

## *To Jesus through Mary*



# **Legion Bookwork**

2015

- *This Booklet should be used as a guide when taking on officership in a Legion praesidium or council.*
- *Please read the Legion Handbook.*
- *If you need help in any way please do not hesitate to contact the Senatus President, or an officer of your higher council.*

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- *Any information in this booklet can be emailed to you in total or part.*
- *This booklet will be updated periodically. Please consult the Senatus President for the latest version.*
- *When we record our meetings, reports, etc. we are presenting the work of Our Lady through her Legion. Our presentation is to be exemplary so that succeeding legionaries may imitate our efforts and may strive to reach the same high standard.*

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# Bookwork

Legion membership requires us to keep detailed records of our meetings, our work, our finances and our membership. It is an onerous and often time-consuming task, especially for the Secretary. The following information has been compiled in an effort to make this task easier for officers to carry out. By following the formats in the various forms shown in this booklet (may be downloaded from the Senatus website or available at Magnificat House), we can ensure the smooth running of our meetings and be consistent in the way we supply information to our higher councils.

## ***President's Bookwork*** (*Handbook pp. 212 to 216*)

The President is responsible for the smooth running of the meeting. He should follow a strict agenda, keeping note of the time so that the Catena is said approximately half way through the meeting. The meeting should start punctually and in the case of a praesidium meeting, not last longer than 90 minutes.

When allocating work, the President has the works listed on the worksheet, and allots the members in pairs to do the assigned work. The members should never assign themselves work.

From time to time, the order of the meeting may need to be changed, for example, to allow for an earlier allocutio where the Spiritual Director has to leave early. However, the meeting always opens with the Legion prayers and the Rosary. This is always immediately followed by the Spiritual Reading. The choice of Spiritual Reading is free but it is strongly recommended that the Handbook be used, especially in the early years of a praesidium. The other items do not need to follow a particular order, however, for the sake of uniformity, it is recommended to follow the order set out in the sample President's Worksheet on p. 15.

## ***Council President***

An agenda replaces the worksheet for a council meeting. This is drawn up in advance by the President in conjunction with the Secretary and distributed to all Presidents and Spiritual Directors at least one week before the meeting. There is no time limit for a council meeting, although it is desirable that the meetings do not go on for an extended period. Monotony should be avoided at all costs. A sample agenda is shown on p.16.

## ***Report***

A written report is to be made, at least annually, to the higher council (Curia, Comitium or Senatus). Although this is the responsibility of the President, the assistance of other officers and members may be sought. Examples of the information to be included in this report are shown on pp 22-24. It is simple to follow and avoids reports which are too long or lacking in information. A praesidium report should include work carried out during the period, whereas a council report focuses mainly on events organised by the council, such as the Acies, retreat and the annual general reunion. The council report should also give an indication of the work being carried out by its attached praesidia.



*A praesidium  
meeting always  
starts on time  
and never lasts  
more than 90  
minutes.*

## ***Order of the Praesidium Meeting***

The President's Worksheet, kept in a bound book, is used to run the order of the meeting (see p. 15).

1. **Opening Prayers and Rosary.** Led by the Spiritual Director or in his absence the President. All kneeling (if physically possible).
2. **Spiritual Reading** immediately follows the Rosary. The choice of spiritual reading is free, however, the Legion Handbook is highly recommended.
3. **Welcome** attendees, especially any new candidates and visitors.
4. **Minutes** of the previous meeting read by secretary. Before signing the minutes on everyone's behalf, the President should ask if there are any amendments and if everyone agrees with the minutes.
5. **Standing Instruction** (p. 109) to be read at every first meeting of the month or if there is a new member.
6. **Roll Call** taken by the Vice-President and entered in the Roll. The names of those present, any apologies or absentees, and visitors are recorded in the minutes.
7. Any **Correspondence** to be read out and recorded in minutes.
8. The **Treasurer's Report** includes the balance from the previous week (balance brought forward); the amount collected from the previous meeting (secret bag); any expenses incurred at the previous meeting and the new (closing) balance. An audit by two officers other than the Treasurer to be done at the same time each year.
9. **Recruitment.** It is good to keep before the eyes of all members the need to always be actively seeking the recruitment of new members. This is the responsibility of each legionary.
10. **Work Reports** to be given in a clear manner by **every** member. Only report on work allocated at the previous week's meeting.
11. **The Catena** is recited standing. It is said at about the half-way point of the meeting. All to remain standing if there is a candidate making his Promise.
12. **Allocutio** is given by the Spiritual Director, or in his absence the President or someone allocated by the President. This should be no longer than 5 minutes and preferably not read from a book.
13. The **Secret Bag** is passed after the Allocutio, discreetly, without interrupting the meeting. The money is not counted at this meeting.
14. **Handbook Study** may be read by any member and a short discussion should take place to ensure its understanding. Two or three paragraphs are sufficient.
15. **General Business** should be about Legion matters. e.g. Curia/Senatus news, upcoming Legion events, announcements and questions.
16. **Work Allocation** is assigned by the President for work to be carried out in the coming week. Any new work must have the Parish Priest's approval.

