

CONSTITUTION AND BY-LAWS FOR PARISH COUNCIL C

PREAMBLE

The Second Vatican Council's Dogmatic Constitution on the Nature of the Church and His Holiness Pope Paul VI in His decree on the Apostolate of the Laity speak to us about intensifying the apostolic activity of the people of God, particularly of the laity, to work in communion with one another to carry out the spiritual and temporal mission of Christ, that all may share in the saving redemption of God, the Father.

In keeping with that spirit, a Parish Pastoral Council should be designed to bring together the whole people of God, clergy, religious and laity for the purpose of relevant apostolic action. Through it, the Parish family should work together to coordinate and develop every aspect of the Church's life.

It is the duty of the Parish Council to serve as a deliberative body to formulate and implement plans and policies to govern and administer the Parish. In so doing, the Council must consider its responsibility to the Parish to:

- a) provide an orderly forum for regular communication among all members of the Parish community.
- b) provide a continuing apostolic formation for all members of the Parish.
- c) ascertain the spiritual and temporal needs of the Parish and plan effective ways of meeting those needs.
- d) ensure coordination among all Parish organizations and establish whatever groups, committees and programs that are necessary to fulfill its mission.

In an effort to define the roles of the various members of the Parish Council, to perpetuate its existence, and to develop an orderly structure of relationships within the Parish Council, the following Constitution and By-Laws are adopted.

ARTICLE I MEMBERSHIP

The Parish Council shall be composed of fourteen (14) voting members as follows: The chairpersons from the six standing committees (Article IV). six members elected at-large in the manner hereinafter provided, the Pastor (ex-officio) and the Director of the Catholic Center (ex-officio) who may designate a representative to carry out his role and attend meetings on his behalf.

ARTICLE II ELECTIONS

Section 1. Eligibility. All registered and participating members of the parish who are confirmed or have reached the age of majority shall be eligible to be seated on and vote for the Parish Council at-large seats.

Section 2. Term. Two of the six at-large members of the Council shall be elected each year to serve a three year term. No member may serve more than three consecutive terms. Elections shall be held on the last Sunday in April.

Section 3. Election Committee. Not later than sixty (60) days prior to election, the Executive committee (Article III) of the Parish Council shall appoint an election committee comprised of not more than five (5) parishioners. The duties of the election committee are as follows:

- a) to inform the Parish of when, where and how nominations are being accepted for seats on the Parish Council.
- b) ascertain the eligibility of nominees.
- c) solicit and compile information about each nominee for publication.
- d) obtain a written statement from each nominee regarding willingness to serve on the Parish Council if elected
- e) during the two week-ends prior to election, publish an impartial, alphabetical list of candidates with the solicited information about each in the Parish bulletin.
- f) prepare a proper ballot for election.
- g) monitor voting.
- h) verify voters and count ballots.
- i) declare, notify and publish election winners.

No candidate for election to the Parish Council may serve on the election committee.

ARTICLE III EXECUTIVE COMMITTEE

Section 1. Establishment. The Parish Council shall, at the October meeting, elect at Executive committee to serve as officers of the Council.

EXECUTIVE COMMITTEE

Section 2. Composition. The composition of the Executive committee shall include a president (elected), a vice-president (elected), a secretary (elected), and the Pastor (ex-officio).

Section 3. Election. All members of the Parish Council shall be eligible for election to the Executive committee. Election must take place with not less than ten (10) of the fourteen members of the Council present. Each member shall be entitled to one vote. Voting by proxy is not permitted.

