspondence and keeping up to date the records of all MI members with the help of other MI volunteers.

Other tasks and responsibilities of individual Council members may be determined and specified as needed and according to their gifts and talents. Possible positions are: liaison for MI Villages, young adults representative and the national coordinator.

The *Board of Auditors*, which is the administrative oversight body, is composed of three MI members, elected by the Assembly. It is their task to review the balance sheet and Presidential budget submitted by the Treasurer for approval of the National Council.

The *National Treasurer* may be an individual recommended by the President and is approved/appointed subsequently by the National Council.