17. **Concluding Prayers.** Led by the Spiritual Director or in his absence, the President; all kneeling if physically possible. The closing time of the meeting should be recorded in the minutes.

***Vice-President's Bookwork*** (Read the Handbook, p. 216-218)

The Vice-President, in particular, is charged with the duty of looking after membership. He should make the acquaintance of newcomers and welcome them to the praesidium.

During the meeting he shall mark up the attendance roll.

The Vice-President keeps the following records; these may be kept in the one book.

- Attendance of active members
- Attendance of active members on probation
- Record of membership details of (i) Active, (ii) Auxiliary, (iii) Adjutorian and (iv) Praetorian, showing the names and addresses of all permanent members.

At the end of a member's 3-month probation period, the Vice-President should arrange for the member to take the Legionary Promise (see Handbook p. 80, 'Membership')

It is strongly recommended that the Vice-President of a praesidium keep a record of the date of appointment of each officer of the praesidium.

***Council Vice-President***

The Vice-President of a council would be well advised to keep a record of the date of appointment of each officer of the attached praesidia and also the date of the election of each of the council officers.

***Secretary's Bookwork*** (Read the Handbook pp. 218-219)

The main duty of the Secretary is to take the minutes of the meeting. The minutes should be full and complete, including a summary of any relevant discussion. These should be kept in a bound book – a ring-binder would serve this purpose. Minutes are very important at the praesidium level as they record in detail the work being carried out on a weekly basis. Minutes are also important for archiving purposes and future retrieval of information. It is important to know when a praesidium or Curia opened or closed down. After the minutes have been read out and any amendments made, the President should ask if everyone agrees with the minutes before signing on behalf of the members; the President must sign the minutes.

***Council Secretary*** (e.g. Curia, Comitium, Senatus)

The council Secretary should

- send a copy of minutes to the next highest council.
- prepare and issue the agenda (see sample below) in conjunction with the President. An agenda is to be sent to each Spiritual Director and President at least one week before the council meeting.
- keep a file for each praesidium in which shall be placed a copy of each report submitted to the council and other records (names, and addresses of officers, etc.)
- forward minute books of praesidia that have closed down to the Senatus archives.

### ***Treasurer's Bookwork*** (Read the Handbook Chapter 35, p. 220-222)

Every Legionary body must handle its property and its funds watchfully and economically. This includes having proper books of account and updating them regularly and methodically.

The Treasurer is responsible for making and receiving all payments on behalf of the praesidium or council as the case may be.

The Treasurer keeps a book in which all expenses and receipts are recorded. A simple debit and credit column will show the opening balance, income, expenditure and closing balance (see examples p. 21).

Copies of receipts and invoices are to be kept for auditing purposes. These may be pasted at the back of the book.

#### ***Council Treasurer***

The Treasurer of a council usually has a bank account in the name of the council with a cheque book and a deposit book. The cheque book balance should be reconciled with the bank statement balance every month. Two signatories are needed for cheques to be valid. The Legion of Mary is exempt from government and financial duties including GST.

The Council Treasurer should also have a receipt book and issue receipts for all monies received from praesidia for surplus funds, supplies and any other items.

In the case of a council, copies of the Treasurer's report should not be circulated and individual names of legionaries should not appear. If any legionary wishes to see the report, copies could be made available on the table at the meeting.

An annual audit of the Treasurer's books is to be carried out at the same time each year. Two legionaries other than the Treasurer should be assigned that duty. A professional auditor may be necessary in the case of a larger council such as the Senatus.

In the event of a praesidium or a council closing, the ownership of its funds and property is vested to the next highest council. The council should take steps to collect same.