Section 4. Duties. The duties of the Executive committee of the Parish Council are as follows:

- a) President: The duties of the President are as follows:
 - 1) conduct and preside over all meetings of the Council and the Executive committee.
 - 2) call regular and special meetings of the Parish Council and the Executive committee.
 - 3) be a member ex-officio of all standing and ad hoc committees.
 - 4) prepare agenda for Executive Committee and in consultation with Executive Committee, prepare the agenda for all Parish Council meetings.
 - 5) appoint chairpersons of all ad hoc committees. '
 - 6) coordinate Parish administration and operation with Pastor of Church.
 - 7) execute documentation associated with Parish commitments whenever authority for same is not vested to other authority by virtue of Parish Articles of Incorporation.

b) Vice-President: The duties of the Vice-President are as follows:

- 1) assume duties of the President during instances of vacancy or absence.
- 2) coordinate Council committees as directed by President.

c) The duties of the Secretary are as follows:

- 1) prepare minutes of all meetings of the Parish Council and Executive committee.
- 2) publish minutes of all meetings of the Parish Council not later the second Sunday following each Council meeting
- 3) conduct Parish Council correspondence whenever obligation for same is neither specifically delegated nor implied by Parish Articles of Incorporation.
- 4) maintain an official list of Parish Council, Executive committee, standing committees and ad hoc committee members.
- 5) distribute agenda for all Parish Council and Executive committee meetings.
- 6) keep a record of attendance of members of the Parish Council and report same to President.

d) Pastor The duties and obligations of the Pastor are to administer the sacraments, to manage property and finances of the Parish, to proclaim the Word, build up the community and advance the teachings of the Church. It is the role of the Pastor to act as advisor to the Parish Council and Executive committee.

Section 5. Voting. All members of the Executive committee, elected, appointed and ex-officio, are entitled to one vote on issues before the committee.

Section 6. Meetings. Meetings of the Executive committee shall be called by the President whenever a majority of the Parish Council so votes, three or more members of the Executive committee so request, or the President declares a necessity. The Executive committee may conduct official business within the purview of its authority with the assembly of the President or Vice President and two other members.

Section 7. Reporting . The Secretary shall report the activities of the Executive committee to the full Council at the Parish Council meeting next following any Executive committee meeting.

ARTICLE IV STANDING COMMITTEES

Section 1. Establishment. The Pariah Council shall establish and provide initial definition of the roles and duties of such standing committees as it deems necessary in order to carry out the duties of the Parish and Council.

Section 2. Current Committees. Standing committees presently in effect include the following:

- a) Finance committee (Properties committee a sub-committee of)
- b) Liturgy committee
- c) Parish Activities committee
- d) Peace and Justice committee
- e) Religious Formation committee
- f) Social Action committee
- g) Family life committee

Section 3. Elections. Each standing committee shall elect a chairperson and such other officers as it deems necessary to carry out its functions. Elections will be held in May of each year and reported to the President of the Parish Council Executive committee prior to the June meeting of the Council. Service as chairperson of more than one standing committee is prohibited.

Section 4. Chairperson. The chairperson of each standing committee shall be a member of the Parish Council and attend regular and special meetings of the Council. In the event that a standing committee chairperson is unable to attend; Parish Council meeting, the committee shall designate a representative to represent the committee at the meeting.

Section 5. Subcommittees. The Parish Council shall establish, of its own initiative, or upon recommendation of a standing committee, such subcommittees as it deems necessary to assist in the carrying out of the duties of any standing committee.

Section 6. New committees. The establishment of additional standing committees shall require constitutional amendment as provided for in Article XI.

Section 7. Committee roles. Each standing committee shall prepare and submit a statement of purpose, roles, duties and goals to the Parish Council Executive committee President not later than two weeks prior to the July Parish Council meeting. The Parish Council shall review, recommend changes as necessary, and approve the submittal at the July meeting.

Section 8. Meetings. Each standing committee shall meet no less than monthly unless an exception is granted by the Executive committee and report its meeting activities to the Parish Council at the Council meeting next following the monthly committee meeting.

Section 9. Dissolution. The Parish Council may dissolve any standing committee whose duties are deemed no longer essential. Such dissolution requires constitutional amendment as provided for in Article XI.

ARTICLE V AD HOC COMMITTEES

The Parish Council may establish such temporary committees, dedicated to a specific purpose, as it may deem necessary to carry out its functions.

ARTICLE VI MEETINGS

Section 1. Regular meetings. Regular meetings of the Parish Council shall be held monthly, on the second Monday of each month, unless some other date for a particular meeting is voted by the Council.

