

# **Constitution and By-laws of Saint Aloysius Parish Pastoral Council**

## **Article 1: Name**

**The name of this organization is the Pastoral Council of the Church of Saint Aloysius, hereinafter referred to as “Council”**

## **Article II: Purpose**

**The purpose of this Council is to be the primary consultative/advisory body to the Pastor. The Pastoral Council works with the Pastor to develop a parish vision, and engage in pastoral planning.**

### ***Bylaw II: 1 Purpose***

**The council shall, if one does not already exist, develop an effective pastoral plan. It shall periodically evaluate progress toward agreed parish goals and objectives and update the plan. Information from the council shall be shared with the parishioners on a regular basis.**

## **Article III: Membership**

### ***Section I: Size***

**The Council shall be comprised of nine (9) members, three (3) of whom are appointed by the Pastor. All must be baptized, practicing Catholics, at least 18 years of age, registered members of the parish and participants in the parish worship life, especially Mass and the sacraments. Parish staff members are precluded from serving as council members.**

### ***Section II: Selection***

**Members are determined through a selection/discernment process.**

### ***Section III: Term of Office***

**Term of office is three (3) years. Members may not serve more than two consecutive terms.**

#### ***Bylaw III.1 Procedure for Filling Vacancies***

**In order to fill annual vacancies the council, members will be selected through a selection/discernment process. Their terms will be staggered, so there is an annual turnover of one-third members. Parishioners are encouraged to recommend fellow parishioners or submit their own names for consideration. . Generally, this process will begin in February and completed by the end of April, with terms beginning in August with the annual retreat meeting.**

*Bylaw III.2 Procedure for Filling Vacancies*

**In the event that fewer people apply than there are openings, the Pastor may appoint a member to fill out council membership of nine (9) members. This will be done with the advice of the Council. These terms will be for three (3) years.**

*Bylaw III.3 Procedure for Filling Vacancies*

**The procedure used to fill any vacancies of selected members occurring mid-term shall be determined by of the Council using names previously subjected to the selection/discernment process outlined in Section II, but not chosen. Depending on the length of time remaining in the vacant term, the Council may elect to leave the seat open until the following August. The term of Council members who fill mid- term vacancies will be for the remainder of the term of the original position.**

**Article IV: Officers and the Executive Committee**

**The Pastor is the presider at each Council meeting. The Council, through a discernment process, shall annually select one (1) of its members as Chair, one (1) as Vice Chair and one (1) of its members as Secretary. The Executive Committee is comprised of the Pastor and the above Officers of the Council.**

### ***Bylaw IV.1 (Officers)***

**Officers shall serve one (1) year terms and be eligible for election to one (1) additional consecutive term in the same office.**

### ***Bylaw IV.2 (Pastor)***

**The Pastor shall serve as the spiritual leader of the Executive Committee and the full Council. He will work with the chair of the Executive Committee to set the agenda for the regular Council meetings. The Pastor will attend both Executive committee and Regular Council meetings.**

### ***Bylaw IV.3 (Chair)***

**The chair will work with the Pastor and other executive committee members to develop the agenda for the Council meetings. The chair shall lead and facilitate the monthly meetings of the Council and the Executive Committee and attend the Finance Council meeting as a non-voting representative of the Council.**

### ***Bylaw IV.4 (Vice-Chair)***

**The vice-chair will serve as the chair and fulfill those responsibilities as stated in Bylaw IV.3 when the chair is unavailable. The vice-chair will attend both Executive Committee and regular Council meetings.**

### ***Bylaw IV.5 (Secretary)***

**The secretary is responsible for publishing and distributing the agenda for the meeting at least one week prior to the monthly Council meetings.**

**He/she is responsible for note taking at the regular Council meetings and publishing and distributing the minutes of each meeting, at the same time the agenda is distributed. He/she is responsible to do the same for the Executive Committee meetings. The secretary will attend both Executive Committee and regular Council meetings.**

### **Article V: Meetings**

**The council shall meet a minimum of 10 (ten) times a year, including an August Council Retreat meeting.**

### ***Bylaw V.1***

**The normal meeting schedule shall be agreed upon and announced at the first Council meeting each year. Special Council meetings may be called by (a) the Pastor, (b) the Executive Committee and/or (c) a written request signed by a quorum of the Pastoral Council. A quorum consists of two-thirds of the total membership.**

## ***Bylaw V.2***

**If a member shall cease to be a member of the Council, he or she shall be replaced according to the procedure established in Bylaw III.2.**

## ***Bylaw V. 3Absence***

**Notification of intended absence should be given to the Council Chairperson.**

## ***Bylaw V.4 Removal***

**If a Council member has 3 consecutive or 4 total absences in a one year period from Council meetings, that member shall be removed as a member of the Council.**

## **Article VI: Committees**

**The Council shall have one (1) standing committee: An Executive Committee whose members are defined in Article IV. For other areas of concern, the Council will establish committees, as necessary.**

### ***Bylaw VI.1 (Executive Committee)***

**The Executive Committee shall be empowered to handle emergency Council business with the Pastor and to set the agenda for the monthly Council meetings. They shall set their own calendar of meetings. Minutes from their meetings will be shared with the entire Council**

### ***Bylaw VI.2 (Ad hoc committees)***

**An ad hoc committee (task force) is one that is established for a specific purpose or a special activity and usually disbands when purpose is accomplished. This differs from a standing committee which remains in place for an indefinite period of time.**

**Ad hoc committees (task force) may be appointed by the Council, with the approval of the Pastor, as needs arise. Each such committee will be given a written commission and a specific time line in which its work is to be completed. Members of the committee need not be Council members.**

### ***Bylaw VI.3***

**The chair of an ad hoc committee shall provide ongoing reports to the chair of Pastoral Council and the Pastor regarding the status of their committee work. When the ad hoc committee work is completed, the committees chair will report the results to the full Council. This can be done in person, through the pastoral council chair, a liaison, or in writing.**

### ***By law VI.4***

**The Parish Pastoral Council cooperates with parish committees and parish organizations. These are not Pastoral Council committees. Parish committees are linked to the Parish Pastoral Council through the Pastor and staff.**

## **Article VII: Decision-making**

**Ordinarily the Council and its ad hoc committees shall proceed using the method known as consensus. In particular instances, however, other decision-making methods may be more appropriate.**

## **Article VIII: Amendment**

**This constitution and the accompanying bylaws may be amended by the Council with the approval of the Pastor.**

### ***Bylaw VIII.1***

**Changes or amendments to this constitution or bylaws may be proposed by any Council member. Any proposed amendments must be presented in writing to the full Council at least one meeting prior to voting on proposed changes. Any amendments shall require a formal two-thirds vote of the Council and the approval of the Pastor.**

### ***Bylaw VIII.2***

**A full and formal review by the full Council of this constitution and bylaws shall take place every five (5) years. The procedure to make any changes shall be as outlined in Bylaw VIII.1.**