*The duty of contributing to the funds of its next highest council is imposed on each Legionary body. (Handbook p.157).*

*All proposals for novel expenditure should be referred to the next highest council. (Handbook p. 221)*

*No praesidium is to be turned into a mere collecting agency for any purpose whatsoever. (Handbook p. 257)*

#### ***Remember...***

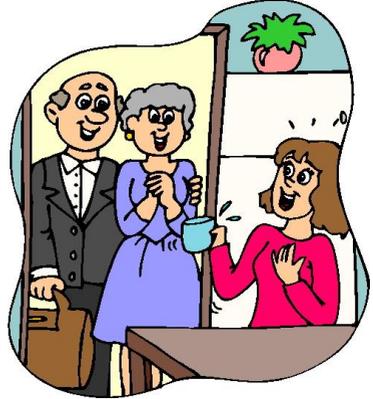
- *The Secret Bag collection is made after the Allocutio. The contents should not be counted at the meeting.*
- *Paste receipts and invoices into the treasurer's book.*
- *Avoid carrying large sums of money to and from the meetings.*

# Visitation

*“The Curia shall cause each praesidium to be visited periodically, if possible twice a year, with a view to encouraging it and seeing that all things are being carried out as they should be. It is important that this duty be not fulfilled in a carping or fault-finding fashion ... but in a spirit of affection and humility which will presume that there is as much to be learned from as taught to, the praesidium visited. At least a full week’s notice of such intended visitation should be given to a praesidium”. Handbook, p. 164*

## **Points for Visitors**

1. You are the representatives of Senatus/Comitium/Curia. Two council members are appointed for this task; not one praesidium visiting another. One visitor should be experienced and able to guide the less experienced partner.
2. Use the Visitation to Praesidium Form. After signing, present to your Council President with any verbal comments you deem worthwhile.
3. Thank the praesidium. Take note of the positive points and bring out the spiritual aspect of the Legion. Encourage questions from the members to bring out suggestions. If there is no response, ask questions and suggest any improvements that could be made.
4. Make comments either positive /negative with gentleness. Always keep your sense of humour and remember that you are a representative of the higher council. Exercise charity above all things.
5. Ask to see all bookwork – President’s Worksheet, Roll Book, Minutes and Treasurer’s Book. Sign the most recent page in each book with “Visit from (Council) and date”.



# Correspondents

*“Experience has shown the appointment of correspondents to be the most effective way for the Senatus to fulfil its functions of superintendence of its distant councils. The correspondent keeps in regular contact with the council and from the minutes received monthly prepares a report for presentation to the Senatus meeting when required. He attends the meetings of the Senatus and takes part in the proceedings but, unless he is a member of the Senatus, he has not the right to vote.” Handbook, p. 155*

## ***The Role of the Correspondent***

1. Represent Senatus/Comitium/Curia.
2. To be a guardian of the Legion system.
3. To uphold discipline; discipline requires obedience; from obedience comes humility; the product is love and holiness.



## ***What does a Correspondent do?***

1. Receive the minutes at your home address or by email. Retain a copy for yourself for reference and give the original to the Senatus Vice-President at the monthly Correspondents Meeting. Write a letter back to the distant Council President or Secretary commenting on the minutes with encouragement.
2. Attend the Senatus Correspondents Meeting (held before the Senatus meeting).
  - a. The original letters and signed minutes to be handed in at the Correspondents Meeting. (All correspondence in and out.)
  - b. Fill out Change of Officership form when elections in councils occur and when any new praesidia Presidents are appointed.
  - c. Take necessary postage stamps and parcel envelopes.
  - d. Make sure regular contact is being made. If no correspondence has been received make phone contact if possible.
  - e. Any difficult questions and problems are to be raised at the Correspondents Meeting.
  - f. Attend Senatus meetings and take notes.
  - g. Deliver the distant council's six monthly report at the Senatus meeting.
3. After the Senatus meeting collect the correct number of News Bulletins.
4. Mail your letter, summary of Senatus meeting proceedings and the News Bulletins to the distant council.

## ***What to look for in Minutes***

1. Monthly/weekly meeting being held?
2. Attendance: council officers and members present, apologies, absentees; praesidium officers and members present, apologies, absentees.
3. Correspondence in and out, Senatus News Bulletin, Report from Curia/Senatus.
4. Appointments/Ratifications (with terms)
5. Allocutio
6. Treasurer's Report: Surplus funds; are expenses valid according to Legion policy?
7. Extension/Recruitment - what has been done; what is planned
8. Functions.
9. Reports - summary and discussion

10. Visitations - in pair (names of visitors)
11. Do the minutes give an accurate account of the business of the meeting or are they repetitive? Are functions, projects, retreats, extension, participation, comments, etc. recorded?
12. Are the minutes signed?

### ***When writing a reply.***

1. Make contact at least once a month.
2. Thank, praise, encourage.
3. Make corrections discreetly but firmly through questions, suggestions, examples, little stories relevant to particular situations.
4. Address any problems - hidden or obvious.
5. Look at officerships: attendance, interaction, relationships, disagreements, differences.