Section 2. Special meetings. Special meetings may be called by majority vote of the Council, consensus of the Executive committee, or by special request of a standing committee. Special meetings shall deal only with the specific item for which it was called. Notice of special meetings shall be given to all Council members not less than forty-eight (48) hours prior to the scheduled time of the meeting by the President of the Executive committee or his designee.

Section 3. Procedure. In all matters not covered by its Constitution and By-Laws the Parish Council meetings shall be governed by Roberts Rule of Order.

Section 4. Agenda. Agendas for regularly scheduled meetings shall be prepared by the President of the Executive committee and distributed by the Secretary of the Executive committee to all Council members not later than the Sunday preceding the meeting.

Section 5. Quorum. A quorum necessary for the conduct of Council business shall consist of a simple majority of Council members.

Section 6. Voting. Each member of the Council shall be entitled to one vote on all matters before the Council at regular or special meetings. A majority vote of the members making up a quorum will be sufficient to enact official business. Voting by proxy shall not be permitted.

Section 7. Attendance. Attendance at all regular meetings by all Council members is expected. Any member who is unable to attend a regular meeting shall notify the Secretary of the Executive committee prior to the meeting. All regular meetings are open to all members of the Parish.

ARTICLE VII VACANCIES

To fill a vacancy on the Council, existing members shall select and appoint a qualified person to complete the unexpired term.

ARTICLE VIII DISMISSAL

Section 1. Unexplained absence. Any Council member absent from three consecutive regular Council meetings without having given prior notice to the Secretary of the Executive committee will be automatically excluded from Council membership.

Section 2. Dismissal by vote. Any Council member who, by virtue of his conduct, may be deemed unfit to continue service, may be removed from Council membership by a 2/3 vote of the full Council.

ARTICLE IX THE PARISH

Section 1. Open meeting. While all regular meetings are open to all members of the Parish, as set forth in Article VI, participation by all members of the Parish is impractical to the conduct of regular business- It is important, however, in fact, imperative for the Parish to be involved in and supportive of the functioning of its administrative body. Toward that end, at least the January meeting of the Parish Council shall be an open Parish meeting geared to dialogue with the Parish membership concerning Parish needs.

Section 2. Representation. Toward the goal of promoting greater participation in the administration of the Church by all parishioners- it is this Council's duty to provide the most accessible representation that is practical. Following each Parish Council election, the Executive committee shall assign a standing committee or appoint an ad hoc committee to review the Parish rolls. Following that review the Parish membership shall be partitioned into six (6) segments and an at-large member of the Council shall be designated by the Executive committee to represent each segment. This assignment shall be published to the Parish in the manner deemed most practical by the full Council.

ARTICLE X FUTURE PLANNING

The needs of our Parish are in constant change as we continue to grow and mature. To meet those changing needs, the Executive committee shall appoint a chairperson for a "futures committee" from the Council membership, who shall have the task of forming a committee to study and assess the Parish's future needs in terms of facilities, staffing, programs and general growth accommodation. At-large Council members shall receive de jure appointment to the Futures committee, complimented by appointees from the Parish enrollment as deemed necessary by the chairperson. The Futures committee shall prepare a five year plan for acceptance by the full Council. A new Futures committee shall be appointed each year to update the five year plan.

ARTICLE XI AMENDMENTS

Any amendment to the Constitution and By-Laws shall be proposed in writing at a regular meeting of the Parish Council. If the proposed amendment receives a simple majority vote of a quorum of member8_ it shall be published in the Parish bulletin for two consecutive weeks. The proposed amendment shall be voted upon at the next regular Council meeting following publication. A 2/3 vote of the full Council is required for adoption of any amendment.

ARTICLE XII IMPLEMENTATION

Because this Constitution is being adopted in the middle of the fiscal yeart it may not be possible to implement all of its dictates during that year. Such failure at implementation during the fiscal year of adoption shall not be considered a violation of the Constitution.

ARTICLE XIII ADOPTION

The adoption of the Constitution and By-laws nullifies all previous constitutions and by-laws of this Parish Council.

This Constitution was ratified on

March 14th 1986