### ***Points for Consideration***

*“But for the Legionary there is only one way of doing God’s work- the way of gentleness and sweetness.” (Handbook page 282)*

*“An important part of the training of members should lie in the learning of the methods of other members, as disclosed through their reports, and in the hearing of the comments which one’s own reports elicit from experienced legionaries. It follows that if a report gives only meagre information, it cannot be the means of helping either, the member who makes it or those who listen to it.” (Handbook p. 193)*

Correspondence with councils is a two-way instrument of formation and information. Does the correspondence from attached councils indicate:

- an appreciation of the Legion and the Church's mission in the world
- that active work has a spiritual link, “Each item of the active work must be linked to its appropriate doctrine and thus given spiritual significance” (Handbook p. 200.)
- Praetorian, Adjutorian and Auxiliary members.

Is the correspondent's letter read and commented on at the council meeting?

Do the praesidia reports give a good picture of the spiritual formation and activities of the attached praesidia?

Do councils make use of the Senatus News Bulletin as an instrument of formation and information?

A breakdown in communications must be reported directly to the Senatus President.

Need for patient and persistent but gentle guidance to council secretaries in choosing what should be included in minutes. In the case of councils higher than Curia, do the minutes indicate that the council is governing its directly attached praesidia as a Curia and also supervising its attached Curiae?

Friendships developed between correspondents should not cloud decisions regarding the Legion system. Continued friendships, after your role as correspondent has finished, should not interfere with the role of the new correspondent.

# Procedure for Election of Council Officers

*Excerpts from the Handbook (Government of the Legion; p. 153-155)*

- *The fact that the election is in respect of officers of a spiritual organisation is not to be held to justify casual methods. The elections must be carried out in strict and proper form, and with due regard to the secrecy of the individual voting paper. It is necessary that a complete record of the elections, including the names of the proposers and seconders and the number of votes received by each candidate (when there is more than one candidate) be included in the minutes of the meeting and be submitted to the next-highest council so that ratification may be considered.”*
  - *The officers of a council shall be elected at an ordinary meeting of the council by the members of the council (that is, the officers of any directly affiliated praesidia, the officers of any directly affiliated councils and any elected officers of the council) who are present. Every legionary is eligible for such election. If elected and if not a member of the council he shall become a member ex officio. All elections of officers shall be subject to ratification by the next-highest council, but in the meantime the persons elected may discharge the functions of their offices.*
  - *Notice of the taking of nominations and the holding of an election shall be given to the members, if at all possible at the meeting prior to that of the election. It is desirable that nominees should be made aware of the duties of the office.*
1. If possible, notice of election should be given at least one month before the election is held.
  2. Each name put forward must be formally proposed and seconded at the election.
  3. Where there is more than one candidate, voting is by secret ballot. Two scrutineers are to be appointed to count the votes.
  4. The minutes must show the details of the election, including the names of the person who nominated and the person who seconded the nomination as well as the number of votes received by each candidate.
  5. Signed minutes (signed by the President) are needed to support the ratification of an election by the higher council.
  6. Council Officers are elected by the council members. Officers of a praesidium are appointed by the Council to which the praesidium is attached.

## *Guide for Election of Council Officers*

### **Example 1 - Where there is only one candidate:**

Sr. Angela Smith was nominated by Sr. Pat Cook and seconded by Br. Andrew Carter. As there were no other nominations Sr. Angela Smith was duly elected Curia President for the first (or second) term, subject to ratification by the higher council.

**Example 2 – Where there is more than one candidate:**

Br. Peter Jones was nominated by Br. Mark Duke and seconded by Sr. Mary Cook.  
Sr. Pat Andrews was nominated by Sr. Ann Portelli and seconded by Sr. Helen Key.  
Br. Mark Collins was nominated by Br. John Barnes and seconded by Sr. Noni Kaye.

<i>First Ballot:</i>			
Br. Peter Jones	10 votes		10 votes
Sr. Pat Andrews	5 votes	)	
	+	)	
Br. Mark Collins	6 votes	)	11 votes

The difference of the combined votes for Andrews and Collins is 1 vote more than the leader. **This is not a clear majority. A second ballot must be held.**

<i>Second ballot:</i>			
Br. Peter Jones	10 votes		10 votes
Sr. Pat Andrews	7 votes	)	
	+	)	11 votes
Br. Mark Collins	4 votes	)	

**This is not a clear majority. A third ballot must be held.**

NOTE: Because Collins has the lowest number of votes, he must be eliminated.  
Elimination of the candidate with the lowest number of votes starts at the third ballot.

<i>Third ballot:</i>	
Br. Peter Jones	11 votes
Sr. Pat Andrews	10 votes

The difference is 1 vote in favour of Jones. This is now a clear majority.

Br. Peter Jones was elected Curia President for first (or second) term, subject to ratification by the higher council.

- *Always specify whether first or second term.*
- *Only members of the council are eligible to vote.*
- *Correspondents who are not officers of directly affiliated councils/praesidia, and visitors (including legionaries who are not officers of directly affiliated councils/praesidia) are not eligible to vote.*

# Council Executive Meeting

Officers of a council such as a Curia should meet regularly throughout the year, if possible monthly in between council meetings. These meetings can be fairly informal and may be held in a private home or other suitable meeting place.

It is also important to have a planning meeting towards the end of the year to plan events for the following year. The Acies is always held in March as close as possible to the Feast of the Annunciation. If possible, the date and location of the Acies should be finalized at the planning meeting. The dates for other events like the retreat or annual general reunion are flexible but they need to be planned well in advance.

## *Some Guidelines for an Executive Meeting*

Start the meeting with a short prayer (e.g. the Catena). The President should have an agenda of items to be discussed. The other officers should be given an opportunity to add any items for discussion. The agenda should include items such as:

### *Events:*

- Acies Ceremony
- Retreat Day
- Annual General Reunion
- Congress
- Promotion of True Devotion to Mary
- Promotion of the Cause of the Servant of God Frank Duff

### *Extension:*

- Local parishes to be approached; attempt at least one extension annually.
- What efforts are being made to start junior praesidia?

### *Visitation:*

- Which praesidia are to be visited during the coming month? By whom? Is the council satisfied that praesidia are being run according to Legion guidelines and spirit?

### *Attendance of members at monthly council meetings:*

- Discuss any poor attendance of praesidia officers.
- Council Vice-President to gently follow up repeatedly absent members with a phone call or email.

### *Comitium/Senatus Events:*

- Are Comitium/Senatus events being promoted at praesidium level?

### *General Business:*

- Concerns of council officers should be raised here.
- Any other items that need to be discussed.

# President's Work Sheet

To Jesus † through Mary

THE .....MEETING OF ..... PRAESIDIUM TO BE  
HELD AT .....ON ..... AT .....

1. Opening Prayers & Rosary
2. Spiritual Reading .....
3. Welcome
4. Minutes  
\*Standing Instruction (p. 109) 1<sup>st</sup> meeting of the month or when new candidates are present
5. Roll Call: Present: ..... Apologies: ..... Absent: .....  
Visitors:.....
6. Correspondence
7. Treasurer's Report

Brought forward: ..... Secret Bag: ..... Expenses: .....Closing:  
.....

8. Recruitment of active or auxiliary members

9. Work Reports

Task	Report

CATENA

ALLOCUTIO

SECRET BAG

10. Handbook Study p.....section.....para.....Next week:

p.....section.....para.....

11. General Business (Curia/Senatus news, upcoming Legion events, etc.)

12. Work Allocation

Task	Legionary pair to be assigned

13. Concluding Prayers

Meeting Closed.....am/pm

**Agenda for council Meeting**

*To Jesus † through Mary*

THE ..... MEETING OF ..... (name of council) TO BE HELD AT ..... ON ..... AT.....

**AGENDA**

1. Opening Prayers and Rosary

2. Spiritual Reading .....

3. Welcome

4. Minutes

5. Apologies

6. Appointments & Election of Officers

7. Correspondence

8. Treasurer’s Report:

*Brought forward: ..... Income: ..... Expenses: ..... Closing: .....*

7. Praesidium Report:

*This Month..... Next Month.....*

8. CATENA ALLOCUTIO SECRET BAG

9. Extension/Recruitment

11. Visitations:

*This Month..... Next Month.....*

12. Comitium/Senatus Report

13. General Business

14. Prayers for sick/deceased

15. Next meeting.....

16. Concluding Prayers Meeting closed at: .....(am/pm)

## Sample Roll Call Book - Praesidium

Meeting No:	101	102	103	104	105	106
<b>Date:</b>	1/5/15	8/5/15	15/5/15	22/5/15	29/5/15	5/6/15
Mary Smith (President)	✓	✓	A	✓	✓	✓
Gladys Jones (Vice-Pres)	✓	✓	✓	✓	✓	✓
Joan White (Secretary)	✓	✓	✓	✓	✓	✓
Nancy Black (Treasurer)	✓	✓	✓	A	✓	✓
Graham Green	A	A	✓	✓	✓	✓
Terry Blue	✓	X	A	✓	✓	✓
<b>Visitors</b>						
Brenda Quarter				✓		
Maureen Stone				✓		

## Sample Attendance Record – Curia

Waterside Curia–Queen of Apostles		Jan	Feb	Mar	Apr	May	Jun
President	John One	✓	✓	✓			
Vice-President.	Mary Two	✓	✓	✓			
Secretary	Gayle Four	✓	✓	A			
Treasurer	Harry Six	✓	✓	✓			
<b>Albertnong Our Lady of Mercy</b>							
President	Gayle Four	✓	✓	✓			
Vice-President.	(Vacant)	A	A	Vac			
Secretary	Mary Again	✓	✓	✓			
Treasurer	Harry Six	✓	✓	✓			
<b>Twonong Mystical Rose</b>							
President	Heidi Seek	✓	✓	✓			
Vice-President.	Alf Found	✓	✓	✓			
Secretary	Mary Sheep	✓	✓	✓			
Treasurer	Flo Lost	✓	X	X			
<b>Visitors</b>	Jack Straw - Senatus		✓				
	Barbara Short - Senatus		✓				

✓ = Present      A = Apology    X = Absent



.....  
.....  
.....

The **Catena** was recited and the **Allocutio** was given by .....

The **Secret Bag** was passed around.

**Handbook Study** was taken from p. ....Section.....para.....

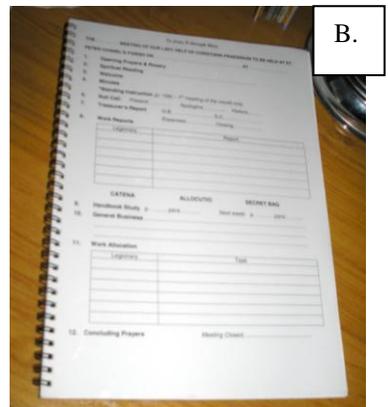
**Next week** Handbook study to be taken from p. ....Section.....para.....

**Curia/Senatus Business:** .....

**General Business:** .....

**Work Allocation:** .....

**Concluding Prayers** were said and the meeting closed at .....(am/pm)



Examples of minutes books: A. 2-ring binder; B. Blank minutes bound with a spiral bounding (e.g. binding at Officeworks).

# **Council Minutes**

*To Jesus † through Mary*

**MINUTES OF THE .....MEETING OF**

**.....CURIA/COMITIUM HELD AT**

**..... ON .....AT .....**

**Opening Prayers** were said and the **Rosary** offered for the intentions of Our Lady Queen of the Legion.

**Spiritual Reading** was taken from .....

**Minutes** of previous meeting were read, confirmed/amended and signed.

Matters arising:.....

**Attendance:**

Members Present (*Names to be written in*) .....

Apologies .....

Visitors .....

**Appointments of Praesidia Officers:** .....

**Correspondence:** .....

**Treasurers Report:**

Bal b/f: .....Income: .....Expenses: .....Closing Bal:.....

Surplus Funds sent to Senatus .....

**Report/s** were given by: .....

The **Catena** was recited and the **Allocutio** was given by.....

The **Secret Bag** was passed around.

**Extension/Recruitment:** .....

**Visitations** were made to: (*Praesidium*) By: (*Names of two members*)

**Comitium/Senatus Report:** .....

**General Business:** .....

**Special Prayers** .....

**Next Meeting:**.....

**Concluding Prayers** were said and the meeting closed at .....

- *Signed copies of the minutes are to be kept in a **bound** book.*
- *A **signed** copy of the minutes is to be sent to the higher council.*

### *Sample Treasurer's Book (Praesidium)*

<b>Date</b>	<b>Details</b>	<b>Brought Forward \$</b>	<b>Income \$</b>	<b>Expenses \$</b>	<b>Closing Balance \$</b>
1/7/15		34.50			
	25 Prayer Cards, Inv. No. 034			6.00	
	Secret Bag		12.50		41.00
8/7/15		41.00		-	
	Secret Bag		10.50		51.50
15/7/15		51.50			
	Surplus funds to Curia			20.00	
	Secret Bag		14.00		45.50
22/7/15		45.50			
	Secret Bag		10.00		
	100 Medals, Inv. No. 062			16.60	38.90
29/7/15		38.90			
	Secret Bag		11.00		
	Mass Offering - 2 Masses			20.00	29.90

*Note: Brought Forward Balance is always the closing balance from the previous week.*

### *Sample Treasurer's Book (Council)*

<b>Date</b>		<b>Income \$</b>	<b>Expenses \$</b>	<b>Total \$</b>
1 Feb	Balance Brought Forward			175.20
	Secret Bag Collection	27.50		
	<i>Contributions:</i>			
	Twonong Praesidium	30.00		
	Tweenong Praesidium	10.00		
	Albertnong Praesidium	50.00		
	<b>Total Income</b>	117.50		
	<b>Sub-Total</b>			292.70
	Mass offering		20.00	
	Stipend for Retreat Day		50.00	
	Surplus to higher Council		100.00	
	Supplies – Inv. No. 123		18.00	
	<b>Total Expenses</b>		188.00	
	Balance Carried Forward			104.70

## ***Report of Praesidium to Council***

*To Jesus ✚ through Mary*

Location (Suburb)	
Praesidium Name	
Meeting Place & Time	
Officerships Vacant	
Active Members	
Auxiliary Members	
Period of Report	

**Recruitment:** *(Details of efforts made at recruiting new active and auxiliary members)*

**Work carried out during period of report:** *(List details of regular work done, if possible include statistics, e.g. 52 visits to nursing home, organised recitation of 200 Rosaries, distributed 200 Miraculous medals, organised monthly Patricians meeting, etc.)*

**Events:** *(list any events organised by the praesidium such as Our Lady's Birthday celebration, outdoor function, etc.)*

**Any other relevant information:** *(List events attended by legionaries such as the Acies Ceremony, Day Retreat, Annual General Reunion, Curia/Senatus events, etc.)*

**Signed:**      **President**.....      **Secretary**.....

## **Report of Curia to Higher Council (e.g. Senatus, Comitium)**

*To Jesus † through Mary*

Council Name	
Meeting Place & Time	
Curia Officerships Vacant	
Number of Praesidia	
Praesidia Officerships Vacant	
Active Members	
Auxiliary Members	
Period of Report	

Praesidia reports were given by	
Praesidia visitations were made to	

**Extension and Recruitment:** *(List details of any attempts made to start up a new praesidium or recruitment drives for existing praesidia.)*

**Events during the last six months:** *(List events organised by the Curia such as the Acies Ceremony, Retreat Day, Annual General Reunion, Rosary crusade, Congress, True Devotion to Mary study days, promotion of the Cause of Frank Duff.)*

**Planned events for the next six months:** *(Only list events to be organised by the Curia such as the Acies Ceremony, Retreat Day, Annual General Reunion, Rosary crusade, Congress, True Devotion to Mary study days, promotion of the Cause of Frank Duff.)*

**Any other relevant information:** *(List highlights of work being carried out by attached praesidia, as well as any participation in special events such as Rosary crusades, pilgrimages, etc. organised by other Legion councils. If there are any areas of concern, such as low attendance at meetings or any other matters that should be brought to the attention of the Comitium/Senatus, these should be included here also.)*

**Signed:**      **President**.....      **Secretary**.....

# Report of Comitium to Senatus

To Jesus † through Mary

Comitium Name			
Meeting Place & Time			
Comitium Officerships Vacant			
No. of directly attached Curiae		Officerships Vacant	
No. of directly attached Praesidia		Officerships Vacant	
Total No. of Praesidia in Comitium			
Total Active Members		Total Auxiliary Members	
Period of Report			

**Extension and Recruitment:** *(List details of any attempts made to start up a new praesidium or recruitment drives for existing praesidia.)*

**Events during the last six months:** *(List events organised by the Comitium such as the Acies Ceremony, Retreat Day, Annual General Reunion, Rosary crusade, Congress, True Devotion to Mary study days, promotion of the Cause of Frank Duff.)*

**Planned events for the next six months:** *(Only list events to be organised by the Comitium such as the Acies Ceremony, Retreat Day, Annual General Reunion, Rosary crusade, Congress, True Devotion to Mary study days, promotion of the Cause of Frank Duff.)*

**Any other relevant information:** *(List highlights of work being carried out by attached praesidia and Curiae, as well as any participation in special events such as Rosary crusades, pilgrimages, etc. organised by other Legion councils. If there are any areas of concern, such as low attendance at meetings or any other matters that should be brought to the attention of the Senatus, these should be included here also.)*

**Signed:**      **President**.....      **Secretary**.....

*Visitation to Praesidium (to be made twice yearly, if possible)*

<b>Praesidium</b>		<b>Meeting No.</b>	
<b>Meeting Place</b>		<b>Suburb</b>	
<b>Spiritual Director</b>		<b>Date</b>	
<b>President</b>		<b>Time</b>	

Place a ✓ in the second column when item completed. Follow up the non active sections.

<b>Altar Setting</b>				
<b>Opening Prayers</b>				
<b>Spiritual Reading</b>				
<b>Minutes</b>				
<b>Attendance</b>	<b>President</b>		<b>Total Members Present</b>	
	<b>Vice-President</b>		<b>Apologies</b>	
	<b>Secretary</b>		<b>Absent</b>	
	<b>Treasurer</b>			
			<b>Praetorians</b>	
	<b>Auxiliaries</b>		<b>Adjutorians</b>	
<b>Correspondence</b>				
<b>Treasurer's Report</b>	<b>Open Bal</b>	<b>Income</b>	<b>Expenses</b>	<b>Closing Bal</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
	<b>Surplus to council? Yes/No</b>		<b>Yearly Audit Done? Yes/No</b>	
<b>Recruitment</b>	<b>Active</b>	<b>Auxiliaries</b>		
<b>Reports Given</b>				
<b>Allocutio</b>				
<b>Handbook Study</b>				
<b>Curia/Comitium/Senatus Business</b>				
<b>General Business</b>				
<b>Forward Planning</b>				
<b>Work Allocated</b>				
<b>Concluding Prayers</b>				
<b>Suggestions/ Comments by visitors</b>				

<b>Visitation made by:</b>	<b>Name</b>	<b>Signature</b>
	<b>Name</b>	<b>Signature</b>

*Visitation to Council (to be made annually or twice yearly, as needed)*

<b>Council Name</b>		<b>Meeting No.</b>	
<b>Meeting Place</b>			
<b>Spiritual Director</b>		<b>Date</b>	
<b>President</b>		<b>Time</b>	

Place a ✓ in the second column when item completed. Follow up the non active sections.

<b>Altar Setting</b>			
<b>Opening Prayers</b>			
<b>Spiritual Reading</b>			
<b>Minutes</b>			
<b>Attendance</b>		<b>Officers Present</b>	<b>Vacancies</b>
		<b>Total members Present</b>	<b>Resignations</b>
		<b>Apologies</b>	<b>Appointments</b>
		<b>Members on Roll</b>	
<b>Appointments/ Elections</b>			
<b>Correspondence</b>			
<b>Treasurer's Report</b>		<b>Current Balance \$.....</b>	
		<b>Surplus to Senatus? Yes/No    Yearly Audit Done? Yes/No</b>	
<b>Reports Given</b>			
<b>Allocutio</b>			
<b>Extension Work</b>			
<b>Visitations Made</b>			
<b>Comitium/ Senatus Report</b>			
<b>General Business</b>			
<b>Forward Planning</b>			
<b>Prayer Requests</b>			
<b>Suggestions/ Comments by visitors</b>			

<b>Visitation made by:</b>	<b>Name</b>	<b>Signature</b>
	<b>Name</b>	<b>Signature</b>

## *Change of Officership/Election or Appointment of Officer*

*Please PRINT clearly.*

<b>Name of Council or Praesidium:</b>	
<b>Meeting Place:</b>	
<b>Meeting Day &amp; Time</b>	

<b>Spiritual Director</b>	Date of Appointment:    /    /20....	
Name		
Address		
Phone		email

<b>President</b>	Date of Election/Appointment:    /    /20....	1 <sup>st</sup> Term <input type="checkbox"/> 2 <sup>nd</sup> Term <input type="checkbox"/>
Name		
Address		
Phone		email

<b>Vice-President</b>	Date of Election/Appointment:    /    /20....	1 <sup>st</sup> Term <input type="checkbox"/> 2 <sup>nd</sup> Term <input type="checkbox"/>
Name		
Address		
Phone		email

<b>Secretary</b>	Date of Election/Appointment:    /    /20....	1 <sup>st</sup> Term <input type="checkbox"/> 2 <sup>nd</sup> Term <input type="checkbox"/>
Name		
Address		
Phone		email

<b>Treasurer</b>	Date of Election/Appointment:    /    /20....	1 <sup>st</sup> Term <input type="checkbox"/> 2 <sup>nd</sup> Term <input type="checkbox"/>
Name		
Address		
Phone		email

**Please note:** When an officer of a council (e.g. Curia, Comitium) is elected or re-elected he must to be nominated and seconded. All details must be recorded in the minutes and a copy sent to Senatus for ratification of the election. Officers of **praesidia** are appointed by the next highest council (usually Curia); they are not elected.

